



WACO Board of Trustees Regular Meeting
March 1-2, 2022
Washington Counties Building
206 10th Ave. SE
Olympia, WA 98501

Draft Minutes

Tuesday, March 1-2, 2022

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
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Milene Henley	Auditors Trustee	San Juan	Auditor
Melissa Beaton	Clerks Trustee	Skagit	Clerk
Craig Morrison	Coroners Trustee	Grant	Coroner
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Rob Snaza	Sheriffs Trustee	Lewis	Sheriff
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
Cella Hyde	Member Services Manager

Guests Present:

Eric Johnson	Executive Director, Washington Association of Counties
--------------	--

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

Stacie Prada, President called the meeting to order at 1:03 pm.

Roll call noted Jerry Pettit, Past-President as absent.

Ruth Gordon, Trustee at Large Position 5 **MOVED** to approve the March 1-2, 2022 agenda. Linda Hjelle **SECONDED**. The **MOTION CARRIED** unanimously.

Jeff Gadman, Vice-President **MOVED** to approve the December 8, 2021 Board of Trustees meeting minutes. Lisa Frazier, Trustee at Large Position 4 **SECONDED**. The **MOTION CARRIED** unanimously.

Jennifer Wallace, Executive Director introduced Cella Hyde, Member Services Manager to the Board.

Executive Director Wallace led the Board in recognition of Lisa Gancel, Finance and Administration Manager, who will be leaving WACO March 31, 2022.

2) Committee Reports

a. Legislative Committee

Vice-President Gadman presented Legislative Committee report. Vice-President Gadman provided an update on the WACO priority legislation and potential budget scenarios. Report received for filing.

b. Education Committee

Adam Kick, 2nd Vice President presented the Education Committee report. Discussed work thus far and draft planning areas for potential trainings. Report received for filing.

c. Personnel Committee

Lisa Frazier, Trustee at Large Position 4 presented the Personnel Committee report. Committee met February 7, 2022 to provide review of job descriptions and salary and benefits. The Committee re-examined the cost-of-living policy. Provided a proposed change in the Board policy on cost-of-living adjustments. Discussed an 4% cola increase for 2022 retroactive to January 1, 2022. Committee discussed remote workplace policy and amendments to the Paid Family and Medical Leave Policy.

Trustee at Large Gordon **MOVED** to recommend a 4% COLA for 2022 retroactive to January 1, 2022. 2nd Vice-President Kick **SECONDED**. The **MOTION CARRIED** unanimously.

Vice-President Gadman **MOVED** to amend the WCO Policy language regarding the adoption of annual COLA increases as presented. Trustee at Large Hjelle **SECONDED**. The **MOTION CARRIED** unanimously.

Trustee at Large Hjelle **MOVED** to adopt a Remote Workplace policy. 2nd Vice-President Kick **SECONDED**. The **MOTION CARRIED** unanimously.

Trustee at Large Gordon **MOVED** to adopt the proposed changes to the Paid Family and Medical Leave policy. Vice-President Gadman **SECONDED**. The **MOTION CARRIED** unanimously.

d. Audit Committee

Amy Cziske, Secretary/Treasurer presented the Audit Committee report. The committee performed a review of expectations and format of the Audit Committee, set dates for future meetings, reviewed WACO financials and bank statements, and discussed WACO leave balances and usage. One question regarding a payment was made but was adequately explained by WACO staff. Report received for filing.

a. Strategic Planning Committee

President Prada introduced Brian Murphy and Kizz Prusia of Berk Associates. Brian Murphy provided an overview of Berk and the scope of work for the Strategic Plan development process and progress thus far in developing a plan.

3) Affiliate/Trustee Reports

a. Affiliate Updates

Mike Lonergan, Assessors discussed the Assessors annual conference in San Juan County. Discussed the aerial imagery bill proposal. Discussed difficulty finding appraisers.

Milene Henley, Auditors Trustee discussed work on new management structure and on boarding their Executive Director. Discussed having four live conferences in 2022. Discussed workgroups including racially restrictive covenants workgroup. Auditors are seeing a large public records request flood that has created a huge workload issue.

Melissa Beaton, Clerks Trustee discussed the WSACC spring conference and legislative wrap up.

Craig Morrison, Coroners Trustee discussed WACME spring conference in Leavenworth, WA. Case numbers continue to be high. Discussed counties building new morgue facilities. Discussed forensic pathologist shortage.

Jon Tunheim, Prosecutors Trustee discussed the 2022 legislative session highlighting retroactivity in sentencing reform. Discussed going back to live meetings/conferences. Rob Snaza, Sheriffs Trustee discussed return to in person meetings and conference. Discussed staffing losses and other impacts of 2021 legislation, and efforts in 2022 to

create better definitions of various aspects of tactics and procedures. Will explore CJTC training, and whether it is adequate for current realities.

Josie Koelzer, Treasurers Trustee discussed the WSACT conference to be held at Alderbrook and the Legislative Conference to be held in Ellensburg.

b. Trustee at Large Updates

Trustee at Large Hjelle provided positive feedback regarding the monthly packed lunch meetings. Stated that those on the call have had great conversations and appreciated the sessions.

Trustee at Large Gordon discussed the difficulty in category 5 counties to fill positions. Salaries are not in pace with cost of living.

Lisa Henderson, Trustee at Large Position 6 discussed the packed lunch meetings and found them helpful but noticed a drop off in attendance the break-out rooms.

4) New Business

a. Proposed Updates to the WACO Policy Manual

Executive Director Wallace discussed proposed changes to the Finance and Internal Controls, Gifts for Members Leaving Office, and Conflict of Interest policies.

Vice-President Gadman **MOVED** to adopt changes to the WACO Policy Manual as present. Trustee Koelzer **SECONDED**. The **MOTION CARRIED** unanimously.

a. Update from the Washington Association of Counties

Eric Johnson, Washington Association of Counties Executive Director provided a Washington Association of Counties update. Discussed Covid, Washington state legislative and Federal legislative issues, current litigation, and 2022-2023 goals.

b. Plans for December 2022 Newly Elected Officials Conference

Executive Director Wallace presented a draft concept for the 2022 Newly Elected Officials (NEO) Conference and shared the NEO website.

c. Amendments to Approved WACO Fund 30 (WCB) Budget

Lisa Gancel outlined potential changes to the WCB Budget outlining progress on previously approved projects new initiatives.

Trustee Henley **MOVED** to accept the budget modification for the WCB Maintenance Fund (30) for 2022. Trustee at Large Gordon **SECONDED**. The **MOTION AS AMENDED CARRIED** unanimously.

*The Board went on **RECESSED** at 4:03 pm and **RECONVENED** at 9:02 am.*

5) Staff Reports

a. Executive Director

Executive Director Wallace presented the Executive Director report. Executive Director Wallace discussed the recruitment for the Finance and Administrative Manager position outlining members serving on the interview panel, and potential fiscal impacts based on current timeline when vacancy shall occur. Discussed temporary help or temp to hire solutions and costs associated.

Executive Director Wallace discussed July 2022 Board of Trustees meeting and contract issue for sleep night minimums and meeting space.

b. Deputy Director

Timothy Grisham, WACO Deputy Director presented the Deputy Director report discussing the year end 2022 communications analytics. Discussed CHJ read levels taking an odd lower trend that is not progressive but sudden pointing to system change.

c. Finance

Lisa Gancel, Finance and Administrative Manager presented the December 2021 and January 2022 Financial reports. Lisa Gancel discussed timeline for the annual audit being reliant of the building tax filings.

*The Board **AJOURNED** at 10:04 am*