



WACO Board of Trustees Regular Meeting
December 11, 2018
Hotel RL
2300 Evergreen Park Dr SW
Olympia, WA 98502

Draft Minutes

Tuesday, December 11, 2018

Board Members Present:

Dianne Dorey	President	Lewis	Assessor
Jerry Pettit	Vice-President	Kittitas	Auditor
Greg Zempel	2 nd Vice-President	Kittitas	Prosecutor
Stacie Prada	Secretary/Treasurer	Jefferson	Treasurer
Ilene Thomson	Immediate Past-President	Yakima	Treasurer
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Adam Kick	Prosecutors Trustee	Skamania	Prosecutor
Josie Koelzer	Treasurers Trustee	Franklin	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Linda Hjelle	Trustee at Large Position 2	Snohomish	Assessor
Brenda Chilton	Trustee at Large Position 3	Benton	Auditor
Thad Duvall	Trustee at Large Position 5	Douglas	Auditor
Milene Henley	Trustee at Large Position 6	San Juan	Auditor

Staff Present:

John Scott Blonien	Executive Director
Jennifer Wallace	Deputy Director
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager

1) **Call to Order:** Dianne Dorey, President called the meeting to order at 8:10 a.m.

2) **Roll Call of Attending Members**

President Dorey called for a roll call. Lisa Frazier, Trustee at Large Position 4; Warren McLeod, Coroners Trustee; Tammie Ownbey, Past-Past President; and Rob Snaza, Sheriffs Trustee noted as absent.

3) Approval to Agenda

Greg Zempel, 2nd Vice-President **MOVED** to remove agenda item 7 – Executive Session for Personnel Review from the agenda. Jerry Pettit, Vice-President **SECONDED** the motion. The **MOTION FAILED** (1) Aye, Vice-President Pettit; (14) Nay.

Vice-President Pettit **MOVED** to adopt the agenda as proposed. Milene Henley, Trustee at Large Position 6 **SECONDED** the motion. The **MOTION CARRIED** unanimously.

4) Approval of Minutes

2nd Vice-President Zempel **MOVED** to adopt the minutes as proposed. Thad Duvall, Trustee at Large Position 5 **SECONDED** the motion. The **MOTION CARRIED** unanimously.

5) New Business

a. Budget Amendment

Scott Blonien, Executive Director stated that there is a \$14,750 difference between conference expenses and the annual budget. He explained that much of the expense difference was voted on by the Board during the July meeting – however the Board did not vote to amend the annual budget to match.

President Dorey asked if WACO is required to amend the budget to match. WACO staff explained that no it is not required but has been past practice to align the budget with large authorized expenses.

Ilene Thomson, Past-President **MOVED** to leave the annual budget in its current form. Trustee at Large Henley **SECONDED** the motion. The **MOTION CARRIED** unanimously.

b. Scholarship Program Policy

Executive Director Blonien presented the draft WACO County Scholarship Program policy. A discussion was held on whether WACO should accept real and personal property as outlined in the draft policy.

Mike Lonergan, Assessors Trustee noted that the policy did not address if the funds would be silo-ed. Trustee at Large Henley explained it would be fund accounting, not line item.

A discussion on the status of the County Scholarship Fund organization as a joint venture between WACO and WSAC was held. An update was provided that WSAC had agreed to dissolve the partnership, however follow up for banking, and signing of the dissolving of the bylaws has to occur.

Trustee at Large Henley **MOVED** to approve the WACO Scholarship Program policy as presented and to direct WACO staff to coordinate a meeting of the County Scholarship

Fund Board of Directors to dissolve the former fund in order for it to operate as a WACO program. Brenda Chilton, Trustee at Large Position 3 **SECONDED** the motion.

DISCUSSION: 2nd Vice-President Zempel asked to add language about silo-ed funds and how the funds are used to the policy. Trustee at Large Henley **AMENDED THE MOTION** to add language to 1. A. stating, “Any gift of property will be reviewed and approved by the WACO Board of Trustees prior to acceptance.” And to add a new section 1. D. stating, “Only funds donated specifically to the WACO Scholarship Program will be used for the WACO Scholarship Program.” Trustee at Large Chilton **ACCEPTED** the amendment. The **MOTION CARRIED** unanimously.

c. Scholarship Program Finance

Lisa Gancel, Finance Manger discussed the County Scholarship Program finances by giving an update on the funds held prior to conference and the fundraising during and after.

d. Legal Brief Policy

Executive Director Blonien presented a draft Legal Brief Policy. He clarified the policy statement on not providing direct financial support for briefs to mean WACO will not financially support direct legal activities such as paying for litigation.

2nd Vice-President Zempel **MOVED** to approve the WACO Legal Brief Policy with additional language added in section 1.C. stating, “In those cases where personnel is not available, the WACO Board of Trustees may expend funds to hire outside council.” As well as to clarify section 3.C. stating the WACO Executive director will use a committee to provide recommendations prior to committing to an amicus brief. Additionally the motion directs WACO staff to create a Legal Brief Request Form for use by affiliate presidents and WACO Board of Trustee members to request legal brief participation. Trustee Lonergan **SECONDED** the motion. The **MOTION CARRIED** unanimously.

e. Designated Reserve Funds

Executive Director Blonien led a discussion about how to use unallocated reserve funds noting that unexpected revenue has created a pool of funds that the Board could designate for future use.

Trustee at Large Chilton stated that a budget policy ought to be developed.

Trustee Lonergan **MOVED** to direct the Budget Committee to address the reserve funds for reoccurring costs with a focus on capitol funds. Trustee at Large Henley **SECONDED** the motion. The **MOTION CARRIED** unanimously.

f. Future Annual Unanticipated Revenue

Executive Director Blonien addressed the need to determine how to handle unexpected revenue in the future. He stated there is a need for guidelines as WACO operates on a

bottom line budget. Vice-President Pettit stated that this could be explored in a budget policy.

g. 2018 Conference Report and Briefing

WACO staff provided a 2018 Conference Survey Report. A discussion on the need to get a better sense of drop off numbers for more accurate meal counts occurred.

*The Board went on **BREAK** at 10:31 a.m. and **RECONVENED** at 10:42 p.m.*

h. Future Board Meetings

A discussion on future meeting dates and locations was held. The Board discussed holding a meeting during the first two weeks of March in Olympia, one in July on the eastside of the state, in conjunction with the conference as outlined in the WACO bylaws, and a December meeting by phone. No decision was made.

i. Elected County Officials Salaries Discussion

Executive Director Blonien held a discussion to see if there is a need gauge the interest of a larger county official salary discussion with the general membership. He stated that this would not be to draft legislation, but to define a process to look at salaries.

Jennifer Wallace, Deputy Director provided an overview of the sheriffs salary review. Trustee at Large Duvall discussed the sheriff issues as very different due to binding arbitration issues, while Trustee at Large Henley stated that it was a county issue to discuss and not the best use of WACO staff time during legislative session.

2nd Vice-President Zempel **MOVED** to direct WACO staff to conduct a study of county processes for setting elected county officials' salaries. He further indicated that this study was to be a prioritized as a low priority. Vice-President Pettit **SECONDED** the motion. The **MOTION PASSED** (14) Aye; (1) Nay, Trustee Adelstein.

6) Old Business

a. NEO – Future Session

Executive Director Blonien provided a briefing on the upcoming Newly Elected Officials (NEO) training. He stated that the WACO Board ought to consider a WACO only off election cycle sessions for appointees and those elected in charter counties on a difference cycle. Trustee at Large Henley added that one every two years could be advantageous, with Vice-President Pettit stating this could occur in conjunction with the WACO Annual Conference as a “track” for NEOs to take.

7) Executive Session for Personnel Review

*The Board announced a 30-minute **EXECUTIVE SESSION** at 11:24 a.m. to conduct a personnel review.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 6 minutes at 11:54 a.m.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 15 minutes at 12:00 p.m.*

*No action was taken during the **EXECUTIVE SESSION**.*

8) Audit Committee Report

Stacie Prada, Secretary/Treasurer provided the Audit Committee Report and thanked Lisa Gancel and the committee for their work. Past-Past President Thomson **MOVED** to accept the report findings. Trustee at Large Henley **SECONDED** the motion. The **MOTION CARRIED** unanimously.

9) Finance Report

Lisa Gancel provided the Finance Report discussing the new networking account.

10) Committee Reports

a. Education Committee Report

2nd Vice-President Zempel provided the Education Committee Report.

b. Legislative Committee Report

Vice-President Pettit provided the Legislative Committee Report thanking Jennifer Wallace for her work. Jennifer Wallace provided a Legislative Action Plan update, and discussed off-session legislative engagement. Vice-President Pettit discussed a need to clarify actions to take when an affiliate contact goes in a direction that is not following the legislative agreement that the members voted on.

11) Executive Director's Report

Executive Director Blonien stated that he would move forward with providing written Executive Director's Reports for future meetings.

12) Communications Report

Timothy Grisham, Communications Director provided a brief Communications Report.

*The meeting **ADJORNED** at 12:59 p.m.*