



WACO Board of Trustees Regular Meeting  
September 29, 2015  
Hotel Murano  
Tacoma, WA

**Final Minutes**

Tuesday, September 29, 2015 starting at 10:00 a.m.

**Board Members Present:**

Carolyn Weikel	President	Snohomish	Auditor
Tim Davidson	Vice-President	Cowlitz	Coroner
Tammie Ownbey	2 <sup>nd</sup> Vice-President	Pend Oreille	Clerk
Ilene Thomson	Secretary/Treasurer	Yakima	Treasurer
Keith Wilnauer	Immediate Past-President	Whatcom	Assessor
Randy Gaylord	Past-President	San Juan	Prosecutor/Coroner
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
Barb Miner	Trustee at Large Position 1	King	Clerk
Dave Cook	Trustee at Large Position 3	Yakima	Assessor
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

**Guests Present:**

Vicky Dalton	Spokane County Auditor, Audit Committee Member
Thad Duval	Douglas County Auditor
Tim Fitzgerald	Spokane County Clerk

**Board Members Absent:**

Jonathan Meyer	Prosecutors Trustee	Lewis	Prosecuting Attorney
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. President Weikel thanked the Board for a year of growth and recognized a bright future.

**3) Roll Call of Attending Members**

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

**4) Changes to Agenda**

President Weikel called for a change to accommodate Vice-President Davidson's schedule by moving agenda item 10-c "Review of Strategic Plan" prior to agenda item 6 "Education Committee Report". Mike Lonergan, Assessors' Trustee **MOVED** to move agenda item 10-c prior to agenda item 6. Jerry Pettit, Trustee at Large **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**5) Approval of Minutes**

Trustee at Large Pettit **MOVED** to adopt July 22, 2015 minutes as presented. Peggy Semprimoznik, Clerks' Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**6) Review of Strategic Plan (formerly agenda item 10-c)**

President Weikel introduced the Strategic Plan Report prepared by WACO staff. The review looks at each goal and subsection of the plan and gives a status update on each point. The review classifies each section as either: "on-going" (meaning work is a year round process), colored yellow; or "completed" (meaning the work on this section is

complete), colored green. Additionally, “on-going” sections colored orange need to be re-evaluated for further consideration.

Tammie Ownbey, 2<sup>nd</sup> Vice President highlighted the progress made in membership training over the last year. Noting that the Management and Supervision Training Academy was a great experience, a huge success, from which many managers gained significant education.

Scott Blonien, Executive Director thanked WACO staff Timothy Grisham and Michell Allert for their work putting together the program.

President Weikel presented statistics gathered from post-training evaluations of the Management and Supervision Training Academy. President Weikel detailed progress on projects and committees. President Weikel noted that we have not assessed WACO strengths and weaknesses, and have to be careful in WACO’s asks from members in order to receive quality data and information back. Other points noted were increasing staff visibility, recognizing WACO and its member’s accomplishments, and posting jobs and other information on WACO’s online portals.

President Weikel noted the need to create a shared legislative theme. WACO has worked with WSAC, AWC and others to improve communications, but more work can be done. Executive Director Blonien asked Board Members to both attend and encourage attendance of the legislative planning events regarding fiscal sustainability that WACO is co-hosting with WSAC.

President Weikel noted the need to create communications to educate the public to better understand what elected officials do, and the possibility of taking the message to schools for civic education. Timothy Grisham, Director of Member Services – Communications stated that he has plans on creating video modules on county elected officials to help inform the public. These videos will be hosted on the WACO webpage. Executive Director Blonien also noted it is important to also communicate what deeds for which WACO members are NOT responsible. (setting tax rates)

Randy Gaylord, Past President stated he would like to see county officials send news and pieces of information to WACO for posting on Twitter, Facebook, on the website; and to distribute news releases. Timothy Grisham expressed that he would like that, and that it would help build a repository for county elected officials’ information. President Weikel noted that WACO needs to get the story out to our legislators and not just the public.

President Weikel noted that Goal 4-a (1), (2) and (3) is to create a sustainable budget. This goal is an on-going process as it is part of the current budget process. Trustee at Large Pettit asked for clarification if the Board plans on revisiting this in the future as a goal, or is it an annual re-evaluation. Executive Director Blonien proposed that some sections needs reformatting. The wording of sub-sections (1), (2) and (3) should be folded into the main topic area. Trustee Lonergan noted that, historically, large counties have been concerned about funding WACO - So the sub points are completely relevant. He continued to state that WACO should also diversify its income sources. Executive Director Blonien stated that funding is one side of the coin, but identifying what value WACO provides to its members is the other. Past President Gaylord stated that as long as the method for creating the budget is sound – this remains relevant.

President Weikel noted success in finding vendors and sponsors for not only the conference, but the training sessions – as well as, a web buyers guide contract as sources of diversified income. She also stated that more work needs to be done to expand these areas. 2<sup>nd</sup> Vice-President Ownbey stated that there would be a noticeable change on the vendor experience at the conference. She noted the sponsorship of the President’s Reception, as well as the Vendor Fair. Executive Director Blonien stated that one of the advantages of attending affiliate conferences was the good feedback he received from vendors prior to planning this year’s conference.

President Weikel noted that the work to create a WACO reserve fund policy was completed this year by Board adoption in the March 2015 meeting.

***Timothy Davidson, Vice-President left the meeting at 10:59 a.m.***

Trustee Semprimoznik asked for clarification on the document’s color code. Timothy Grisham provided clarification.

Past President Gaylord asked how does the Board move forward and complete these objectives. President Weikel stated that when she began her year as President, she had a list of objectives to complete – and that not all of them were completed. Perhaps the next President would carry that torch. Timothy Grisham noted that he had written a speech for Vice-President Davidson that addresses a lot of the areas covered in this report including a lot of membership driven engagement. Executive Director Blonien stated that engagement is key. Debbie Adelstein, Auditors’ Trustee stated there needs to be a commitment not just from the President, but the organization as a whole. Past President Gaylord thanked President Weikel for the report and noted that this is the first time one of this nature had been made, and would like to see it become an annual report.

***The Board took a break at 11:06 a.m. and reconvened at 11:26 a.m.***

**7) Audit Committee Report**

Vicky Dalton, Spokane County Auditor, Audit Committee Member presented the Audit Committee's report. Bank reconciliation was very close. Committee Member Dalton stated that it was great to have quality documentation – and that this has not always been the case in the past. She wanted, in particular, to impart the great work Michell Allert does on documentation. Work on the Audit of the first quarter financials has not been completed. Trustee at Large Pettit stated that the independent audit came out as suspected. There were really no issues, only minor recommendations. He thanked Michell Allert for her work as well. Committee Member Dalton stated that WACO needs to contract for the next annual audit.

Executive Director Blonien stated that WACO staff was asked to look at the bookkeeping software MIP for future use. WACO will be setting the stage to consolidate resources with WSAC by using MIP. The new system will launch January 1. Trustee at Large Pettit stated that WACO currently uses Quickbooks, which has limitations to its capabilities. Executive Director Blonien thanked Michell Allert for detailed bookkeeping, which proved useful for budgeting.

**8) Education Committee Report (formerly agenda item 6)**

2<sup>nd</sup> Vice-President Ownbey stated that the committee met monthly for conference and training planning. She detailed the membership of the committee, and that the President appoints a chair. She stated that going forward however, the position will remain with the seat of 2<sup>nd</sup> Vice-President. 2<sup>nd</sup> Vice-President Ownbey noted that a full education report will be presented at the membership business meeting during the WACO conference. She also noted that due to sponsorships and vendors, this year's conference will provide a profit for the organization. 2<sup>nd</sup> Vice-President Ownbey also noted that video training modules reduced the time out of office for members.

**9) Archives Oversight Committee Report (new to agenda)**

Trustee at Large Pettit noted that there is a funding need for archives storage. There will be a one-dollar recording fee increase to help fund the State Library. The committee is setting up grants to help fund small agency archives.

**10) 57<sup>th</sup> Annual Washington Association of County Officials Conference 2015 – Details and Updates (formerly agenda item 8)**

Executive Director Blonien provided the current number of registrants for the conference and thanked WACO staff and the Board for all their hard work on conference planning and member attendance.

Michell Allert, Administrative and Member Services Support Coordinator talked about registration numbers in more detail. 113 full registrations, 7 partial registrations, and 1 Friday registration was made. \$30,705 was collected from registration. \$15,100 was made from the five conference sponsors; and another \$11,862 was made from vendor registrations. As of Monday, September 28, 2015 conference income was \$57,638 with expenses of \$55,055. A projected net profit for the conference is \$2663. Michell Allert stated that the budget for this conference projected a loss of \$16,000. Executive Director Blonien thanked staff for all their hard work during conference planning.

*The Board broke for lunch from 12:00 a.m. to 12:15 a.m.*

**11) Executive Director's Report (formerly agenda item 9)**

**a. Communications Report.** Timothy Grisham provided a preview of the new WACO website. The website was launched September 16, 2015 and is built on a CivicPlus platform. Trustee at Large Pettit stated that he would like to see better navigation to the meeting materials.

**b. Financial Report.** Michell Allert provided a financial report detailing the second quarter fiscal numbers.

Trustee at Large Pettit **MOVED** to adopt July 22, 2015 minutes as presented. Ron Strabbing, Treasurers' Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Executive Director Blonien noted that despite projecting the 2015 conference at a loss, and not including the 401(k) financials in the budget; the 2015 year end projection now has a positive variance.

Past President Gaylord provided background on the 2016 budget process.

**12) New Business (formerly agenda item 10)**

**a. Proposed Bylaw Amendment Procedure.** Presient Weikel provided background on the proposed bylaw amendment procedure. Out of the proposed bylaw change put forth in July, it was identified that there was a need to establish an official procedure, as one was not outlined in policy or the bylaws. Monty Cobb, Scott Blonien, and Carolyn Weikel drafted a procedure that accounts for various scenarios.

Trustee Semprimoznik suggested that Nominations Committee be changed to Bylaw Committee as it was most likely an error. Monty Cobb, Policy Director confirmed that it was an error and should read Bylaw Committee.

2<sup>nd</sup> Vice President Ownbey **MOVED** to adopt with the committee name change. Past President Gaylord **SECONDED** the motion. **DISCUSSION:** Milene Henley, Trustee at Large asked for clarification on the thought process behind Section C. President Weikel stated that if the Board does not accept the proposed change and declines to put it forward to the membership, than the member would still have an avenue to do so. Executive Director Blonien further clarified that allowing for a return to the member to have the change returned for wording, workmanship, etc. would give the member the ability to resubmit to the Board based on those changes. Keith Wilnauer, Immediate Past President stated that Section 2 (c) does not preclude the change from moving forward. It is not exclusive. Executive Director Blonien stated that the intent of this procedure is to have the WACO staff remain neutral and develop a transparent process that is neither pro or anti amendment. Barb Miner, Trustee at Large stated that Section E (2) needs word clarity on “the meeting”. Monty Cobb explained that it could be a membership meeting, or a special meeting by bylaw. 2<sup>nd</sup> Vice President Ownbey accepted the amendments to remove “or the meeting” in Section E (2) and “other” prior to “member”. Immediate Past President Wilnauer stated that there is no policy or bylaw about presenting the Board the bylaw changes other than statute. This leaves “Sufficient Notice” vague. He asked if this should be defined in this policy/procedure. 2<sup>nd</sup> Vice President Ownbey stated that 90 days is notice to the Board. 10 days to the members, which is in agreement with this procedure. The **MOTION AS AMMENDED CARRIED** unanimously.

**b. WACO Priority Bills.** Trustee Adelstein presented the Auditors’ priority bills: Two or Fewer Candidate Primary, and Licensing Fee Increase and Redistribution of Revenue. Thad Duval, Douglas County Auditor gave information on the history behind the licensing funding fee.

The Assessors did not provide priority bills.

Tim Fitzgerald, Spokane County Clerk stated that the Clerks would be bringing back the notice bill, SB 5658 from the 2015 session.

Dan Blasdel, Coroners’ Trustee stated that the Coroners would be putting forth a Coroner’s Inquest Bill. This would turn over arrest warrants from inquests to the Prosecutors. They would also be trying to get the human remains bill passed again as well.

The Sheriffs did not provide priority bills.

Monty Cobb stated that the Prosecutors submitted changing the mandatory sentencing enhancements wording to allow for consecutive sentencing and not concurrent at a judges discretion. Monty Cobb also stated that the Treasurers would be bringing back two bills

that failed to pass in 2015: HB 1798 Repeal of the Advance Tax and HB 1815 Modernization of Banking.

Trustee Adelstein **MOVED** to adopt the presented bills as WACO priority bills. Trustee at Large Miner **SECONDED** the motion. The **MOTION CARRIED** unanimously

**The meeting adjourned at 1:40 p.m.**