



WACO Board of Trustees Regular Meeting
December 1-3, 2015
Skamania Lodge
Stevenson, WA

Final Minutes

Tuesday, December 1, 2015 starting at 3:00 p.m.

Board Members Present:

Tim Davidson	President	Cowlitz	Coroner
Tammie Ownbey	Vice-President	Pend Oreille	Clerk
Ilene Thomson	2 nd Vice-President	Yakima	Treasurer
Dianne Dorey	Secretary/Treasurer	Lewis	Assessor
Keith Wilnauer	Past-President	Whatcom	Assessor
Mike Lonergan	Assessors Trustee	Pierce	Assessor
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Alan Botzheim	Sheriffs Trustee	Pend Oreille	Sheriff
Kirke Sievers	Trustee at Large Position 2	Snohomish	Treasurer
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

Board Members Absent:

Dan Blasdel	Coroners Trustee	Franklin	Coroner
Jonathan Meyer	Prosecutors Trustee	Lewis	Prosecuting Attorney
Barb Miner	Trustee at Large Position 1	King	Clerk
Ron Strabbing	Treasurers Trustee	Grays Harbor	Treasurer
Carolyn Weikel	Immediate Past-President	Snohomish	Auditor

1) Call to Order

Tim Davidson, President called the meeting to order at 3:14 p.m.

2) Roll Call of Attending Members

President Davidson called for a roll call noting the absences of Dan Blasdel, Jonathan Meyer, Barb Miner, Ron Strabbing, and Carolyn Weikel.

3) Changes to Agenda

President Davidson called for any changes to the Agenda. Tammie Ownbey, Vice-President **MOVED** to adopt the proposed Agenda without changes. Dianne Dorey, Secretary/Treasurer **SECONDED** the motion. The **MOTION CARRIED** unanimously.

4) Approval of Minutes

Debbie Adelstein, Auditors' Trustee **MOVED** to adopt September 29, 2015 minutes as presented. Lisa Frazier, Trustee at Large **SECONDED** the motion. The **MOTION CARRIED** unanimously.

5) Committee Reports

- a. Education Committee.** Ilene Thomson, 2nd Vice-President provided an Education Committee report. Executive Director Scott Blonien has been gathering the names of the affiliate education committee chairs for a winter meeting. At the meeting the Education Committee will discuss regional trainings, the conference agenda, and potential speakers and presenters.
- b. Legislative Committee.** Vice-President Ownbey provided a Legislative Committee report. The Legislative Committee is in place but all members can participate. The next Legislative Committee planning meeting is December 14. Wednesday's at 3 p.m. is the likely weekly meeting time once session begins. The Legislative Committee is working on better reports for the affiliates.
- c. Updates on Committee Roster.** The current committee rosters were displayed for review. President Davidson stated that he would like to see

more membership involvement, and that committees are a good way to achieve this. Updates to the roster will be given to WACO staff.

6) Executive Directors Report

Scott Blonien, Executive Director presented the Executive Director's report. WACO staff and the Executive Officers are working on the committee representation list for 2016 and will be posting it online.

Executive Director Blonien discussed creating a tax policy white paper for the Sheriffs, as well as Mike Shaw and Monty Cobb's work on the Auditors' filing and service fee bill. Mike will be meeting with Senator King prior to session to discuss the bill.

Planning for the 2016 conference will begin much earlier this year. WACO staff visited the Davenport Grand Hotel; it is a great facility with ample space for attendees and vendors. In late January 2016 the conference vendor and exhibitor page will go online. Executive Director Blonien suggested bidding for conferences out until 2020 with two locations alternating between the east and west side of the state. The exception will be the joint 2017 conference with WSAC.

Peggy Semprimoznik, Clerks' Trustee asked for clarification on the date of 2017, stating that she felt WACO did not want a November meeting due to timing with Sheriffs and other affiliates meetings. Executive Director Blonien clarified that the 2017 date was set after already being pushed back from 2016 to the WSAC preference with the agreement that should another joint conference occur it would be set based on WACO's preferred date.

Lisa Frazier, Trustee at Large asked for any feedback received on the WACO/affiliate MOU's. Executive Director Blonien stated the Auditors signed the MOUS and that he only heard from the Clerks stating that, "they do not need it." To date he has not heard from other affiliates.

7) Communications Report

Timothy Grisham, Director of Member Services – Communications provided the Communications Report. The update covered the Livestream test that was conducted during the current Board of Trustees meeting, an overview of the proposed "Know Your County Officials" campaign, updates to the website including intranet login information, and the creation of a WACO mobile application for iOS and Android equipped devices.

Timothy Grisham discussed the "Know Your County Officials" campaign. The plan includes, but is not limited to affiliate one-sheets, hosting a TEDx event, "Local

Government and you”, introducing a speakers bureau, social media outreach and video features. Timothy Grisham noted that more detailed explanations of each idea is contained in a report submitted with the Board of Trustees meeting materials.

Milene Henley, Trustee at Large stated that one vendor had made a video on what county auditors “do”.

Mike Lonergan, Assessors’ Trustee asked what is the venue? Are these only for WACO, or are these tools that counties can utilize? Timothy Grisham clarified that the intent is not specific to WACO or their website, but to provide a set of tools and systems that can be used at the county level – as well as an enterprise level.

Monty Cobb, Policy Director & General Counsel presented a Thurston County property tax brochure that a contractor produced and discussed that possibility of creating similar materials for other affiliates and members.

Jerry Pettit, Trustee at Large stated that due to cyber security, the ability to share some information via video streaming is limited in counties. In instances like this WACO can be particularly helpful.

The Board went on break from 4:17 p.m. and reconvened at 4:26 p.m.

8) Financial Report

Michell Allert, Administrative and Member Services Support Coordinator provided the Financial Report and opened the conversation up for questions.

Trustee at Large Frazier stated that Mason County’s dues were not reflected on the report. Michell Allert clarified that they were received after the report was completed.

Executive Director Blonien asked that even with outstanding balances that WACO will still have a positive balance. Michell Allert stated, yes. Continuing that along with the yearly budget being a positive budget, the conference also generated a positive income of \$1372.76, noting that the conference was originally budgeted to be a negative balance.

Trustee at Large Pettit **MOVED** to refer the third quarter financials to the Audit Committee.

Vice-President Ownbey asked for clarification on the process for handling financials. Timothy Grisham provided the process for handling financials reading from the March 2015 minutes that the Board refers the quarterly financials to the Audit Committee, who

review them, and provides a report back to the Board at the subsequent meeting. At that time the Board can choose to adopt the report or take other action.

Vice-President Ownbey stated that the Board should use a different process if the current Committee and process is not working properly. Trustee at Large Henley stated that if there is not a fully functional Audit Committee that she does not like the idea of sending the financials to the Committee for review – without knowing if they will ever get reviewed.

Secretary/Treasurer Dorey asked for clarification of the role of Secretary/Treasurer in the process. Vice-President Ownbey clarified that the Secretary/Treasurer is the only individual who can look at bank expenses for reconciliation, noting the difference between that process and budget monitoring.

Executive Director Blonien stated that the subject came up in March due to issues surrounding the number of reports received.

Dave Cook, Trustee at Large asked for clarification on why the Audit Committee is not functioning. President Davidson stated that the current Committee has not been appointed. Trustee at Large Pettit offered further clarification that two members had resigned due to conflicts of interest leaving only Vicki Dalton on the Committee.

Vice-President Ownbey proposed that the Board get the Audit Committee staffed, and running by March 2016 or the Board should review the process of looking at the financials to seek a different option.

Trustee Pettit reviewed the bylaws, which state that only Executive Officers cannot be part of the committee and he would gladly sit on the Audit Committee.

Trustee Pettit **WITHDREW THE MOTION** for the Board to refer the third quarter financials to the Audit Committee.

Monty Cobb stated that in March 2015 the board passed a motion directing current Board practice. This is different that what is defined in bylaws as minimum action. The underlying responsibility according the bylaws is the annual report. Monty Cobb provided further background. The old Board practice was to receive the quarterlies and approve them at each meeting. It became clear that this was not best practice. A recommendation was made by the parliamentarian to send the quarterlies to the Audit Committee, who would report back to the Board – at that time the Board would decide whether or not to adopt the report.

Vice-President Ownbey stated that the Board needs to commit to getting reports from the Audit Committee or determine next steps by March 2016. Trustee at Large Henley stated that the process decided in March 2015 has not been given enough time to work. The Board should refer the financials to the Audit Committee and revisit the issue in March 2016.

Secretary/Treasurer Dorey stated that as Secretary/Treasurer she should review the financials monthly and could make a report. Monty Cobb clarified that the current bylaws conflict. It states that Executive Officers cannot sit on the Audit Committee, but also states that the Secretary/Treasurer is the Chair of the Audit Committee. President Davidson stated that this is why a thorough bylaw review will be initiated. Trustee at Large Pettit stated that there are some inconsistencies that need to be dealt with. There are some distinctions that need to be made in the bylaws.

President Davidson stated the Board would get a five member Audit Committee with Secretary/Treasurer as Chair by March 2016.

Trustee at Large Pettit **MOVED** to refer the third quarter financials to the Audit Committee. Trustee Adelstein **SECONDED** the motion. The **MOTION CARRIED** unanimously.

9) Legislation Report

Monty Cobb provided the Legislation Report. WACO is reaching out to legislators for support and identifying potential bill opposition. All lobbyists and legislative staff seem to indicate that this session ought to end on time due to the election cycle. This means that there is the potential for a flat session with little change.

Trustee at Large Pettit **MOVED** to suspend the meeting until 9:00 a.m. December 2. Kirke Sievers, Trustee at Large **SECONDED** the motion. The **MOTION CARRIED** unanimously.

The meeting suspended until 9:00 a.m. December 2.

The meeting called back order at 9:16 a.m. December 2.

10) New Business

No new business was presented

11) Board of Trustees Meetings

Executive Director Blonien stated that there is discussion on reducing the number of in person meetings, locations, and the addition of video/teleconferencing.

Timothy Grisham provided information on Citrix GotoWebinar, explaining its functionality and cost. Vice-President Ownbey stated that the product would be in use during the legislative session for planning on the Legislative Committee. President Davidson asked if the product works without video or a camera. Timothy Grisham confirmed that it did, that you can use your phone for audio, and that the product will still allow you to view videos and documents on your computer from other presenters. Executive Director Blonien stated that it could be used for the Auditors call as well and that the launch date will be January 11, 2016. Trustee Adelstein if one license is ok? Timothy Grisham stated yes, as long as we use on originator login to do one meeting at a time, no concurrent meetings. It is not desktop specific and we can request additional “seats” if needed.

Vice-President Ownbey stated that the March 2016 meeting should be a two day meeting in Olympia, the July a single day in Seatac or by video, September at the conference, and December via video. The retreat will be the new President’s choice.

Monty Cobb stated that traditionally the July meeting is held in Seatac to accommodate those leaving to NACo from Seatac.

Vice-President Ownbey stated that the week of the 14th of March would be open to a meeting as the Sheriffs have not made their spring meeting plans as of yet. Executive Director Blonien stated that late in the week would provide a better opportunity for a full legislative wrap up. Trustee Semprimoznik stated OSPI has a school calendar to help with scheduling around spring break.

Vice-President Ownbey stated March 15, 16 appears to be the best option. Trustee Pettit concurred.

Vice-President Ownbey asked whether the July meeting should be in person. Trustee Pettit stated that it should. Vice-President Ownbey stated July 13 would accommodate NACo and that the September meeting would be at the Davenport Grand on September 27. She continued that her preference for a retreat as incoming President (presumed) would be at Clearwater in Pend Orielle October 19 and 20. Finally she suggested that the December meeting be held December 14 via video conferencing.

Vice President Ownbey **MOVED** to adopt the following dates and locations for the 2016 Board of Trustees meetings: March 15, 16 – Olympia; July 13 – Seatac; September 27 – Spokane; and December 14 – Olympia (via video conferencing). Additionally the Board will hold a retreat October 19,20 in Pend Orielle Keith Wilnauer, Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

President Davidson asked for the date of the May 2016 budget meeting. Vice-President Ownbey stated it is the 11th. Executive Director Blonien added that it would be in Ellensburg.

12) WACO Fiscal Sustainability

President Davidson tabled this agenda item, as it is duplicitous with scheduled work sessions. No decisions will be made at this time.

Trustee at Large Henley **MOVED** to suspend the meeting until 9:00 a.m. December 2. Vice President Ownbey **SECONDED** the motion. The **MOTION CARRIED** unanimously.

The meeting suspended until 9:00 a.m. December 3.

The meeting called back order at 9:01 a.m. December 2.

13) Good of the Order

President Davidson called for any other business for the good of the order.

Trustee at Large Henley asked about the current value of our GET credits, as some people are experiencing GET credits being undervalued from their initial investment. Monty Cobb stated that WACO is still in the black on GET's valuation.

The meeting adjourned at 9:17 a.m.