

WACO Board of Trustees Regular Meeting  
March 14-15, 2023  
Washington Counties Building  
206 10<sup>th</sup> Ave SE; Olympia, WA 98506

## Final Minutes

Tuesday, March 14, 2023 – Wednesday, March 15, 2023

### Board Members Present:

Jeff Gadman	President	Thurston	Treasurer
Adam Kick	Vice-President	Skamania	Prosecutor
Amy Cziske	2 <sup>nd</sup> Vice-President	Kittitas	Treasurer
Linda Hjelle	Secretary/Treasurer	Snohomish	Assessor
Stacie Prada	Immediate Past-President	Jefferson	Treasurer
Greg Zempel	Past-President	Kittitas	Prosecutor
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Thad Duvall	Auditors Trustee	Douglas	Auditor
Melissa Beaton	Clerks Trustee	Skagit	Clerk
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Leslie Valz	Treasurers Trustee	Stevens	Treasurer
Tom Konis	Trustee at Large Position 2	Spokane	Assessor
Carolyn	Trustee at Large Position 3	Auditor	Cowlitz
Fundingsland			
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Katie Sloan	Trustee at Large Position 5	Adams	Clerk
Lisa Henderson	Trustee at Large Position 6	San Juan	Clerk

### Staff Present:

Jennifer Wallace	Executive Director
Timothy Grisham	Deputy Director
Tiffin Moreno	Finance and Administration Manager
Cella Hyde	Member Services Manager

### Guests:

Eric Johnson	Executive Director, Washington State Association of Counties
Rebecca Xczar	Whatcom County Assessor, Washington State Association of County Assessors President
Darla McKay	Asotin County Auditor, Washington State Association of County Auditors President

Tammie Ownbey      Pend Oreille County Clerk, Washington State Association of  
County Clerks President  
Hayley Thompson    Skagit County Coroner, Washington Association of  
Coroners/Medical Examiners President  
Alishia Topper      Clark County Treasurer, Washington Association of County  
Treasurers President

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

Jeff Gadman, President called the meeting to order at 1:03 pm. Craig Morrison, Coroners Trustee; Rob Snaza, Sheriffs Trustee; John Wilson, Trustee at Large Position 1 were noted as absent.

Lisa Frazier, Trustee at Large Position 4 **MOVED** to approve the March 14-15, 2023 agenda Thad Duvall, Auditors Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

Trustee at Large Frazier **MOVED** to approve the November 15-16, 2022 Board of Trustees meeting minutes. Mike Lonergan, Assessors Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

**2) Affiliate Presidents Share Perspectives on “Building Bridges”**

President Gadman introduced the topic of “Building Bridges” asked each affiliate President to discuss the intersection of work between affiliates.

Rebecca Xczar, Whatcom County Assessor, Washington State Association of County Assessors President discussed the intersection of County Assessors with other WACO affiliated offices. Discussed taxation issues and working with other offices to field community questions about taxation issues.

Darla McKay, Asotin County Auditor, Washington State Association of County Auditors President discussed the intersection of County Auditors with other WACO affiliated offices. Discussed ongoing training and outreach. Discussed the power of WACO with legislative proposal vetting and networking. Discussed mentor programs.

Tammie Ownbey, Pend Oreille County Clerk, Washington State Association of County Clerks President discussed the intersection of County Clerks with other WACO affiliated offices. Discussed working as a courthouse team. Discussed the power of WACO with legislative proposal vetting and networking. Discussed mentor programs.

Hayley Thompson, Skagit County Coroner, Washington Association of Coroners/Medical Examiners President discussed the intersection of County Coroners/Medical Examiners with other WACO affiliated offices. Discussed verification of public records for identification and need for understanding data sources. Discussed monthly county meetings.

Alishia Topper, Clark County Treasurer, Washington Association of County Treasurers President discussed the intersection of County Treasurers with other WACO affiliated offices. Discussed monthly meetings for the electeds.

*The Board went on **BREAK** at 2:00 pm and **RECONVENED** at 2:10 pm.*

### **3) Committee Reports**

#### **a. Legislative Committee**

Adam Kick, Vice-President presented the Legislative Committee report. Discussed current WACO priority legislation and progress in the legislature thus far. Discussed timelines and legislative relations.

#### **b. Education Committee**

Amy Cziske, 2<sup>nd</sup> Vice-President presented the Education Committee report. Discussed progress thus far in creating the 2023/2024 education planning.

#### **c. Personnel Committee**

Trustee at Large Frazier presented the Personnel Committee report. Discussed the review of position descriptions and potential changes. Discussed review of salary and benefit ranges. Discussed potential changes to Deputy Director and Executive Director position compensation to meet parity with WACO Finance Manager and Member Services Manager compensation.

Greg Zempel, Past-President **MOVED** to adopt scenario 1 recommendation to fund salary increases to be achieved in 2023 with increases to be effective July 1, 2023 and to direct staff to draft scenarios on how to fund the increase by the July 2023 meeting. Trustee Duvall **SECONDED**.

**DISCUSSION:** Trustee Duval, funding subject to Board approving budget amendment.

The **MOTION CARRIED** unanimously.

#### **d. Audit Committee**

Linda Hjelle, Secretary/Treasurer presented the Audit Committee report. Discussed process of looking at financials. Discussed outreach to financial consultants about consolidating funds and improving existing rates of return and how to improve. Discussed different investment strategies and what kind of policies would need to be in place to move forward.

**e. Newly Elected Officials Committee**

2<sup>nd</sup> Vice-President Cziske presented the Newly Elected Officials Committee report. Discussed make-up of the new committee and discussions thus far. Discussed NEO survey results. Discussed plans for gathering 2022 cohort groups and sustained mentoring.

**f. Conference Committee**

President Gadman Conference Committee report. Discussed them “Building Bridges”. Discussed conference branding and save the date.

**4) Proposed Amendments to the WACO Policy Manual**

Jennifer Wallace, Executive Director provided overview of proposed amendments to the WACO Policy Manual. Changes are suggested in the Conflict of Interest, Board of Trustees Meeting, Committee, Annual Budget, Travel and Reimbursement, Asset Management, Computer Use, Social Media, WACO Scholarship Program policies. Discussed bringing potential Bylaw change to membership regarding location of the Annual Meeting (conference).

Trustee Lonergan **MOVED** to adopt the Policy Manual changes as presented. Secretary/Treasurer Hjelle **SECONDED**. The **MOTION CARRIED** unanimously.

Trustee at Large Frazier **MOVED** to send the proposed Bylaw change to the membership for a vote. Trustee Duvall **SECONDED**. The **MOTION CARRIED** unanimously.

*The Board **SUSPENDED** the meeting at 3:36 pm March 14, 2023 and **RECONVENED** at 9:03 am March 15, 2023.*

**5) Update from the Washington State Association of Counties**

Eric Johnson, Executive Director, Washington State Association of Counties provided an update on the activities of the Washington State Association of Counties. Discussed legislative updates, ongoing litigation, and education and outreach activities.

*The Board went on **BREAK** at 9:50 am and **RECONVENED** at 10:00 am.*

**6) Affiliate and Trustee at Large Updates**

**a. Affiliate Updates**

Trustee Lonergan provided the Assessors update. Discussed turnover due to 2022 elections and recent elected members. Discussed legislative issues thus far in the 2023 session. Discussed progress on the aerial imagery study.

Trustee Duvall provided the Auditors update. Discussed legislative issues thus far in the 2023 session. Discussed preparations in elections for 2024 election cycle. Discussed recording fee issues and current impacts on the accuracy of record.

Melissa Beaton, Clerks Trustee provided the Clerks update. Discussed the upcoming spring conference and planning for the summer conference. Discussed statewide software update “Enterprise Justice” which improves on the Odyssey system. Discussed legislative issues thus far in the 2023 session.

Jon Tunheim, Prosecutors Trustee provided the Prosecutors update. Discussed legislative issues thus far in the 2023 session. Discussed issues regarding outside prosecutorial oversight/reviews at the state level.

Leslie Valz, Treasurers Trustee provided a Treasurers update. Discussed 2023 legislative priorities and other legislative issues thus far in the 2023 session. Discussed education and outreach related to tax statements.

#### **b. Trustee at Large Updates**

Tom Konis, Trustee at Large Position 2 provided a county category 2 update. Discussed meeting with local members to discuss shared areas of interest.

Carolyn Fundingsland, Trustee at Large Position 3 provided a county 3 category update. Discussed being in the learning phase of her role.

Trustee at Large Frazier provided a county 3 category update.

Katie Sloan, Trustee at Large Position 5 provided a county category 5 update. Discussed how to manage communications with members in county category 5.

#### **7) WACO 2023-2027 Strategic Plan – Implementations Work Plan**

President Gadman presented Strategic Plan implementation work plan overview. Asked Board members to review report and be prepared to discuss at the July 2023 Board of Trustees meeting.

Executive Director Wallace provided information on the staff interaction and review of the Strategic Plan and work toward identifying key Work Plan areas for the Board to review in preparation for creating an implementation framework.

#### **8) Staff Reports**

##### **a. Executive Director**

Executive Director Wallace presented the Executive Director report. Discussed the Washington Counties Building and renting space in the building to outside entities. Discussed work on the investment funds strategy thus far. Discussed county visits for 2023.

**b. Deputy Director**

Timothy Grisham, Deputy Director presented the Deputy Director report. Discussed 2022 communications analytics. Discussed progress on “Know Your County Officials” campaign. Discussed membership survey.

**c. Member Services Manager**

Executive Director Wallace presented the Member Services Manager report. Discussed partnership developments. Discussed affiliate highlights and outreach. Discussed the “WACO Wise Owl”.

**d. Finance and Administration Manager**

Tiffin Moreno, Finance and Administration Manager presented the Finance report.

*The Board **ADJOURNED** the regular meeting at 11:30 am.*