



WACO Board of Trustees Regular Meeting
December 8, 2021
Washington Counties Building
206 10th Ave. SE
Olympia, WA 98501

Draft Minutes

Wednesday, December 8, 2021

Board Members Present:

Stacie Prada	President	Jefferson	Treasurer
Jeff Gadman	Vice-President	Thurston	Treasurer
Adam Kick	2 nd Vice-President	Skamania	Prosecutor
Amy Cziske	Secretary/Treasurer	Kittitas	Treasurer
Greg Zempel	Immediate Past-President	Kittitas	Prosecutor
Jerry Pettit	Past-President	Kittitas	Auditor
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Milene Henley	Auditors Trustee	San Juan	Auditor
Melissa Beaton	Clerks Trustee	Skagit	Clerk
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Josie Koelzer	Treasurers Trustee	Franklin	Treasurer
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
Ruth Gordon	Trustee at Large Position 5	Jefferson	Clerk
Lisa Henderson	Trustee at Large Position 6	San Juan	Clerk

Staff Present:

Jennifer Wallace	Executive Director
Timothy Grisham	Deputy Director
Lisa Gancel	Finance and Administration Manager

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

Stacie Prada, President called the meeting to order at 8:36 am.

Roll call noted Craig Morrison, Coroners Trustee, Rob Snaza, Sheriffs Trustee as absent.

Lisa Frazier, Trustee at Large Position 4 **MOVED** to approve the December 8, 2021 agenda. Ruth Gordon, Trustee at Large Position 5 **SECONDED**. The **MOTION CARRIED** unanimously.

Trustee at Large Frazier **MOVED** to approve the October 5, 2021, Board of Trustees meeting and October 6 & 7, 2021 WACO membership meeting minutes. Trustee at Large Gordon **SECONDED**. The **MOTION CARRIED** unanimously.

2) New Business

a. Revised WACO Policy Statement

Jennifer Wallace, Executive Director presented the revised WACO Policy Statement (draft). Discussed cross-affiliate topics that WACO can make a statement on potential policies. Discussed issues of elected officials' privacy.

Trustee at Large Gordon **MOVED** to remove section on address confidentiality from the policy statement. Jerry Pettit, Past-President **SECONDED**. **Discussion:** Discussed keeping the first paragraph or entire section. The **MOTION CARRIED** unanimously.

Jeff Gadman, Vice-President **MOVED** to approve the policy statement as amended. Trustee at Large Gordon **SECONDED**. The **MOTION CARRIED** unanimously.

b. Proposed Amendments to the WACO Policy Manual

Executive Director Wallace presented changes to the WACO Policy Manual. Discussed gifts for members serving on the Board.

Milene Henley, Auditors Trustee **MOVED** to approve the Policy Manual as Amended, with the exception of Gifts for Members Leaving Office. Melissa Beaton, Clerks Trustee **SECONDED**. The **MOTION CARRIED** unanimously

3) Committee/Trustee Reports

a. Conference Committee

Jennifer Wallace, Executive Director presented the after-conference summary.

Mike Lonergan, Assessors Trustee **MOVED** to accept the Conference Committee Report. Trustee at Large Frazier **SECONDED**. The **MOTION CARRIED** unanimously.

b. Audit Committee

Amy Cziske, Secretary/Treasurer presented the Audit Committee report noting that they had not met since the October board meeting.

Trustee Gordon **MOVED** to accept the Audit Committee Report. Vice-President Gadman **SECONDED**. The **MOTION CARRIED** unanimously.

c. Legislative Committee

Jeff Gadman, Vice-President presented the Legislative Committee report. Discussed weekly meetings beginning January during the duration of the session. Provided an overview of WACO priority legislation. Updated WACO Day on the Hill online, and help with in person meetings during the session (if able).

Trustee at Large Frazier **MOVED** to accept the Legislative Committee Report. Josie Koelzer, Treasurers Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

d. Education Committee

Adam Kick, 2nd Vice-President presented the Education Committee report. Discussed moving into the 2022 year, and reviewed Strategic Action Plan.

Trustee Beaton **MOVED** to accept the Education Committee Report. Trustee at Large Gordon **SECONDED**. The **MOTION AS AMENDED CARRIED** unanimously.

e. Affiliate Updates

Trustee Lonergan provided the Assessors update – discussed property valuation continues to increase. Rural counties experiencing large increases. Discussed budget based taxing and public outreach. Discussed proposed priority legislation.

Trustee Henley provided the Auditors update – discussed meeting with the new Secretary of State later in the month. Auditors are struggling with public records request workload for elections matters.

Trustee Beaton provided the Clerks update – discussed reviewing LFO reform and implementation of uniform guardianship changes. Discussed the recent 2nd court of appeals decisions that vacates minor in possession cases.

Jon Tunheim, Prosecutors Trustee provided the Prosecutors update – first in person meeting in two years occurs this week. Discussed potential legislation issues.

Trustee at Large Frazier proved the Treasurers update – discussed potential updates to property tax statements.

*The Board went on **BREAK** at 10:30 am and **RECONVENED** at 10:50 am.*

f. Trustee at Large Updates

Brenda Chilton, Trustee at Large Position 3 provided an update – discussed new efforts for outreach including direct communication with members.

Trustee at Large Frazier provided the category 4 update – discussed the monthly packed lunch meetings.

Trustee at Large Gordon provided the category 5 update – discussed increases in salaries in Jefferson county based on recent survey data. Discussed compression issues in salary and running for office.

Lisa Henderson, Trustee at Large Position 6 provided an update –beginning the push for holding discussions and packed lunch series.

4) Other Business

a. 2022 Board Meetings

Executive Director Wallace presented proposed dates for the 2022 Board of Trustees meetings.

Trustee at Large Frazier **MOVED** to accept the proposed 2022 Board of Trustees meeting dates. Vice-President Gadman **SECONDED**. The **MOTION AS AMENDED CARRIED** unanimously.

Executive Director Wallace provided an overview of potential topics for each Board meeting.

b. 2023-2027 Strategic Plan Development

Executive Director Wallace discussed 2023-2027 Strategic Plan development. Provided overview of Strategic Plan Committee. Discussed the timeline and proposal from Berk Consulting.

Past-President Pettit **MOVED** to approve entering into contract with Berk Consulting for the purposes of strategic plan development and facilitation. Vice-President Gadman **SECONDED**. The **MOTION AS AMENDED CARRIED** unanimously.

c. Amendments to Approved 2022 WACO Budget

Executive Director Wallace discussed proposed amendments to the 2022 budget. Discussed changes based on the contract with Berk Consulting.

Lisa Gancel, Finance and Administration Manager discussed moving unspent benefits and legislative contracts to be utilized for the Berk Consulting contract.

Past-President Pettit **MOVED** to accept the 2022 budget as amended. Amy Cziske, Secretary/Treasurer **SECONDED**. The **MOTION AS AMENDED CARRIED** unanimously.

5) Staff Reports

a. Executive Director

Executive Director Wallace presented the Executive Director report updating progress on Strategic Plan goals and discussing the Newly Elected Officials core curriculum hosted on the WACO website and progress in regard to alignment with the WACO Strategic Plan. Provided an update on the Member Services position.

b. Deputy Director

Timothy Grisham, WACO Deputy Director presented the Deputy Director report discussing work on civic and legislative education under the Know Your County Officials campaign.

c. Finance

Lisa Gancel, Finance and Administrative Manager presented the Financial report. The version of the update has not been audited by the Audit Committee as of yet as they have not met. Discussed the 2022 independent audit.

*The Board went on **BREAK** at 11:45 am and **RECONVENED** at 1:15 pm.*

6) Executive Session

a. Executive Director's Annual Evaluation

The Board **ADJOURNED** the regular meeting and entered **EXECUTIVE SESSION** for the purpose of personnel evaluation at 1:19 pm for a duration of 20 minutes. The Board extended the executive session by 15 minutes.

*The Board **AJOURNED** at 1:54 pm*