



WACO Board of Trustees Regular Meeting  
March 6-7, 2019  
Washington Counties Building  
206 Tenth Ave SE  
Olympia, WA 98501

**Final Minutes**

Wednesday, March 6-7, 2019

**Board Members Present:**

Dianne Dorey	President	Lewis	Assessor
Jerry Pettit	Vice-President	Kittitas	Auditor
Greg Zempel	2 <sup>nd</sup> Vice-President	Kittitas	Prosecutor
Stacie Prada	Secretary/Treasurer	Jefferson	Treasurer
Ilene Thomson	Immediate Past-President	Yakima	Treasurer
Tammie Ownbey	Past-President	Pend Oreille	Treasurer
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Warren McLeod	Coroners Trustee	Lewis	Coroner
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
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
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 10:00 a.m.**
- 2) **Roll Call of Attending Members**

President Dorey called for a roll call. Rob Snaza, Sheriffs Trustee noted as absent.

### **3) Approval to Agenda**

Peggy Semprimoznik, Clerks Trustee **MOVED** to move the executive session to the top of the meeting agenda. Barb Miner, Trustee at Large Position 1 **SECONDED** the motion. **DISCUSSION:** Thad Duvall, Trustee at Large Position 5 asked for the reasoning behind the move. Tammie Ownbey, Past-President stated that the timing was better due to when lunch would fall and the set up and noise may occur. The **MOTION CARRIED** (16) Aye, (1) Nay.

*The Board announced a 30-minute **EXECUTIVE SESSION** at 10:04 a.m. to conduct a personnel review.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 30 minutes at 10:34 a.m.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 15 minutes at 11:04 a.m.*

*The Board went on **BREAK** at 11:19 a.m. and **RECONVENED** at 11:29 a.m.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 10 minutes at 11:29 a.m.*

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

Trustee at Large Miner **MOVED** to terminate the employment of Scott Blonien, Executive Director – or in lieu of termination, ask for his resignation effective immediately. Milene Henley, Trustee at Large Position 6 **SECONDED** the motion. **DISCUSSION:** Mike Lonergan, Assessors Trustee noted there has to be an avenue for severance to be determined. President Dorey said that that avenue can come from a separate motion. The **MOTION CARRIED** (9) Aye; (7) Nay – Jerry Pettit, Vice-President; Linda Hjelle, Trustee at Large Position 2; Trustee Lonergan; Warren McLeod, Coroners Trustee; Trustee at Large Duvall; Stacie Prada, Secretary/Treasurer; and Lisa Frazier, Trustee at Large Position 4. (1) Abstained – Greg Zempel, 2<sup>nd</sup> Vice-President.

Trustee at Large Henley **MOVED** to provide one month of pay to Scott Blonien as severance. Trustee at Large Miner **SECONDED** the motion. The **MOTION CARRIED**. (16) Aye, (1) Nay.

Trustee Lonergan **MOVED** to reconsider the previous motion. Vice-President Pettit **SECONDED** the motion. **DISCUSSION:** Trustee Lonergan stated that three months of severance seemed more reasonable based on four years of service. The **MOTION CARRIED** unanimously.

Trustee Lonergan **MOVED** to provide three months of pay to Scott Blonien as severance. Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee at Large Henley **MOVED** to appoint Jennifer Wallace, Deputy Director as Interim Executive Director. Vice-President Pettit **SECONDED** the motion. **DISCUSSION:** Jennifer Wallace provided occupational background and noted her willingness to take on the role. Secretary/Treasurer Prada asked about whether the motion included a pay increase. Vice-President Pettit stated that determining the pay step and increase would be a separate motion. The **MOTION CARRIED** unanimously.

2<sup>nd</sup> Vice-President Zempel **MOVED** to move Interim Executive Director Wallace to step 1 of the Executive Director salary scale during the duration of the interim period. Additionally, split the difference between the pay of the Deputy Director and Executive Director 50/50 between Timothy Grisham, Communications Director and Lisa Gancel, Finance Manager to account for taking on additional responsibilities. Vice-President Pettit **SECONDED** the motion. **DISCUSSION:** Trustee Lonergan spoke against the motion until the numbers could be appropriately calculated and reviewed. Trustee at Large Miner concurred and noted that a more detailed review of the funds has to occur and asked for a modification of the motion to only include the Interim Executive Director pay and task the Interim Executive Director to review the relevant tasks and make a recommendation on March 7. Vice-President Pettit proposed to table the motion until March 7. Trustee at Large Frazier suggested that there is even more time needed to decide. Trustee at Large Henley stated she would rather vote it down than table the motion. Vice-President Pettit **MOVED** to table the motion. Trustee at Large Duvall **SECONDED** the motion. The **MOTION CARRIED** (9) Aye, (8) Nay. The **MOTION IS TABLED**.

2<sup>nd</sup> Vice-President Zempel **MOVED** to move Interim Executive Director Wallace to step 1 of the Executive Director salary scale during the duration of the interim period effective March 6. Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

*The Board went on **BREAK** at 12:39 p.m. and **RECONVENED** at 12:59 p.m.*

Trustee at Large Henley **MOVED** to remove former Executive Director Scott Blonien from all WACO financial accounts and add Interim Executive Director Wallace to the same accounts, and wherever Scott Blonien was the only person on the accounts to add President Dorey and Trustee at Large Frazier. Trustee Lonergan **SECONDED** the motion. The **MOTION CARRIED** unanimously.

#### 4) **Approval of Minutes**

Trustee at Large Frazier **MOVED** to adopt the minutes as proposed. Trustee Semprimoznik **SECONDED** the motion. The **MOTION CARRIED** unanimously.

#### 5) **New Business**

##### a. **Strategic Plan Update**

Following the business meeting the Board of Trustees will conduct a Strategic Plan study session by reviewing the 2019 Work Plans and working toward creating a new three-year Strategic Plan beginning in 2020.

**b. Budget Meeting and Discussion**

The Executive Officers meet May 15 in Ellensburg to work on the budget proposal.

**c. Personnel Committee Recommendations**

Trustee at Large Henley presented the Personnel Committee recommendations. She noted that former Executive Director Blonien had provided two reports. The first report had recommendations on a retention policy, telecommute policy, and changes to the leave section of the Personnel Policy. The second report was a compensation study for WACO staffed positions. Trustee at Large Henley stated that the Personnel Committee believes the current scale is fine but recommends a 2.8% cola increase for 2020, and that future increases be tied to the Seattle CPI.

President Dorey provided information regarding the WSAC salary study, stating that if WACO wanted to participate in the study it would cost \$8,000. The study would be completed in four months, so the results would be used for 2021 budget/salary recommendations.

Vice-President Pettit stated that the results would be useful and that the Board could choose to amend the 2020 budget later this year. Trustee at Large Frazier noted that she would like to see WACO be part of the survey, and that it would include benefits.

Trustee at Large Lonergan asked if such a study is warranted for so few staff.

Further discussion on what the study would provide in terms of comparisons for salary and benefits was conducted.

Trustee at Large Frazier **MOVED** to approve a contract with Gallagher and WSAC for the purposes of a salary study at the cost of \$8,000. Secretary/Treasurer Prada **SECONDED** the motion. The MOTION CARRIED (8) Aye, (7) Nay.

Trustee at Large Henley presented the proposed Increment Weather Policy to be part of the Personnel Policy.

Vice-President Pettit agreed with the idea in principal, but believes that employees ought to still be paid in emergency situations when the office is closed.

Trustee at Large Henley stated that the proposal could be amended to include employee pay if the office is closed provided notice was given to the WACO President.

2<sup>nd</sup> Vice-President Zempel **MOVED** to accept the proposed policy to be included in the Personnel Policy as amended to include notice to the WACO President. Secretary/Treasurer Prada **SECONDED** the motion. **DISCUSSION:** further discussion

occurred on the notice provision. 2<sup>nd</sup> Vice-President Zempel **AMENDED** the proposal to have the notice be provided to the entire WACO membership. Secretary/Treasurer Prada **SECONDED** the amendment. The **MOTION CARRIED** unanimously.

**d. Committee Assignments**

President Dorey discussed 2019 committee assignments and the need to create standard operating procedures for the committees.

**e. Standard Operating Procedures**

President Dorey discussed the need to create WACO standard operating procedures.

**f. Update on NEO Conference & Survey**

Timothy Grisham presented the survey results and noted the overall positive results. He noted that there was a high return rate for this survey.

**g. Future Conferences**

**i. Conference Committee**

President Dorey stated that in July there will be the formation of the ad-hoc Conference Committee and that she is looking for volunteers to sit on the committee to help drive the conference.

**6) Old Business**

**a. Education Strategic Action Plan**

2<sup>nd</sup> Vice-President Zempel stated that the Education Committee is working on an Education Strategic Action Plan. He noted that during the last Education Committee meeting, the committee decided to wait for some feedback from the March Strategic Plan planning discussion held by the Board of Trustees.

Trustee Semprimoznik stated that the Education Committee had come up with a proposed mission statement to drive the development of the plan.

**7) Committee Reports**

**a. Audit Committee Report**

Secretary/Treasurer Prada provided the Audit Committee report and thanked Lisa Gancel for her work. The committee noted concern over the controls for the scholarship account.

Vice-President Pettit **MOVED** to accept the Audit Committee report. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**b. Education Committee Report**

2<sup>nd</sup> Vice-President Zempel provided the Education Committee report noting that the committee is looking into LinkedIn Learning as an avenue for calculating credits for a potential Certified Public Official accreditation.

**c. Legislation Committee Report**

Vice-President Pettit provided the Legislative Committee report and provided bill status updates as of March 6. He noted that bill progress thus far is doing well. Vice-President Pettit noted the formation of the mobile home workgroup.

*The Board went on **BREAK** at 2:42 p.m. and **RECONVENED** at 2:54 p.m.*

**8) Staff Reports**

**a. Executive Directors Report**

Provided in writing.

**b. Communications Report**

Provided in writing.

**c. Finance Report**

Provided in writing with the notation that the annual outside audit has been complete with preliminary results indicating no findings.

**9) Trustee Reports**

Brenda Chilton, Trustee at Large Position 3 led a discussion of what the roles and expectations of the trustees.

Trustee Lonergan provided the Assessors' report noting that Dave Thomas, Skagit County Assessor is the new President of the Washington State Association of County Assessors.

Trustee at Large Duvall stated that the Auditors are playing a lot of defense while pursuing their legislative priorities. Debbie Adelstein, Auditors Trustee noted that her term ends in June.

Trustee Semprimoznik provided the Clerks report noting the spring Clerks conference will have training from the Office of the State Auditor proving reports/records training for the Odyssey system.

Adam Kick, Prosecutors Trustee deferred to 2<sup>nd</sup> Vice-President Zempel to provide the prosecutors' report. 2<sup>nd</sup> Vice-President Zempel stated that the Washington Association of Prosecuting Attorneys hired a new Executive Director, Russell Brown.

*The Board meeting was **SUSPENDED** at 3:32 p.m. and **RECONVENED** March 7 at 8:30 a.m.*

President Dorey asked for Board member proposals for conducting the search for a new Executive Director. She reminded the members of past Board use of a search firm and its relative cost. She also stated that in light of the potential for the Interim Executive Director to submit herself as a candidate for the position, this process should be entirely operated by the Board.

Past-President Ownbey **MOVED** that the Board use a recruitment firm to lead the search for an Executive Director. Trustee at Large Duvall **SECONDED** the motion.

**DISCUSSION:** Trustee at Large Chilton inquired if this would imply solicit proposals, which was confirmed. Trustee Adelstein inquired whether it was necessary to conduct a search at all since we have a qualified candidate in our Interim Executive Director. Secretary/Treasurer Prada commented that whatever process was selected, it will be important that it is one that builds the confidence of the full membership. President Dorey added that solicit proposals for a search firm is due diligence and would not obligate the Board to approve any of them. The **MOTION CARRIED** unanimously.

2<sup>nd</sup> Vice-President Zempel **MOVED** to authorize the executive officers as the entity to draft and release the RFP for a potential search firm, screen applications and enter into contract with a search firm for no more than \$30,000. Trustee at Large Miner **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Past-President Ownbey **MOVED** that candidates be vetted by the executive officers along with any other interested members of the Board of Trustees. Vice-President Pettit **SECONDED** the motion. **DISCUSSION:** Trustee Lonergan stated that as the executive board moves forward, he believes county experience important. He also stated that it is fortunate we have a strong qualified candidate already. Trustee at Large Henley reminded members that earlier discussion of the Board emphasized the importance of legislation as a WACO priority, so lobbying experience is important. Trustee Miner reminded the Board that former Executive Director James McMahan had significant lobbying experience, and after his departure the Board deliberately moved away from that as the most important criteria. President Dorey stated that it will be important that the Board is clear on its priorities for this position and it needs to be reflected in what they are seeking in the next Executive Director. Trustee at Large Frazier stated that as part of their responsibilities, the executive officers should review the Executive Director position description. The **MOTION CARRIED** unanimously.

*The Board went on **BREAK** at 10:37 a.m. and **RECONVENED** at 10:47 a.m.*

President Dorey reminded Board members that former Executive Director Blonien had been pursuing clarity as to WACO's status as a 501(c)(3) nonprofit organization. Staff reminded the members that the organization holds official status as such, but that it dates back many years and that we may no longer meet current criteria.

Trustee Adelstein **MOVED** that we work with our current auditing firm, Aiken and Sanders and a tax attorney, if necessary, to review our status and recommend resolution, if needed. Trustee Lonergan **SECONDED** the motion. The **MOTION CARRIED** unanimously.

President Dorey read a letter addressed to the Board from Trustee McLeod. The letter states that the Washington Association of Coroner and Medical Examiners (WACME) took a no confidence vote against Board. Trustee McLeod has resigned from WACO

Board. President Dorey informed the Board that she responded to the letter encouraging Trustee McLeod to remain on the Board and wanting to ensure a positive relationship between WACME and WACO.

The Board agreed with her response and asked 2<sup>nd</sup> Vice-President Zempel, Trustee Kick, and Interim Executive Director Jennifer Wallace to contact WACME President Tim Davidson and Trustee McLeod to inquire about their willingness and availability to meet to discuss and resolve any concern.

Trustee at Large Henley presented an amended proposed Personnel Policy for Board action.

Past-President Ownbey **MOVED** that Board accept the personnel policy as proposed. Trustee at Large Chilton **SECONDED** the motion. The **MOTION CARRIED** unanimously.

*The meeting **ADJOURNED** at 11:20 a.m.*