



WACO Board of Trustees Regular Meeting  
September 27, 2016  
Davenport Grand Hotel  
Spokane, WA

**Final Minutes**

Tuesday, September 27, 2016 starting at 9:00 a.m.

**Board Members Present:**

Tim Davidson	President	Cowlitz	Coroner
Tammie Ownbey	Vice-President	Pend Oreille	Clerk
Ilene Thomson	2 <sup>nd</sup> Vice-President	Yakima	Treasurer
Dianne Dorey	Secretary/Treasurer	Lewis	Assessor
Carolyn Weikel	Immediate Past-President	Snohomish	Auditor
Keith Willnauer	Past-President	Whatcom	Assessor
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Dan Blasdel	Coroners Trustee	Franklin	Coroner
Jonathan Meyer	Prosecutors Trustee	Lewis	Prosecutor
Alan Botzheim	Sheriffs Trustee	Pend Oreille	Sheriff
Ron Strabbing	Treasurers Trustee	Grays Harbor	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Kirke Sievers	Trustee at Large Position 2	Snohomish	Treasurer
Dave Cook	Trustee at Large Position 3	Yakima	Assessor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Jerry Pettit	Trustee at Large Position 5	Kittitas	Auditor
Milene Henley	Trustee at Large Position 6	San Juan	Auditor

**Staff Present:**

Scott Blonien	Executive Director
Monty Cobb	Policy Director & General Counsel
Timothy Grisham	Director of Member Services – Communications
Michell Allert	Administrative and Member Services Support Coordinator
Mike Shaw	Contract Lobbyist

**Guests:**

Timothy Fitzgerald	Spokane County Clerk
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**Call to Order**

**Tim Davidson, President called the meeting to order at 9:04 a.m.**

**1) Roll Call of Attending Members**

President Davidson called for a roll call.

**2) Changes to Agenda**

President Davidson called for any changes to the Agenda. Tammie Ownbey, Vice-President requested that a discussion of the Board retreat be added under new business. Jerry Pettit, Trustee at Large Position 5 **MOVED** to adopt the proposed Agenda with the addition of a discussion of the Board retreat under new business. Lisa Frazier, Trustee at Large Position 4 **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**3) Approval of Minutes**

Trustee at Large Frazier **MOVED** to adopt July 13, 2016 minutes as presented. Dianne Dorey, Secretary/Treasurer **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**4) WACO Staff Reports**

**a. Executive Directors Report**

Scott Blonien, Executive Director provided the Executive Director's Report.

Executive Director Blonien stated that work has begun to refresh the Strategic Plan.

Executive Director Blonien stated that WACO had the opportunity to file an amicus brief, thanking Monty Cobb, Policy Director & General Counsel for his work.

Monty Cobb stated that WACO signed on to federal court Tucson case on district based voting. In a second matter, Monty Cobb stated that the City of Spokane attempted to create its own senior exemption, WACO filed brief on behalf of the Spokane County Treasurer and Assessor. The brief touches on legal arguments and perspectives that support treasurers and assessors, it also weaves in realities on office workload dealing with exemptions.

Executive Director Blonien discussed recent courthouse visits in Adams, Whitman, Skagit, and Snohomish counties. He stated that one constant conversation and comments were centered on hiring challenges and employee retention.

Executive Director Blonien stated that the summer Management and Supervisory Academy surpassed the previous year's numbers. The trainings all received positive evaluations, and WACO received \$2500 in sponsorship dollars from Clear Risk Solutions.

Executive Director Blonien provided clarification on the relationship between WACO and Strategic Value Media, who produces the WACO Buyers Guide website. The company creates a website that was described as similar to the yellow pages ads, and out of the relationship WACO gets 10% of their ad sales. Executive Director Blonien stated that in August 2016 WACO received \$1200 in revenue from the ad sales.

Ilene Thomson, 2<sup>nd</sup> Vice-President stated that the summer trainings went well. She also stated that the conference has a packed agenda, and that the registration numbers look good. 2<sup>nd</sup> Vice-President Thomson stated that she hope members stay for the final presenter Bruce Lawson.

Executive Director Blonien briefly discussed the theme of the 2017 joint WACO/WSAC conference as being about communications and relationship building. Vice-President Ownbey asked whether the WACO Education Committee would be discussing the joint programming, or only the separate programming. Vice-President Ownbey stated there would be better membership buy-in if the Education Committee were part of the joint discussions.

Executive Director Blonien noted that Spokane's WACO membership, as well as County Commissioners have been invited to join the Board for lunch.

#### **i. Conference – Details and Updates**

Executive Director Blonien spoke about the conference. He stated that the high points of the conference would be the quality education and a productive business meeting. This conference there is also several policy roundtables, and multiple cross-affiliate meetings.

Barb Miner, Trustee at Large Position 1 asked if each open position on the Board had received a nomination. Monty Cobb clarified that Trustee at Large Position 5 has not received a nomination and that it would have to come from the floor of the business meeting.

Executive Director Blonien thanked the Board for all their work in spreading the word about the conference and helping bring more people to the conference.

#### **ii. Conference Facts and Figures**

Executive Director Blonien provided an update on the current conference registration numbers. He stated that in the past three years member registration hovered at 111 registrants. The 2016 conference currently has 127 registrants. Executive Director Blonien explained that for 2016 WACO offered more registration types and incentives to drive up registration and that it has been working.

Executive Director Blonien stated that the Strategic Plan asked WACO to find alternate ways to generate revenue. Due to this WACO staff was more aggressive in looking for sponsorship and vendor opportunities than ever before. The 2016 conference has 31 registered vendors and eight sponsors. Executive Director Blonien thanked Timothy Grisham, Director of Member Services – Communications for his hard work.

### **iii. Future Dates and Locations**

Monty Cobb stated that WACO worked with the contractor Conference Direct to obtain bids for the 2018-2021 conferences. There are three options for each side of the mountains on alternating years for the membership to vote on. The Eastern Washington options for 2018/2020 include the Doubletree by Hilton, Hotel RL and Historic Davenport all in Spokane, Washington. The Western Washington Options for 2019/2021 include the Vancouver Hilton, Hilton Seattle Airport and Hotel Murano (Tacoma).

### **iv. WACO/WSAC Scholarship**

Executive Director Blonien provided the names and locations of the winner of the 2016 scholarship funds.

### **b. Financial Report**

Executive Director Blonien apologized for comingling the reserve and the unspent revenue funds in one account. He stated that the funds are now in two separate accounts.

Michell Allert, Administrative and Member Services Support Coordinator provided the Fiscal Report clarifying that all reports are now generated in MIP and asked for questions.

Milene Henley, Trustee at Large Position 6 asked about the amount listed as reserves in the September financials. Michell Allert stated that funds would be moved after the quarter ends and would be in the next financial report.

Trustee at Large Henley stated that listing the accounts by purpose and not account number would provide better information.

Executive Director Blonien thanked Michell Allert for her hard work on the conversion to MIP.

Secretary/Treasurer Dorey discussed the role of the Secretary/Treasurer and the Audit Committee.

Vice-President Ownbey asked for clarification on when the Board votes on whether or not to accept the fiscals. Secretary/Treasurer Dorey clarified after the Audit Committee Report.

Secretary/Treasurer Dorey provided the Audit Committee Report ahead of its agenda slot. Her report noted the changes in MIP and corrections made after the outside audit and Audit Committee review.

Keith Willnauer, Past-President stated that the Bylaws provide specific responsibilities; and asked do the Bylaws need to be looked into for possible changes? President Davidson stated that there are specific changes to the Bylaws currently proposed and will be voted on at the WACO Membership Meeting. He continued to clarify that there is also additional work to be done to clarify responsibilities beyond the Bylaw level for reviewing finances.

Mike Lonergan, Assessors Trustee stated that the Audit Committee did not meet in person, but conducted the meeting over email.

Trustee at Large Pettit **MOVED** to adopt accept the Audit Committee Report subject to an outside Audit. Carolyn Weikel, Immediate Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

*The Board went on break from 10:01 a.m. and reconvened at 10:14 a.m.*

#### **c. Communications Report**

Timothy Grisham provided the Communications Report. He stated that the Courthouse Journal and similar mailing engagement numbers are within a statistical margin of error of the conference registration numbers. He suggested that to increase engagement a more word of mouth, grass roots approach should be employed. Timothy Grisham stated that conference planning had dominated the communications work over the last few months, as well as created web videos and materials for the summer training. Timothy Grisham announced that in the winter WACO would undertake updating the Washington County Government publication.

Executive Director Blonien stated that online features providing civic education such as what role County Auditors provide in elections would also augment the book.

#### **d. 2017 Legislative Session**

Monty Cobb provided the 2017 Legislative Session Report. Monty stated that no additional legislative proposals for 2017 have been brought to WACO since the Membership Meeting packets were assembled. Monty Cobb continued to clarify that the coroners had not provided legislation for a priority bill as of yet, but may ask for funds for the Rural Drug Taskforce, as well as possible funds for a case management oversight system which would come from an increase in vital statistics charges.

Timothy Fitzgerald, Spokane County Clerk presented the WSACC 2017 legislative priorities. He stated that the legislative priorities hope to eliminate redundant reporting.

**5) Education Report**

2<sup>nd</sup> Vice-President Thomson stated that she would be providing an Education Report during the Membership Meeting.

**6) Audit Committee Report**

Secretary/Treasurer Dorey provided the Audit Committee Report during the fiscal report discussion.

**7) Old Business**

President Davidson stated that he called together an ad-hoc committee to draft a Reserve Funds Policy. He stated that progress was made, but the work had not been completed.

President Davidson stated that a training process for the Audit Committee and the Executive Director regarding the fiscal process has not been completed.

Timothy Grisham stated that he has reached out to Citirx regarding Gotowebinar's maximum amount of individuals streaming video at once. He stated that the representative stated that they are working on increasing the max from 6 to 9 individuals at once. He stated that he would check back on the process, and emphasized that more than 9 individuals would be a heavy draw on any bandwidth – and that with good moderation of speakers on a call/webinar that you could use the videos as a method to show who is speaking, rather than leave them up at all times.

Executive Director Blonien stated that a formal tracking system for tracking rule changes that impact affiliates has not been solidified as of yet. He clarified that WACO staff have informally been doing this work for some time. Monty Cobb clarified that staff have been tracking the rulemaking process but as of yet no formal compilations or reports have been made.

Trustee Lonergan asked if the affiliates were asking for this work, or for WACO to help during rules hearings. Executive Director Blonien stated that the Sheriffs have asked for help during a CRAB Board hearing, he is happy to extend the offer to help to any affiliate.

**8) New Business**

**a. Proposed Bylaw Amendments**

President Davidson presented the proposed Bylaw amendments. He stated that many of the duties defined in the Bylaws should be moved to policy. He clarified that a proposed Committees' Policy change would have to be voted on pending the approval of the Bylaw amendments at the Membership Meeting.

Trustee at Large Frazier **MOVED** to submit the Proposed Bylaws to the Membership with a “Do Pass” recommendation. Trustee at Large Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee at Large Pettit **MOVED** to approve the proposed WACO Policy on Committees effective upon approval of the proposed Bylaw amendments by the Membership. Jonathan Meyer, Prosecutors Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

#### **b. New Evaluation Forms**

Executive Director Blonien presented proposed new evaluation forms. He stated that the forms received positive comments from the Personnel Committee.

Vice-President Ownbey stated that the forms were too short and contained too much self-evaluation. Executive Director Blonien clarified that the forms were e-forms and that they expand as you type in the information in each box. He continued to add clarification that the forms are very similar to the State Personnel forms and that the two forms work well together by evaluating your last year’s work, and providing expectations for the upcoming year.

Vice-President Ownbey **MOVED** to approve the proposed forms with the addition of a matrix of “Below Expectations” “Meets Expectations” and “Exceeds Expectations”. Trustee at Large Henley **SECONDED** the motion. The **MOTION CARRIED** 17 yay, 2 nay. Trustee at Large Frazier and Prosecutors Trustee Meyer voted nay.

#### **c. Board Retreat**

Vice-President Ownbey discussed the October Board retreat. She discussed reserving shuttles for those flying in, as well as dinner arrangements for the Tuesday evening event in Spokane.

#### **9) Web Meeting Demonstration**

Vice-President Ownbey stated that WACO staff will be scheduling a test meeting on November 2 to ensure that each Board member can use and access the webinar system for the December meeting.

**The meeting adjourned at 12:06 p.m.**