



WACO Board of Trustees Regular Meeting  
December 14, 2016  
Washington Counties Building  
Olympia, WA

**Final Minutes**

Wednesday, December 14, 2016 starting at 9:00 a.m.

**Board Members Present:**

Tammie Ownbey	President	Pend Oreille	Clerk
Ilene Thomson	Vice-President	Yakima	Treasurer
Dianne Dorey	2 <sup>nd</sup> Vice-President	Lewis	Assessor
Jerry Pettit	Secretary/Treasurer	Kittitas	Auditor
Carolyn Weikel	Past-President	Snohomish	Auditor
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Alan Botzheim	Sheriffs Trustee	Pend Oreille	Sheriff
Terri Miller	Treasurers Trustee	Pend Oreille	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
Thad Duval	Trustee at Large Position 5	Douglas	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
Brynn Brady	Contract Lobbyist
Mike Shaw	Contract Lobbyist

1) **Call to Order:** Tammie Ownbey, President called the meeting to order at 9:10 a.m.

2) **Roll Call of Attending Members**

President Ownbey called for a roll call noting the absence of Timothy Davidson, Immediate Past-President; Mike Lonergan, Assessors Trustee; Dan Blasdel, Coroners Trustee; Jonathan Meyer, Prosecutors Trustee Jonathan Meyer; and Lisa Frazier, Trustee at Large Position 4. Trustee Lonergan arrived to the meeting late.

3) **Changes to Agenda**

President Ownbey called for any changes to the Agenda. Jerry Pettit, Secretary/Treasurer **MOVED** to adopt the proposed Agenda. Carolyn Weikel, Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

4) **Approval of Minutes**

Dianne Dorey, 2<sup>nd</sup> Vice-President **MOVED** to adopt September 27, 2016 minutes as presented. Past-President Weikel **SECONDED** the motion. The **MOTION CARRIED** unanimously.

5) **Board Meetings**

a. **Confirmed Locations**

President Ownbey provided the locations of the 2017 Board of Trustees meetings. They are as follows: March 8, 9 at the Washington Counties Building; July 12 at the SeaTac Radisson; September 13 at the Washington Counties Building; the week of November 13 at the Doubletree Hotel Seattle Airport; and December 12-13 in Yakima, WA.

b. **September or December Board Meeting**

President Ownbey noted that at the retreat the Board discussed that there was an opportunity to decide on whether to have four or five meetings during 2017. The reasoning is that because the Annual Conference was in November, and that the bylaws require a meeting during the Conference, the board could elect to keep both the September and December meetings as currently planned – or to eliminate one of the two.

2<sup>nd</sup> Vice-President Dorey advocated for keeping all five meetings for 2017. Past-President Weikel echoed the sentiment. No changes to the 2017 schedule were made.

6) **Committee Reports**

a. **Education Committee**

2<sup>nd</sup> Vice-President Dorey, Education Committee chair, provided an Education Committee report. She noted that the committee has set monthly meetings to discuss both the summer trainings, as well as conference trainings.

2<sup>nd</sup> Vice-President Dorey stated that the Education Committee had sent out a training survey, and discussed eliminating barriers to receiving the survey to maximize results.

### **b. Legislative Committee**

Ilene Thomson, Vice-President, Legislative Committee Chair, provided a Legislative Committee report. She noted that the committee had held its first meeting as well as set the schedule for meetings going forward. During session the Legislative Committee will meet at 2pm on Thursdays.

Vice-President Thomson discussed changes to reporting. This year WACO partnered with LobbyGov to create better data reporting. Utilizing the existing product for capturing legislative information, we now have an upgraded version that exports an Excel data report that can be tailored more closely to each affiliate's needs, as well as incorporates links to talking points and other tools.

President Ownbey introduced Brynn Brady, Contract Lobbyist. Scott Blonien, Executive Director provided Brynn Brady's biography and noted that she came to WACO highly recommended.

The board held a brief discussion identifying the new Senate and House leadership following the 2016 election.

Vice-President Thomson provided a brief update on the regional legislative meetings. She noted that the meetings were not well attended by legislators. Executive Director Blonien noted that there was very strong WACO and WSAC turnout – going on to state that there is an opportunity to be in the same room as our partners in WSAC, as well as legislators, the space provided good and meaningful discussions.

### **c. Personnel Committee**

Milene Henley, Trustee-at-Large Position 6, Personnel Committee Chair, provided a Personnel Committee report. Trustee-at-Large Henley noted that the Personnel Committee was tasked with two things: to create the Executive Director's job description, and to complete a salary comparison for WACO staff.

Trustee-at-Large Henley stated that she had met with WACO staff November 30 to discuss job functions. She noted that pay scales have not changed since 2011 and is on target to provide a March 2017 report to the board.

### **d. Strategic Plan**

Debbie Adelstein, Auditors Trustee, discussed the proposed update of the Strategic Plan for 2017-2019. Trustee Adelstein noted that the work plans to accompany the Strategic Plans would be presented at the March 2017 Board of Trustees meeting.

Trustee-at-Large Henley stated that the document uses the term “dues”, rather than reimbursement rate.

Barb Miner, Trustee-at-Large Position 1, noted a wording error, requiring the addition of the word “at”.

**e. Reserve Fund**

Monty Cobb, Policy Director presented the changes to the Reserve Fund Policy noting that in 2013 a draft Reserve Fund Policy was deferred for further discussion. The policy was adopted in March 2015.

Vice-President Thomson asked for clarification on the rationale to reduce the reserve from twelve months of operating funds, to six months. 2<sup>nd</sup> Vice-President Dorey stated that there was a thought that twelve months was too long of a duration.

Secretary/Treasurer Pettit clarified that the original concept was based on the thought that WACO would need one year of operating costs to protect from a county pulling funding. President Ownbey noted that there was push back on the reimbursement increase due to a large reserve.

Thad Duval, Trustee-at-Large Position 5, asked for clarification on the Executive Director's role in the use of reserves. Monty Cobb stated that the Executive Director needs to consult with the executive officers and has the ability to spend one third of the current reserve.

Trustee-at-Large Henley stated that the Executive Director should not have the authorization to utilize the reserve funds, that it should be a function of the Board. Secretary Pettit stated that in many local jurisdictions that if a board establishes a policy or fund, than the same board amends it. Trustee Lonergan stated that it seems that the original intent in having the Executive Director be able to access one third of the reserve fund with consultation of the executive officers is due to potential cash flow issues. Providing limited authority with notification short of a full vote seems to be prudent in this scenario. Past-President Weikel stated that Trustee Lonergan is correct in his assessment that the intent was due to potential cash flow issues. She went on to provide anecdotal examples of cash flow issues at the beginning of each calendar year prior to reimbursements being received.

Secretary/Treasurer Pettit asked to remove the word "average" from the policy language. Trustee-at-Large Henley asked to change the word to "budgeted" rather than remove the word "average". Trustee Lonergan stated that striking "average" is a good idea.

Trustee-at-Large Henley stated that better reserve fund reporting is needed. President Ownbey directed Secretary/Treasurer Pettit to work with Michell Allert, Administrative and Member Services Coordinator on clarifying the report.

Secretary/Treasurer Pettit **MOVED** to adopt the amended policy with the removal of the word "average". Discussion: Trustee-at-Large Henley stated that the policy should better identify the purpose and use. Trustee Lonergan asked for the motion to amend the removal of "average" to change to "annual". Secretary/Treasurer Pettit **ACCEPTED the AMENDED MOTION** Trustee Lonergan **SECONDED** the motion. The **MOTION CARRIED** Trustee-at-Large Henley voted "nay"; Trustee Adelstein abstained.

*The Board went on break at 11:00 a.m. and reconvened at 11:10 a.m.*

## **7) Executive Directors Report**

### **a. Strategic Plan review**

Executive Director Blonien presented the high points on the Strategic Plan review – noting that a new Strategic Plan had been worked on and was presented to the Board earlier in the morning.

Executive Director Blonien stated that Monty Cobb has worked with WSAC on FSI to inform the policy and intent. In addition to working the policy end, WACO has contributed financially with WSAC to hire a consultant for the FSI push.

Executive Director Blonien has met with new WACO members to introduce WACO, as well as joined WSAC President Eric Johnson to meet newly elected commissioners – providing the information about WACO.

Over the course of the summer Executive Director Blonien attended the public records work group, which intends to present legislation in 2017.

Executive Director Blonien stated that WACO has been active in tracking court cases and open rules to share with, and work on behalf of WACO members.

Executive Director Blonien stated that he met with AWC to share legislative agendas and identify partnership opportunities.

### **b. Newly Elected 2018**

Executive Director Blonien stated he has met with WSAC to begin discussing the Newly Elected Conference in 2018. He stated that there would have to be an additional budget allocation to provide for the conference.

Trustee-at-Large Henley stated that the conference must be in Olympia to introduce the newly elected officials to the legislature.

## **8) Communications Report**

Timothy Grisham, Director of Member Services – Communications provided the communications report. He stated that he had consulted with President Ownbey and implemented a number of website changes to clear navigation and eliminate confusing CivicPlus modules. He stated that all measures of analytic tracking indicate an increase in interaction and exposure. Timothy Grisham stated that the CHJ has hit a level of open receipts that is within one percent of the percentage of WACO members who attend the annual conference. He stated that to increase participation WACO needs to rely on its Board members and affiliate presidents to help spread the word and help increase interactions – as tools alone will not do the job.

## **9) Financial Report**

Michell Allert the quarterly financials, discussed the balance sheet, and explained the original general ledger was based on Quickbooks and not MIP.

President Ownbey asked for clarification on the WAPA billing. Michell Allert stated that WAPA's billing would be resolved with a year-end billing.

**10) Audit Committee Report**

Secretary/Treasurer Pettit provided the Audit Committee report. The Audit Committee met and noted that financial adjustments need to be made in regards to WAPA funds. The Committee had questions on deferred revenue, which Michell Allert answered.

There was further discussion on adjustments needed in regards to WAPA funds.

Secretary/Treasurer Pettit **MOVED** to accept the report. Trustee Adelstein **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**11) Legislation Report**

Monty Cobb stated that the WACO priority legislative package has been sent to the Code Reviser, and that WACO staff is currently finishing up getting signatures from bill sponsors. Monty stated that the majority of the bills would have signatures prior to the first day of session.

**12) Old Business**

**a. Financial Training**

Trustee Lonergan noted that the financial training has not occurred as of yet. He has spoken with Executive Director Blonien to set up a meeting in the New Year.

**b. Formal Tracking System for Rule Changes**

Executive Director Blonien noted he spoke to this during the Executive Director's report.

**13) New Business**

**a. Additional 2017 Legislative Session Support**

President Ownbey noted that he spoke to this during Legislative Committee report.

**14) Trustee Reports**

No reports presented

**The meeting adjourned at 11:59 a.m.**