



WACO Board of Trustees Regular Meeting
July 9-10, 2019
DoubleTree City Center
322 N Spokane Falls Ct
Spokane, WA 99201

Draft Minutes

Tuesday, July 9 – Wednesday, July 10, 2019

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
Mary Hall	Auditors Trustee	Thurston	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Craig Morrison	Coroners Trustee (designee)	Grant	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
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:

Jennifer Wallace	Interim Executive Director
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager

1) Call to Order, Roll Call, Approval of Agenda, Approval of Minutes

Dianne Dorey, President called the meeting to order at 10:00 a.m. President Dorey called for a roll call. Tammie Ownbey, Past-President; Rob Snaza, Sheriffs Trustee; and Brenda Chilton, Trustee at Large Position 3 noted as absent. Mary Hall, Auditors Trustee noted as attending the second day. Craig Morrison, Grant County Coroner will attend in lieu of Timothy Davidson, Coroners Trustee.

Jerry Pettit, Vice-President **MOVED** to adopt the agenda as presented. Barb Miner, Trustee at Large Position 1 **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Peggy Semprimoznik, Clerks Trustee **MOVED** to adopt the minutes as proposed. Mike Lonergan, Assessors Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

2) **New Business**

a. **2020 Budget Approval**

Ilene Thomson, Immediate Past-President led a discussion on unexpended funds.

Past-President Thomson presented the proposed 2020 Budget.

Vice-President Pettit **MOVED** to adopt the proposed 2020 Budget as presented. Thad Duvall, Trustee at Large Position 5 **SECONDED** the motion. **DISCUSSION:** A discussion on B&O Taxes, and possible impacts to the budget was had. The **MOTION CARRIED** Unanimously.

Vice-President Pettit **MOVED** to authorize the Executive Officers to allocate \$79,000 of the unexpended funds to begin funds for Washington Counties Building maintenance, replacement of technology and equipment, future NEO conferences, and future state audits. Trustee at Large Duvall **SECONDED** the motion. **DISCUSSION:** The Board discussed different manners to utilize the remaining unexpended funds and why was the proposal not to utilize all \$135,000 in unexpended funds. Vice-President Pettit noted that due to the Executive Director search in 2019 there may be additional need to tap into unexpended funds, or there may be additional carry over into 2020. The **MOTION CARRIED** Unanimously.

Vice-President Pettit **MOVED** to accept the updated 2020 county membership allocations. Lisa Frazier, Trustee at Large Position 4 **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board went on **BREAK** at 11:17 a.m. and **RECONVENED** at 11:26 a.m.*

b. **Strategic Plan Update**

Linda Hjelle, Trustee at Large Position 2 presented an update to the 2017-2019 Strategic Plan.

Trustee at Large Hjelle **MOVED** to accept the changes to the 2017-2019 Strategic Plan as presented. Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Trustee at Large Hjelle presented an update to the 2020-2022 Strategic Plan.

Trustee Lonergan suggested the language changes removing “in becoming” and add “as” in its place in the wording of Goal 7. Milene Henley, Trustee at Large Position 6 suggested eliminated “and provide” from Goal 7.b.

Trustee at Large Hjelle **MOVED** to accept the changes to the 2020-2022 Strategic Plan with the language changes presented by Trustee Lonergan and Trustee at Large Henley, as well as altering the acknowledgments removing Alan Botzheim, correcting the spelling of Dianne Dorey, and adding Linda Hjelle as co-chair of the Strategic Plan Committee. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

c. Executive Director Search Update

President Dorey provided an update on the Executive Director search.

Trustee at Large Frazier **MOVED** to reimburse participants for travel expenses associated with the interview process. Trustee at Large Hjelle **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

d. Required Signatures on WACO Checks

Stacie Prada, Secretary/Treasurer presented draft language for a policy on required signatures on WACO checks.

Trustee at Large Henley suggested a language change removing parenthesis and adding the wording “other than finance manager.”

Greg Zempel, 2nd Vice-President **MOVED** to adopt the policy as amended with the language changes suggested by Trustee at Large Henley. Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board went on **BREAK** at 11:59 a.m. and **RECONVENED** at 12:52 p.m.*

e. Future of Scholarship Fund

Jennifer Wallace, Interim Executive Director provided an update on the County Scholarship Fund.

The Board of Trustees discussed future fundraising activities and goals.

Trustee at Large Henley **MOVED** to direct staff to award an additional \$1,625 scholarship for 2019/2020 to the alternate determined by the scholarship panel in order to expend remaining joint WACO/WSAC County Scholarship Fund funds. Craig Morrison, Coroners Trustee (designee) **SECONDED** the motion. Secretary/Treasurer Prada abstained. The **MOTION CARRIED** Unanimously.

f. Possible Policy Revision Related to Board Meal Costs

Interim Director Wallace presented a proposed policy related to meal costs for non-conference meetings involving the Board of Trustees.

2nd Vice-President Zempel **MOVED** to adopt the policy as presented. Vice-President Pettit **SECONDED** the motion. **DISCUSSION:** The Board discussed per diem rates and how to calculate when to use them. The **MOTION CARRIED** Unanimously.

g. Snohomish County Amicus Brief Status

2nd Vice-President Zempel provided an update on the Snohomish County case which had a request of an amicus brief from WACO. At this time the case does not require WACO action.

h. Possible Policy revision Related to Board Member Designees

Interim Director Wallace presented a proposed policy related to Board member designees.

Vice-President Pettit stated the policy should be amended to exempt Executive Officers and Trustees at Large. Trustee at Large Miner stated it should include language for appointed officials. Immediate Past-President Thomson would like language added to state that the Affiliate President designates the designee with a notification in writing to the WACO President.

2nd Vice-President Zempel **MOVED** to adopt the policy as amended to exempt Executive Officers and Trustees at Large, include language allowing appointed officials, and language directing that Affiliate Presidents designate the designee with a notification in writing to the WACO President. Secretary/Treasurer Prada **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board went on **BREAK** at 2:13 p.m. and **RECONVENED** at 2:32 p.m.*

i. Standard Operating Procedures

Trustee at Large Hjelle presented a brief review of current policies and draft standard operating procedures.

The Board broke into small groups to review policies by subject area to offer possible changes for review.

The Board discussed who qualifies for “member” rates regarding registration for the annual conference.

Vice-President Pettit **MOVED** that staff members of WACO members qualify for the member registration rate at annual conference. Trustee at Large Henley **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board meeting was **SUSPENDED** at 5:00 p.m. and **RECONVENED** July 10, 2019 at 9:01 a.m.*

The Board directed WACO staff to collate the possible changes for an Executive Officer review. Pending the review, the changes may be brought to the next meeting, or if a Bylaw amendment is needed to follow the Bylaw amendment policy prior to the membership meeting.

The Board discussed forming an annual policy committee for the purposes of policy review.

3) **Old Business**

a. Legislative Action Plan

Interim Executive Director Wallace and Vice-President Pettit discussed the work to form the Legislative Action Plan.

Trustee Lonergan **MOVED** to adopt the Legislative Action Plan as presented. 2nd Vice-President Zempel **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

4) **Committee Reports**

a. Audit Committee Report

Secretary/Treasurer Prada presented the Audit Committee report.

2nd Vice-President Zempel **MOVED** to accept the Audit Committee report. Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

b. Education Committee Report

2nd Vice-President Zempel presented the Education Committee report.

c. Legislation Committee Report

Vice-President Pettit presented the Legislative Committee report.

Trustee at Large Henley discussed the election funding bill.

5) **Staff Reports**

a. Interim Executive Director Report

Interim Executive Director Wallace presented the Executive Director report.

b. Communications Report

Timothy Grisham, Director of Communications presented the communications report.

c. Finance Report

Lisa Gancel, Finance Manager presented the financial report.

The Board discussed registration fees attached to conference registration programs.

*The Board announced a 10-minute **EXECUTIVE SESSION** at 1:45 p.m. to conduct personnel matters.*

*The meeting **ADJOURNED** at 1:55 p.m.*