



WACO Board of Trustees Regular Meeting  
March 9-10, 2020  
Washington Counties Building  
206 10<sup>th</sup> Avenue SE  
Olympia, WA 98501

**Final Minutes**

Tuesday, March 9, 2021-Wednesday, March 10, 2021

**Board Members Present:**

Greg Zempel	President	Kittitas	Prosecutor
Stacie Prada	Vice-President	Jefferson	Treasurer
Jeff Gadman	2 <sup>nd</sup> Vice-President	Thurston	Treasurer
Adam Kick	Secretary/Treasurer	Skamania	Prosecutor
Jerry Pettit	Immediate Past-President	Kittitas	Auditor
Dianne Dorey	Past-President	Lewis	Assessor
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Mary Hall	Auditors Trustee	Thurston	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Timothy Davidson	Coroners Trustee	Cowlitz	Coroner
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Eddie Cantu	Trustee at Large Position 1	King	Licensing Manager
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
Tristen Worthen	Trustee at Large Position 5	Douglas	Clerk
Grace Cross	Trustee at Large Position 6	Skamania	Clerk

**Staff Present:**

Jennifer Wallace	Executive Director
Timothy Grisham	Deputy Director
Lisa Gancel	Finance and Administration Manager
Melanie Terry	Member Services Manager

**Guests:**

Eric Johnson	Executive Director, Washington State Association of Counties
Dr. Amanda Kemp	Racial Justice from the Heart
Kristen Mun	Racial Justice from the Heart
Jillian Gross Fortgang	Racial Justice from the Heart

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

Greg Zempel, President called the meeting to order at 9:03 a.m. Roll call noted Rob Snaza, Sheriffs Trustee and Josie Koelzer, Treasurers Trustee as absent.

Jeff Gadman 2<sup>nd</sup> Vice-President **MOVED** to accept March 9-10, 2021 agenda as presented **MOVED** Mary Hall, Auditors Trustee **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Stacie Prada, Vice-President **MOVED** to approve the December 2, 2020 Board of Trustees minutes. 2<sup>nd</sup> Vice-President Gadman **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

**2) New Business**

**a. WACO Member Survey Results**

Melanie Terry, Member Services Manager presented the 2021 membership survey results. The survey re-affirmed WACO's priority areas should be legislation, education, and communication. The education and communication areas increased in response rates over previous years. The Board discussed affiliate and county participation rates and utilizing the outreach plan to increase engagement.

*The Board went on **BREAK** at 9:48 am. **RECONVENED** at 10:00 am.*

**3) Work Session: Implicit Bias**

Dr. Amanda Kemp introduced work session coordinators Kristen Mum and Jillian Gross Fortgang of Racial Justice from the Heart. The Board participated in an implicit bias training provided by Racial Justice for the Heart.

*The Board went on **BREAK** at 12:00 pm. **RECONVENED** at 1:01 pm.*

**4) Old Business**

**a. Updated Member Outreach Plan**

Jennifer Wallace, Executive Director and Melanie Terry presented the updated Member Outreach Plan. The updates take into account the realities of a remote workplace. The outreach plan is intended to amplify not only individual affiliate needs, but cross-affiliate areas. Executive Director Wallace led the Board through the objectives of the plan.

2nd Vice-President Gadman **MOVED** to approve the current outreach plan, with a review by the board annually at the board retreat. Linda Hjelle, Trustee at Large Position 2 **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

**b. Continued Development of Cross-Affiliate Policy Issues and Position Statements**

President Zempel discussed the need to identify areas and issues that multiple affiliates can work together to address. The Board broke out into groups in order to discuss potential areas of focus. The three groups came back together to further discussions regarding policy issues.

Trustee at Large Hjelle **MOVED** to take the draft policy issues and position statements to affiliates for review/discussion. Lisa Frazier, Trustee at Large Position 4 **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board went on **BREAK** at 3:00 pm. **RECONVENED** at 3:10 pm.*

**a. Updates to the WACO Policy Manual**

Executive Director Wallace provided background on the updates to the policy manual. Discussed how to handle a Conference Committee in policy as well as the role of Past-President in current policy.

2nd Vice-President Gadman **MOVED** to accept the WACO policy manual as amended, and to create conference committee language. Trustee at Large Hall **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board **SUSPENDED** the meeting at 3:34 pm. **RECONVENED** at 8:36 am.*

**5) Other Business**

**a. Updates from WSAC**

Eric Johnson, WSAC Executive Director provided an update on WSAC state and federal legislative activities, as well as new membership, Covid response, and current unfunded mandate litigation case progress.

**6) Committee Reports**

**a. Legislative**

Vice-President Prada provided the Legislative Committee report. Timothy Grisham, Deputy Director provided an overview of State V. Blake and its potential impact on counties, as well as connection to the legislative session.

2nd Vice-President Gadman **MOVED** to accept the Legislative Committee report. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

### **b. Education**

2<sup>nd</sup> Vice-President Gadman presented the Education Strategic Action Plan. The plan details the role and responsibilities of the Education Committee, provides a mission, values, and alignment with the WACO Strategic Plan.

2<sup>nd</sup> Vice-President Gadman **MOVED** to adopt the Education Strategic Action Plan. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Vice-President Prada **MOVED** to accept the Education Committee report. Jerry Pettit, Immediate Past-President **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

### **c. Audit**

Adam Kick, Secretary/Treasurer provided the Audit Committee report and discussed working with independent auditor for annual review.

Mike Lonergan, Assessors Trustee **MOVED** to accept the Audit Committee report. Dianne Dorey, Past President **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

### **d. Personnel**

Trustee at Large Frazier presented the Personnel Committee report. Discussed the annual employee benefit and pay levels and policies. Personnel Committee presented a policy change to use the prior year's Seattle CPI for spring budget development to identify potential COLA levels for the following year.

2<sup>nd</sup> Vice-President Gadman **MOVED** to adopt the amended Personnel Policy. Vice-President Prada **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Immediate Past-President Pettit **MOVED** to accept the Personnel Committee report. Vice-President Prada **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

### **e. Legal Brief Committee**

President Zempel presented the Legal Committee report noting that there is no current Amicus Brief activity following the dismissal of the Mason County banking case.

Trustee at Large Frazier **MOVED** to accept the Legal Brief Committee report. Tristen Worthen, Trustee at Large Position 5 **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*The Board went on **BREAK** at 9:42 am. **RECONVENED** at 10:00 am.*

## 7) Staff Reports

### a. Executive Director

Executive Director Wallace presented the Executive Director report. Executive Director Wallace provided a Strategic Plan status update. Executive Director Wallace discussed need to explore options for the July 2021 Board of Trustees meeting.

Trustee Lonergan **MOVED** to have July meeting at Hotel Windrow subject to availability due to Covid. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Executive Director Wallace discussed the Auditors RFP for services related to conferences, legislative advocacy, and administration of the association in the role of Managing Director. The Board discussed the size and scale of conferences and WACO's continued commitment to provide services to all affiliates.

Trustee Lonergan **MOVED** to instruct the Executive Director in collaboration with the WACO Executive Officers to pursue a potential WSACA RFP for additional services. 2<sup>nd</sup> Vice-President Gadman **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

### b. Communication

Deputy Director Grisham presented the Communication report. Deputy Director Grisham discussed social media reach and communications efficiency.

### c. Finance

Finance and Administration Manager, Lisa Gancel presented the Finance report.

### d. Member Services

Member Services Manager Terry presented the Member Services report. Member Services Manager Terry discussed conference planning.

## 8) Other

### a. Updates from WACO Affiliate Representatives and Trustees at Large

Trustee Lonergan reported that the Assessors are seeking assistance from WACO in compiling salary study records. Trustee Lonergan discussed legislative session progress.

Brenda Chilton, Trustee at Large Position 3 provided an Auditors' update. Trustee at Large Chilton discussed legislative session progress and the Office of the State Auditor's draft report regarding signature collection process and rejection rates.

Peggy Semprimoznik, Clerks Trustee – provided a Clerks’ update. Trustee Semprimoznik discussed issues with State v. Blake and the Clerks’ June 21 conference in Skamania County.

Tim Davidson, Coroners Trustee provided Coroners’ update. Trustee Davidson discussed training shortages during Covid and updating the WACME webpage using WACO’s infrastructure.

Jon Tunheim, Prosecutors Trustee provided a WAPA update. Trustee Tunheim discussed reopening of courts in the state, and issues with State v. Blake.

Trustee at Large Frazier provided a Treasurers’ update. Trustee at Large Frazier discussed legislative session progress. The June Treasurers’ conference may be in person.

Grace Cross, Trustee at Large Position 6 discussed difficulty to have county group category meetings, emphasizing that with Covid it has been increasingly difficult.

*Meeting **ADJOURNED** at 3:05 pm.*