



WACO Board of Trustees Regular Meeting
July 22, 2015
Crowne Plaza-SeaTac
SeaTac, WA

Final Minutes

Wednesday July 22, 2015 starting at 10:00 a.m.

Board Members Present:

Carolyn Weikel	President	Snohomish	Auditor
Tim Davidson	Vice-President	Cowlitz	Coroner
Tammie Ownbey	2 nd Vice-President	Pend Oreille	Clerk
Ilene Thomson	Secretary/Treasurer	Yakima	Treasurer
Keith Wilnauer	Immediate Past-President	Whatcom	Assessor
Mike Lonergan	Assessors Trustee	Pierce	Assessor
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
Dave Cook	Trustee at Large	Yakima	Assessor
	Position 3		
Jerry Pettit	Trustee at Large	Kittitas	Auditor
	Position 5		
Milene Henley	Trustee at Large	San Juan	Auditor
	Position 6		

Staff Present:

Scott Blonien
Monty Cobb
Timothy Grisham
Michell Allert

Executive Director
Policy Director & General Counsel
Director of Member Services – Communications
Administrative and Member Services Support
Coordinator

Board Members Absent:

Randy Gaylord	Past-President	San Juan	Prosecutor/Coroner
Jonathan Meyer	Prosecuting Attorneys Trustee	Lewis	Prosecuting Attorney
Barb Miner	Trustee at Large Position 1	King	Clerk
Ty Trenary	Trustee at Large Position 2	Snohomish	Sheriff
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer

1) Call to Order

Carolyn Weikel, President called the meeting to order at 10:00 a.m.

2) Welcome

President Weikel gave a brief welcome.

3) Roll Call of Attending Members

President Weikel called for a roll call noting the absences of Randy Gaylord, Jonathan Meyer, Barb Miner, Ty Trenary, and Lisa Frazier.

4) Changes to Agenda

President Weikel called for a change to add an agenda item under “new business” as agenda item 9 b. Bylaw Change Keith Wilnauer, Immediate Past-President **MOVED** to add the item. Tim Davidson, Vice-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

5) Approval of Minutes

Jerry Pettit, Trustee at Large noted that he should be listed as absent for the March meeting. Milene Henley, Trustee at Large noted that there was an occurrence of “trusty” and not “trustee” in error. President Weikel noted that this was an old version of the draft minutes and several errors had already been corrected in the official version including name misspellings. Debbie Adelstein, Auditors Trustee **MOVED** to adopt March 10-11, 2015 minutes as amended. Vice-President Davidson **SECONDED** the motion. The **MOTION CARRIED** unanimously.

6) Education report

Tammie Ownbey, 2nd Vice-President noted that there was a report in the board meeting materials packet. The education committee meets monthly and will send updates to membership on topics of interest. 2nd Vice-President Ownbey talked about the management trainings presented by Jan Dwyer Bang, the video pre-work prepared by

Timothy Grisham, and the need to get more attendees to sign up for the Walla Walla training.

Trustee at Large Henley asked if we could compare the numbers from past trainings compared to the management trainings. 2nd Vice-President Ownbey that it would be difficult to compare because the open public meetings training had a large number of non-county individuals attend in order to meet legislative mandates.

Trustee Adelstein stated that she was unsure how to best utilize the trainings. She felt that more clarity in the agenda would be useful. She read it as you can either watch the video, or go to the in-person training; not do both.

2nd Vice-President Ownbey stated that the education budget was \$8500 for the year. \$5600 was spent for the management-training contract. \$2900 remains. Scott Blonien, Executive Director stated that he has contacted the risk pools about sponsoring trainings, and they are interested in doing so.

Mike Lonergan, Assessors Trustee noted that 25 counties were represented at the trainings, which is a very impressive reach.

7) 2015 Conference

2nd Vice-President Ownbey distributed the 57th Annual Washington Association of County Officials Annual Conference 2015 draft agenda. She noted that the Education Committee had planned more speakers this year than any previous year. Executive Director Blonien provided short biographies on the speakers including: Jan Hargrave, Dr. Siewert, Dan Garrity, Dr. Murphy and Rene Smith-Nyberg.

2nd Vice-President Ownbey stated that Executive Director Blonien has been tasked with increasing revenue. Past relations between WACO and vendors have not been the best. WACO staff is slowly turning the ship to improve these relationships all around. Executive Director Blonien stated that WACO needs board member help in improving the vendor/membership relationship to get the best use of time and money. Monty Cobb, Policy Director stated that we must tie the vendor with the appropriate individuals to get the best participation and improve relationships. Trustee Adelstein stated that she has had a hard time understanding why a vendor would go to the WACO conference if they already go to the affiliate conferences. President Weikel expressed appreciation for Executive Director Blonien's work in finding new methods of revenue. 2nd Vice-President Ownbey asked if we should provide contact information to vendors for follow up. Policy Director Cobb noted we had for the past two years.

8) Executive Director's Report

a. Communications Report. Timothy Grisham, Director of Member Services – Communications provided a brief overview of the progress made in communications since the March 2015 meeting. The Courthouse Journal open rate is currently 35%. Staff is on track to meeting the 50% performance measure by year one, and well above the national average for government mailings (21%). Twitter saw a monthly high impression of 12.6k. The monthly average is currently 8.5k. WACO staff has more than met the to-date performance measures for Twitter. WACO web traffic experienced an exponential bump in traffic in June from the month prior. But a better snapshot is the three months prior. WACO's website went from 445 unique visitors to 1190 – 53% of which is direct traffic and 20% of which is from a social media referral. What this means is that people are purposefully landing on our page 73% of the time and only a quarter of users are coming to the page from Google or other searches or referrals. At this rate, this type of increase in traffic significantly outpaces the performance measures set in the communications plan.

Timothy Grisham also discussed the five videos captured at conferences, as well as the six produced for the management training. To date there had been 307 training video views.

The Board had discussion regarding private versus public web page for our training videos. Should there be a login for a WACO member to use in order to view the video. Concern over the speakers who expect payment for their services so can those videos be open to anyone to view.

Mr. Grisham also gave a brief update to the website status. The website is slated to launch in September 2015.

The Board took a break at 11:10 a.m. and reconvened at 11:20 a.m.

b. Financial Report. Michell Allert, Administrative and Member Services Support Coordinator stated that the recent audit changed the 2014 year-end total due to property value decrease and equipment depreciation. There is still \$18k in the reserve. Trustee at Large Henley asked why we reduced a fixed asset. Michell Allert stated that the building and rent investment is a line item in the income and is tied to value.

Trustee at Large Henley **MOVED** to accept the changes to the 2014 year end totals. Trustee at Large Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Michell Allert asked for questions regarding the totals in the first quarter fiscals. Trustee Lonergan asked for clarification this is an unbudgeted amount that covered the temporary accounting services; in 2014 the services were charged to the Administrative Coordinator's position. Now that Michell Allert's position is permanent it will be in staffing for future months.

Trustee at Large Pettit **MOVED** to refer the first quarter (January, February, and March) 2015 fiscals to the Audit Committee. Secretary/Treasurer Ilene Thomson **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Michell Allert stated that WACO had moved to quarterly billing in April. Every county is technically up to date and paid. Trustee at Large Pettit stated that the billing reports are incredible compared to what the board had received in the past. Executive Director Blonien gave some background into Pierce County's funding structure for WACO dues.

Michell Allert provided fiscals through June and a July through December fiscal projection. The projection adds \$11604 in surplus from the original budget. A discussion was had on how reserve funds change the long-range fiscal goals of WACO. President Weikel noted that action was taken in March to work to a 12-month reserve in \$50k increments.

Michell Allert noted that she has yet to view the MIP accounting system with WSAC, but they are scheduling to do so in the near future.

c. Legislative Update Policy Director Cobb provided a legislative update to the Board of Trustees. July 10 was Sine Die for the Third Special Session. Two clerks' and one treasurers' bills were signed by the Governor. Others went to the rules committee before dying. Fiscal sustainability remained a consistent theme and push without a lot of policies being drafted. However the only piece that made it through to the bill phase was the real-estate excise tax piece. Session led to great conversations to build a county support foundation. There was, as in the past, a lot of time devoted to defensive work. Legislators mentioned positive comments from the 2014 OPMA trainings.

Trustee at Large Pettit stated that relationships and coalition building from the member bases is a good tool. Executive Director Blonien stated that he plans to speak to repeat bill sponsors for problematic bills to get at the root of the idea, with the hopes of fostering a win-win situation for the sponsor and WACO members. Trustee at Large Pettit said that he would like to see a county support caucus. Policy Director Cobb noted that there is work in the house to do something similar and are working extensively with WSAC and WACO.

The Board took a break at 12:15 p.m. and reconvened at 12:45 p.m.

d. Future Conferences. Executive Director Blonien expressed that he would like WACO to look at future conferences needs and to revisit when, where, and how long we hold conferences. There may be an opportunity to combine conference services beginning in 2018.

e. Affiliate Support. Executive Director Blonien stated that one of the most frequent comments from affiliates is that they do not have a clear picture of what they get from WACO. Auditors want confirmation of what they get from WACO. Out of this question a memorandum of understanding went out to each affiliate on what to expect leg.-wise from WACO. This led to a conversation about administrative support for the auditors. WACO will hire and house a ¼ FTE position for administrative support for the auditors with the affiliate paying for the service. A conversation centered on the progress of the agreement, Executive Director Blonien clarified that the agreement has been negotiated and the terms agreed to, and all that remains is for the parties to sign a written version.

Immediate Past-President Wilnauer state that there appears to be an element to it that feels like creative bookkeeping. Rather than a dues increase across the board single affiliates are increasing funding. There is still an increase to the individual elected official. Trustee at Large Pettit stated that the auditors concern came to WACO because they felt the benefit would be both for WACO and the affiliate. Auditors would hire with or without WACO – it is already accounted for in their dues increase. Further discussion was had on a possible affiliate dues increase for auditors due to this. Trustee Lonergan stated that he expects WACO to continue to meet its charge.

President Weikel asked for a round-robin weigh in on the subject. Alan Botzheim, Sheriffs Trustee stated that there needs to be more work and that this may lead to confusion. Ron Strabbing, Treasurers Trustee stated that if an affiliate wants additional services, then they should pay more for it. He would hate to see additional services distract from core services. Any service beyond equitable level should be value added and paid for. Peggy Semprimoznik, Clerks Trustee concurred with Mr. Strabbing. 2nd Vice-President Ownbey appreciates Executive Director Blonien’s work on the process after seeing his work. Dan Blasdel, Coroners Trustee cannot recall that this had ever come before the board. Executive Director Blonien provided clarification that the MOU to all affiliates details the expected level of service, and that this arrangement with the auditors would not impact that MOU – that it would be value added and paid for.

9) New Business

a. 2016 Operating Budget. President Weikel stated that the budget is put together by the executive officers. The proposed budget is a no-due-increase budget. President Weikel thanked Executive Director Blonien and Michell Allert for their work and addressed the out of state travel line item for executive officers. Trustee Blasdel asked if the budget had to be approved by membership. President Weikel clarified that the board has authority to approve and modify.

Vice-President Davidson asked why out of state travel was limited to NACO sponsored events. President Weikel clarified that the plan was not to limit it to a particular event, but limit the travel only to executive officers. Trustee Strabbing stated that there had been limited travel in the past. The executive officers had priority by function. This change is not much different than the historical use of the old policy. Trustees Semprimoznik and Henley both expressed that the board should be able to utilize this, but the executive officers get priority. Policy Director Cobb explained that in the past all members were able to apply for out of state travel, most were approved, they were then prioritized. WACO would then spend the funds until depleted based on the priority order. Trustee Adelstein expressed being in favor of the change. Trustee Blasdel stated that more than executive officers are committed to WACO and should be able to benefit from the travel.

Trustee at Large Pettit **MOVED** to accept the 2016 budget as presented. Trustee Blasdel **SECONDED** the motion. During further questions Policy Director Cobb asked about stepped increases for Timothy Grisham and Michell Allert. Michell Allert explained it was in the budget. Trustee Strabbing called for an end to further questions. The **MOTION CARRIED** unanimously.

Trustee Adelstein **MOVED** to accept the proposed changes to the travel policy. 2nd Vice-President Ownbey **SECONDED** the motion. During further questions Trustee at Large Henley asked who writes, creates and adopts policies. It was explained by President Weikel that it depends on the policy. Trustee Adelstein and 2nd Vice-President Ownbey voted yes on the motion. All others present voted nay. The **MOTION FAILED**. Current policy stands.

b. Bylaw Change. Vice-President Davidson provided background on a proposed bylaw change given to him by a member. The change would require that WACO members attending the annual conference approve the annual WACO budget. Policy Director Cobb provided further explanation that the change would move the budget authority to a vote by the general membership, prohibit spending outside the budget, and move the reimbursement formula to a vote by the general membership. He further stated that the next procedural step could be referring the request to the bylaw committee. 2nd Vice-

President Ownbey asked if there was a notice provision. Mr. Cobb clarified that there is a notice provision that has to be followed once accepted. Vice-President asked if this discussion counted for their notice. Executive Director Blonien asked what is considered notice. Dave Cook, Trustee at Large stated that the board should notify the proponents first of the procedure. Vice-President Davidson stated that the proponents must do their due-diligence. President Weikel stated that the board would respond accordingly and set future procedures to act accordingly.

10) Committee Reports. President Weikel asked if there were any questions on submitted reports. None were asked.

11) Old Business. Trustee Adelstein asked if the strategic plan was used for the budget. Executive Director Blonien stated that yes it was a big component of the decision making.

The meeting Adjourned at 2:33 p.m.