



WACO Board of Trustees Regular Meeting  
March 15, 2016  
Red Lion Inn  
Olympia, WA

**Final Minutes**

Tuesday, March 15, 2016 starting at 10:00 a.m.

**Board Members Present:**

Tim Davidson	President	Cowlitz	Coroner
Tammie Ownbey	Vice-President	Pend Oreille	Clerk
Ilene Thomson	2 <sup>nd</sup> Vice-President	Yakima	Treasurer
Dianne Dorey	Secretary/Treasurer	Lewis	Assessor
Carolyn Weikel	Immediate Past-President	Snohomish	Auditor
Keith Willnauer	Past-President	Whatcom	Assessor
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Dan Blasdel	Coroners Trustee	Franklin	Coroner
Alan Botzheim	Sheriffs Trustee	Pend Oreille	Sheriff
Ron Strabbing	Treasurers Trustee	Grays Harbor	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Dave Cook	Trustee at Large Position 3	Yakima	Assessor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Jerry Pettit	Trustee at Large Position 5	Kittitas	Auditor
Milene Henley	Trustee at Large Position 6	San Juan	Auditor

**Staff Present:**

Scott Blonien	Executive Director
Monty Cobb	Policy Director & General Counsel
Timothy Grisham	Director of Member Services – Communications
Michell Allert	Administrative and Member Services Support Coordinator

Mike Shaw

Contract Lobbyist

**Board Members Absent:**

Jonathan Meyer	Prosecutors Trustee	Lewis	Prosecuting Attorney
Kirke Sievers	Trustee at Large Position 2	Snohomish	Treasurer

**Guests:**

Val Barschaw	Kittitas County Clerk	Audit Committee Chair	(via telephone)
Shawn Myers	Thurston County Treasurer		

**1) Call to Order**

**Tim Davidson, President called the meeting to order at 10:00 a.m.**

**2) Roll Call of Attending Members**

President Davidson called for a roll call noting the absences of Jonathan Meyer and Kirke Sievers.

**3) Changes to Agenda**

President Davidson called for any changes to the Agenda. Jerry Pettit, Trustee at Large **MOVED** to adopt the proposed Agenda with the addition of agenda item 11-i Strategic Plan review progress. Ron Strabbing, Treasurers Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**4) Approval of Minutes**

Dianne Dorey, Secretary/Treasurer **MOVED** to adopt December 1, 2015 minutes as presented. Lisa Frazier, Trustee at Large **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**5) Executive Directors Report**

Scott Blonien, Executive Director stated that this meeting would be live-streamed and a video archive of the live-streamed portions would remain on the Washington Association of County Officials website.

Executive Director Blonien discussed acquiring a new insurance plan for WACO – as the previous plan expired and was not offered for renewal. The new insurance also carries supplemental auto insurance for WACO staff carrying out official duties in private vehicles.

President Davidson asked whether officers from the affiliates could be carried on the same insurance. Executive Director Blonien stated that he is confident if they were approached they would be offered insurance coverage.

Executive Director Blonien led a discussion on membership engagement. He stated that one hope is to increase the number of nominees for officers and trustees on the Board of Trustees and that in order to be the most successful in reach our membership WACO needs Board members to help with reaching out to their colleagues.

Executive Director Blonien stated that he asked staff to provide feedback on measurable performance measures for engagement and identify areas of improvement. This will help WACO explain to members and their counties what WACO does for them. One piece of concentration in this effort will be the development of a baseline set of data to begin to gauge progress. Executive Director Blonien explained, for some items WACO has some good numbers, but for a good portion of items there has never been clear data tracking. He emphasized that this is a critical next step to establishing goals and improvements and the ability to more effectively report to the Board and general Membership.

#### **6) Communications Report**

Timothy Grisham, Director of Member Services – Communications provided the Communications Report. The update reiterated that this meeting is being live-streamed using the Livestream service.

Timothy Grisham also provided information on the legislative communications made thus far in the 2016 legislative session. He stated that two weekly tracking reports are sent to the Legislative Committee and affiliate presidents. The Legislative Committee is comprised of the Legislative Chair of each affiliate. In addition a weekly legislative recap is sent out to the entire membership.

Timothy Grisham discussed the staggered intranet roll out – noting that by now each affiliate President has been contacted with the affiliate intranet log in information and site. Work will continue to get affiliates on the intranet. He noted that there is a need from the Board and affiliate leadership to help get the membership onto the intranet and website.

Timothy Grisham provided information about the webinar product. Gotowebinar is a Citrix product that facilitates file sharing, editing, chat functions, video conferencing and teleconferencing capabilities in one package. The service will be available to affiliates. Timothy Grisham will be creating training materials for the service.

Tammie Ownbey, Vice-President expressed that she hoped that more than six individuals could be on screen at once and that the Legislative Committee has been using it regularly for two months. Timothy Grisham stated that Citrix has said they would be increasing that capability to nine soon. He also stated that perhaps using an approach where you do not use the video when not speaking and self-moderate might be useful. Vice-President Ownbey said that would take a little getting use to, and asked President Davidson how

they used video conferencing utilizing the Adobe system. President Davidson stated that they self moderate their feed and don't use the video when not speaking – he said they are use to it now that they have been doing it regularly.

Timothy Grisham discussed video training. He stated that he recently recorded panels and trainings at the Auditors' Licensing Conference in Wenatchee. He stated that he is also working with the Assessors on two trainings coming up, as well as the Auditors' on a recording training project.

President Davidson asked if field recording is available. Timothy Grisham stated yes and provided detailed information about cameras and equipment that could be used.

Trustee at Large Frazier asked how all these trainings would affect Timothy's workload. Executive Director Blonien stated that too much work is a good thing, rather than not using the skills and equipment. He clarified that this is part of his position's priorities and that he is offering these services to engage members. Executive Director Blonien also stated that Timothy has been active in pursuing interns to help with the AV needs.

Ilene Thomson 2<sup>nd</sup> Vice-President asked whether 2016 was appropriately budgeted for these training and education activities including travel. Executive Director Blonien confirmed that it was appropriately anticipated.

## **7) Financial Report**

Michell Allert, Administrative and Member Services Support Coordinator provided the Financial Report including the 2015 year-end unaudited financials and opened the conversation up for questions.

Vice-President Ownbey asked for clarification on items that went over budget, and whether WACO was still on budget otherwise. Michell Allert stated that many of those items were unanticipated items associated with new hires and that WACO is still on budget for 2015 but may have to transfer the needed an amount from the other bank account to cover the reserve amount of \$50,000. Once the audit is completed that decision will be made.

Executive Director Blonien stated that WACO has chosen and contracted an outside auditor for the annual audit.

Barb Miner, Trustee at Large Position 1 asked for clarification on the budget item referring to December 2015 dinner guests. Michell Allert stated that the item was meals paid for guests from the Skamania County delegation at the December 2015 Board of Trustees meeting.

***The Board went on break from 10:52 a.m. and reconvened at 11:05 a.m.***

Michell Allert provided a report on the progress on the MIP transition.

Milene Henley, Trustee at Large Position 6 stated that the Board needs to establish an accrual or cash system, stating that mixed system is problematic. Trustee at Large Jerry Pettit stated that many non-profits operate on a mixed system and that the Board needs to be mindful that WACO is not a county when thinking of the type of system it operates under.

Michell Allert stated that the transition from QuickBooks to MIP is in part because the current general ledger is too difficult to unwind and would require building a new one. Michell Allert explained that WAPA and WAPA-SEP were being reported as employees in tax filings, including under LNI and Unemployment Insurance, this is an issue because any claims filed against these two agencies will affect WACO's rating. . She stated that they will now be separated in MIP with their own database and will be filing all payroll related information under their tax id and other insurance numbers. .

Trustee at Large Henley asked why doesn't WACO pay them out of their account. Vice-President Ownbey clarified that it is occurring in this manner based on how the books were originally set up and the transition to MIP will fix the situation as part of a process improvement. Michell Allert stated that WAPA and WAPA-SEP have separate bank accounts and wanted to test the payroll process in MIP with WACO's bank and continue being reimbursed by the WAPA and WAPA-SEP for the time being.

Executive Director Blonien stated that the MIP transition is something that members would never really see, but it will help serve for transparency, and integrity in WACO books, and helps assure the continued fiscal sustainability. He continued, over the last year WACO staff created very specific categories for the 2016 budget. There used to be broad spending categories that were not very transparent, now there are more specific line items.

## **8) Legislation Report**

Monty Cobb, Policy Director provided a brief overview of the 2016 session.

Mike Shaw, Contract Lobbyist stated that the Legislature is currently in a special session. The current shape of the supplemental budget still has adverse money grabs for County Clerks and Thurston County. He explained it is his hope that it will not be in the final budget.

Vice-President Ownbey asked about bill veto information. Mike Shaw explained that 27 of the 37 bills were vetoed. All of the bills that were vetoed were from the Senate. The vetoed bills were all five-day bills with the exception of the Treasurers priority bill SB 5767; which was treated as if it was a five-day bill. Mike Shaw explained that the Coroners' human remains bill is a Senate bill could be vetoed by the twenty-day deadline.

Monty Cobb stated that the Auditors' fee bill got out of Senate committee and never came up for a vote, the House assumed that the Senate would do that and wouldn't pass a

house version once it got to the Senate. Mike Shaw clarified that he was told that there is no support for a fee bill during an election year.

Monty Cobb provided information on the Auditors' clean up bill, which was not a WACO priority bill. But WACO aggressively worked the bill. The bill stalled in the House as it too broad of a title and leadership was concerned that too many stakeholders would try to attach other bills to it. WACO tried to attach the provisions to other bills, and the sponsoring Legislators were committed to the amendments, however leadership prevented this from happening based on too many amendments being added by too many groups.

Mike Shaw stated that one of the biggest successes of the 2016 legislative session was that WACO staff was able to identify legislators as champions for the county officials, this was a very big step forward from last year and lays significant groundwork for future efforts.

Executive Director Blonien stated that this year WACO had great member participation from the affiliates in the legislative process. Executive Director Blonien thanked Monty Cobb and Mike Shaw both for their work to move the agenda forward and their great work. Mike Shaw responded that Tom McBride from WAPA helped give some legitimacy to the Coroner bills by testifying in support.

Executive Director Blonien discussed legislative tracking and data, and the work that went into making 2016 different from previous years and how WACO would be moving forward with the efforts. He also stated that WACO staff would aggressively vet legislation in the future and give feedback on viability prior to session beginning when able and appropriate.

## 9) Old Business

### a. Agenda for Future Conferences

Executive Director Blonien reminded about discussion of talking about reworking conference setting for 2018. He stated that his vision is that the conference is to offer an anchor speaker or educator every day of the conference.

Vice-President Ownbey stated that basically we are looking at days and that WACO needs to know the time set by September at conference to vote on bids for future conferences by the membership. Executive Director Blonien stated that we can do vote by mail if we host bids online. Monty Cobb clarified that the bylaws state that the membership will select time and location at the conference.

Vice-President Ownbey proposed that she and 2<sup>nd</sup> Vice-President Thomson bring back a proposal to the Board in July to move forward. Carolyn Weikel, Immediate Past-President stated that July is too far out, but likes the idea of a separate set of eyes reviewing the schedule.

Executive Director Blonien stated that one of the things the Board has talked about during the October 2015 retreat and at the December 2015 meeting was how do we make better use of our time. He stated that the bylaws require only nominations and elections of officers at the annual conference, not legislative selection. Monty Cobb clarified, legislative selection at the annual conference is not in the bylaws, but has been done as tradition that way for many years. He went on to state that future conference selection at the annual conference is in the bylaws – but it has not always happened that way.

Executive Director Blonien stated that at the conference it appeared that the priority bill selection process felt like a pro forma activity and that there may be a different and better manner to put value into the process at the conference.

2<sup>nd</sup> Vice-President Thomson stated that in the past there have been some contentious conversations about proposed legislation at conferences that were really heated. Going on to state that if WACO did get this work done earlier it would not come as a heated shock at the conference attendees; and that it would be beneficial to get the priority bills organized at an earlier date but still have the membership hear them at the conference.

Trustee at Large Miner stated that the conference is good for discussing the legislation and that the opportunity to have these discussions is a very important part of the conference. Trustee at Large Frazier stated that this is part of member engagement and that the business meeting gives the elected officials who may not have had an opportunity to speak on potential issues in the planning and development process of the proposed legislation to do so.

Immediate Past-President Weikel agreed that there is a value to have those discussions, but potential legislation could be shared earlier so there are no surprises when it gets to the conference.

Mike Lonergan, Assessors Trustee stated the key is we should be discussing what really is workable for future meetings. The Board needs to make sure it accomplishes common goals for an annual meeting. The real meat is the business and the training is the secondary issue. Trustee at Large Frazier stated that the discussion is the number of days and not what particulars occur each day.

Vice-President Ownbey stated it would be good to take a break for lunch and then revisit the topic when the Board reconvenes.

***The Board went on break from 12:30 p.m. and reconvened at 1:28 p.m.***

Vice-President Ownbey stated that the Board couldn't vote on final bid until September including the time based on bylaws. She continued to state that I don't want to be pigeonholed by too short of planning on only this single discussion. Vice-President Ownbey asked for a show of hands, clarifying it was not a vote but poll to narrow the discussion, what block of days would be best. From 1 p.m. Tuesday through noon Thursday received seven members indicating preference. From 1 p.m. Wednesday

through noon Friday also received seven members indicating preference. Secretary/Treasurer Dorey stated that she would prefer a Monday through Wednesday schedule.

Executive Director Blonien asked if a survey the entire membership would be appropriate in the given timeframe. President Davidson asked if WACO is going to send a survey on the number of days, why can't we ask the members to indicate a location preference.

Trustee Strabbing stated that he thinks Executive Director Blonien, in consultation with a contractor, should handle the location selection. Trustee Strabbing provided anecdotal information about when counties promoted a facility and found out that the facility could not handle the need of the annual conference. Trustee at Large Frazier concurred that she would prefer the work to be handled through the use of a contract company.

Trustee at Large Henley stated that two different conversations are happening at once. Clarifying that using a contractor is inconsistent with the membership selecting a conference.

President Davidson asked WACO staff to send out a poll to the membership to talk about days that work best, Vice-President Ownbey and 2<sup>nd</sup> Vice-President Thomson will put together couple of options for the survey. That information will inform options that will be presented at the July Board Meeting.

#### **b. 2016 Conference**

Vice-President Ownbey presented a working agenda for the 2016 conference. She noted that the Education Committee will help create the final agenda.

A discussion was had on whether Jannelle Brittain would be a trainer or keynote – with the determination that more discussion between Executive Director Blonien and the Education Committee is needed.

President Davidson discussed the need to get the break out speakers' names ahead of time for continuing education credits. He explained that each affiliate has different timelines for the con education credits.

#### **10) New Business**

##### **a. New “members” for charter counties**

Trustee at Large Henley provided background on bringing up the question of who is a member of WACO or not. She stated that a non-elected official asked to join WSACA, and based on WSACA rules they would be a member of WSACA. WSACA then had internal conversations that questioned if that means they are automatically a member of WACO as well. She stated her opinion that if you don't have another association representing you and you are member of WSACA you should be a member of WACO.

Debbie Adelstein, Auditors Trustee stated that she did not agree that an individual in this case should be automatically a member.

Trustee at Large Pettit asked for clarification from the bylaws. Monty Cobb provided clarity based on the bylaws citing Article II Section 2.1, Section, 2.2 and Section 2.3. Section 2.2 states, “In the event that a county shall have officials with similar responsibilities but with other titles or designations than those listed in Section 2.1 of this Article, then those officers, whether elected or appointed, shall be members of the Association.”

Trustee Adelstein asked if an individual has to request membership. Monty Cobb clarified that based on bylaws you do not.

**b. 2017 and future budgets**

Executive Director Blonien provided background stating that in past years surplus was placed in a separate account, not in the reserve. That amount now exceeds \$200,000. He explained that WACO committed to build the reserve out of those funds – but, the Board did not talk about future surplus. Executive Director Blonien proposed using that surplus for two years after the budget is realized - for example a 2016 surplus can be used in 2018.

Trustee at Large Pettit stated that it is unanticipated profit carry over and provided his opinion that the Board needs to make that decision. He stated that the Executive Officers and Budget Committee ought to make that determination during their normal budget preparation. 2<sup>nd</sup> Vice-President Thomson agreed with Trustee at Large Pettit adding a concern that the funds should not be used at the cost of providing room for unanticipated costs. Immediate Past-President Weikel stated that the difference is that WACO has never used the fund balance to develop the upcoming years budget – and there is a desire that we could use that if it is clearly marked and a good case was made. Trustee Strabbing stated that the budget has to ensure that there is enough in reserve and that the surplus funds is one-year funding that should not be used for long term projects.

**c. Education and budget**

Item not discussed, covered in agenda item 9-b in part.

**d. Annual report**

Executive Director Blonien stated that WACO staff is preparing an annual report with the idea that it could be used during courthouse visits to give information to County Commissioners on what WACO is currently doing and where they are working toward their priorities. The annual report will be an outreach tool that is intended for an audience beyond the WACO membership.

*The Board went on break from 2:45 p.m. and reconvened at 2:59 p.m.*

**e. 2017 Joint Conference**

Executive Director Blonien stated that thus far WSAC has not taken a leadership role in making an agenda for the 2017 conference. Executive Director Blonien asked the Board

for feedback on what kind of topics would be good for the agenda, and what the organizations hopes to accomplish at the joint conference.

Alan Botzheim, Sheriffs Trustee stated his opinion that labor and employment relations would be a good topic for both WACO and WSAC. Secretary/Treasurer Dorey stated that having sat through some topics that are not topical to her office at other conferences; WACO needs to take a lead to make sure the fit is best for everyone. Trustee at Large Henley stated that economic forecasts and county sustainability are good topics.

Vice-President Ownbey stated that there is a need to look at counties as a unit and team, rather than separate roles, in order to capture the strength of this opportunity.

Executive Director Blonien stated that one topic could be better communication between commissioners and separately elected officials during times of disagreement. Vice-President Ownbey stated that she does not think saying us /them is good, but how can we all work together would be better. Secretary/Treasurer Dorey stated a good piece for education would be the separation of powers. She continued, we need to find where the bright lines are even when we are a team. Dave Cook, Trustee at Large Position 3 stressed that the key is to unit through commonality.

Vice-President Ownbey expressed that strongest thing we can do is get the WACO Education Committee looped in with the WSAC conference agenda planners.

#### **f. Bylaws and Policy Committee**

President Davidson stated that he is currently finding members for the Bylaws and Policy Committee and that it is almost filled. He continued to state that the first conference call will happen within the next week and will focus on some of the conflicts in the bylaws and policy to make recommendations for changes.

President Davidson also stated that he would be looking at combining policies and to develop a more comprehensive policy manual. The committee will bring draft language to the Board for review.

#### **g. 2017 Legislative Session**

Item was not discussed per direction of President Davidson, stating the topic was covered extensively in agenda item 10-e.

#### **h. Committee Reports**

##### **i. Education Committee**

2<sup>nd</sup> Vice-President Thomson stated that the topic was covered adequately in agenda item 9-b.

##### **ii. Legislative Committee**

Vice-President Ownbey stated that the Legislative Committee continues to hold meetings until the close of the 2016 session.

Trustee at Large Miner stated that the committee will discuss how to build for 2017.

President Davidson stated that it would be a good idea if the Legislative Committee continued to meeting on a monthly basis during off-session times.

### iii. **Audit Committee**

Executive Director Blonien provided a brief overview of the Audit Committee. He stated that the members met and elected Val Barschaw, Kittitas County Clerk to Chair.

Val Barschaw, Audit Committee Chair (via telephone) stated that the Audit Committee has recently received info and additional documentation that they have requested on the 2015 fiscals. The Audit Committee will review the committee policies and procedures in place, make observations and recommendations on the policies and procedures, then will review the fiscals and make a report.

Trustee at Large Pettit stated that last year's audit had a request to look at procedures for improvements. Executive Director Blonien clarified that out of that audit was a recommendation for a more robust fiscal system leading to the MIP transition.

President Davidson asked if the report would be ready by the July Board of Trustees meeting. Val Barschaw confirmed they would.

Immediate Past-President Weikel **MOVED** to refer the first quarter 2016 financials to the Audit Committee when available. Trustee at Large Frazier **SECONDED** the motion. **DISCUSSION** Timothy Grisham stated that the Board would have to approve sending the quarterly financials for the fourth quarter of 2015 to the Audit Committee as well, as there has been no motion to do so. Immediate Past-President Weikel **MOVED** to add the fourth quarter of 2015 to the motion as an amendment. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** unanimously.

### iv. **Nomination Committee**

Executive Director Blonien stated that each affiliate other than the Prosecutors' are currently represented on the Nomination Committee and that they are close to filling the Chair vacancy. He stated that there is an opportunity for Board members to identify potential new candidates for officers or trustee positions on the Board.

Executive Director Blonien led a discussion on what benefits sitting on the Board have for the individual member.

President Davidson stated that it gets your voice heard.

Trustee at Large Strabbing stated that it broadens your horizons to get to know more than your own affiliate on what happens in the rest of county government.

Vice-President Ownbey stated that it is a great networking opportunity and for small counties it really helps get information or feedback from a greater pool than available elsewhere. President Davidson added that it diversifies someone's toolbox, it gives you your peers tools as well as your own.

Trustee at Large Pettit stated that being part of the breakdown of WACO, he felt I wanted to be part of the rebuilding of the Board. WACO provides for an opportunity of knowledge of what is going on statewide.

Immediate Past-President Weikel emphasized the responsibility and prestige that comes with being a WACO Board member, and that can be very important on a personal level to people. She stated that we represent an organization that has a responsibility to our members and those we serve.

Executive Director Blonien stated that the Nomination Committee can only do so much. WACO is going to start a PR campaign to advertise the opportunity to serve on the board and what they get out of it.

#### **v. Budget Committee**

President Davidson stated that the Budget Committee scheduled to meet May 11, but falls in middle of Auditors' conference – he will look at switching to May 4 in Ellensburg.

#### **i. Strategic Plan**

President Davidson stated that he would be getting committee members representing each affiliate for a review of the Strategic Plan. The Strategic Plan currently talks about annual survey – this hasn't happened since adoption. Vice-President Ownbey stated that there could be a survey done rather quickly.

**The meeting adjourned at 3:49 p.m.**