



WACO Board of Trustees Regular Meeting
March 8-9, 2017
Washington Counties Building
Olympia, WA

Final Minutes

Wednesday, March 8, 2017 – Thursday, March 9, 2017

Board Members Present:

Tammie Ownbey	President	Pend Oreille	Clerk
Ilene Thomson	Vice-President	Yakima	Treasurer
Dianne Dorey	2 nd Vice-President	Lewis	Assessor
Jerry Pettit	Secretary/Treasurer	Kittitas	Auditor
Tim Davidson	Immediate Past-President	Cowlitz	Coroner
Carolyn Weikel	Past-President	Snohomish	Auditor
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
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
Terri Miller	Treasurers Trustee	Pend Oreille	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Dave Cook	Trustee at Large Position 3	Yakima	Assessor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
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
Millie Donahue	Contract Accountant
Brynn Brady	Contract Lobbyist
Mike Shaw	Contract Lobbyist

1) **Call to Order:** Tammie Ownbey, President called the meeting to order at 1:03 p.m.

2) **Roll Call of Attending Members**

President Ownbey called for a roll call noting the absence of Kirke Sievers, Trustee at Large Position 2.

3) **Changes to Agenda**

Jonathan Meyer, Prosecutors Trustee requested the Executive Session be moved up in the agenda to accommodate scheduling. Jerry Pettit, Secretary/Treasurer **MOVED** to adopt the proposed Agenda modified to move the Executive Session up to accommodate scheduling. Timothy Davidson, Immediate Past-President **SECONDED** the motion. The **MOTION CARRIED**. Carolyn Weikel, Past President; Immediate Past-President Davidson; Milene Henley, Trustee-at-Large Position 6; Barb Miner, Trustee-at-Large Position 1; and Alan Botzheim, Sheriffs Trustee abstained.

4) **Approval of Minutes**

Debbie Adelstein, Auditors Trustee **MOVED** to adopt December 14, 2016 minutes as presented. Lisa Frazier, Trustee-at-Large Position 4 **SECONDED** the motion. The **MOTION CARRIED**. Immediate Past-President Davidson and Dan Blasdel, Coroners Trustee abstained.

5) **Committee Reports**

a. **Education Committee**

Dianne Dorey, 2nd Vice President, Education Committee Chair, provided an Education Committee report. The committee will have an education plan in place by May. The committee is currently checking with affiliates for scheduling and similar types of trainings to avoid overlap. Scott Blonien, Executive Director stated that the committee is also planning for the Newly Elected Officials Conference, and will be partnering with WSAC.

b. **Legislative Committee**

Ilene Thomson, Vice-President, Legislative Committee Chair, provided a Legislative Committee report. Vice-President Thomson provided an overview of the committee and current bill status.

a. **Personnel Committee**

Trustee-at-Large Henley, Personnel Committee Chair, provided a Personnel Committee report and presented the job descriptions and salary comparables per direction of the Board. The existing salary ranges have been in place since 2011 without a COLA. Committee members talked with staff and worked with Executive Director Blonien on the drafts presented.

Past President Weikel added that the Personnel Policies should be reviewed at least every 2 years per the policy.

Trustee-at-Large Henley stated the direction the Board had given the Personnel Committee and that the steps in the salary ranges would not include COLA.

Trustee-at-Large Henley also indicated that the Committee had reviewed the Personnel Policy.

It was noted that both the Executive Director and Policy Director/General Counsel had been at the cap in their salary ranges since 2015.

The Board moved into Executive Session at 1:56 pm with the expectation to last 20 minutes to review employee evaluation.

The Executive Session was extended for 10 minutes twice.

The Board came out of Executive Session at 2:35 pm.

The Board continued discussion on the salary comparables.

A question was asked regarding the review of benefits. The Committee had not been directed to review benefits and that would be done separately.

Trustee Blasdel **MOVED** to accept the proposed salary ranges as recommended by the Personnel Committee effective 2018. Past President Weikel **SECONDED** the motion. **Discussion:** Significant discussion occurred particularly surrounding newly hired personnel. The **MOTION FAILED**. Unanimous.

Trustee Blasdel **MOVED** to accept the proposed salary ranges as recommended by the Personnel Committee. Barb Miner, Trustee-at-Large Position 1 **SECONDED** the motion. The **MOTION CARRIED**. Unanimous.

Trustee-at-Large Henley **MOVED** to implement the salary ranges effective April 1, 2017. Trustee-at-Large Miner **SECONDED** the motion. The **MOTION CARRIED**. Dave Cook, Trustee-at-Large Position 3 and Trustee Blasdel voted 'nay'.

Mike Lonergan, Assessors Trustee **MOVED** to implement the salaries on the step-to-step basis. Trustee-at-Large Henley **SECONDED** the motion. The **MOTION CARRIED**. 8 'yeas', 6 'neases', 1 abstention.

The Board continued discussion on WACO staff job descriptions.

Peggy Semprimoznik, Clerks Trustee **MOVED** to accept the job descriptions as presented by the Personnel Committee with the removal of compensation and benefits section of the descriptions and adding the requirement of 3-5 years accounting experience

to the Financial Manager position. Immediate Past-President Davidson **SECONDED** the motion. The **MOTION CARRIED** unanimously.

6) Survey Results

Agenda item 6, Survey Results, was discussed at a later time than on the agenda.

7) Executive Directors Report

Executive Director Blonien discussed the departure of Michell Allert, and the hiring of Millie Donahue, Contract Accountant to fill in as a temp-hire. Executive Director Blonien stated that Michell Allert processed the March payroll, and WSAC has agreed to process the April payroll. In addition to processing payroll, WSAC will be looking into our MIP books to help identify system efficiencies, as they have been on the system for a longer duration of time. One example of this is that WACO had not been using the MIP online leave module; this will create better reporting and administrative efficiencies.

Trustee Lonergan discussed using the program to report the financials in a more meaningful way.

Secretary/Treasurer Pettit discussed Executive Director Blonien meeting with Susan Horgen from The Rescue Mission (Tacoma) to receive budgeting and account training. This training is the start for a larger slate of training for the Executive Director and Audit Committee members.

8) Communications Report

Timothy Grisham, Director of Member Services – Communications provided the communications report. He stated that WACO saw a 72% increase in average monthly website users in 2016; he noted that the beginning of the year is typically slow, however there is a continued increase in users for 2017. Timothy Grisham stated that the Courthouse Journal has had a peak of 39% readership, with a low of 29%; he noted that the low readership levels were in months with a lot of messaging coming from WACO including legislative updates, legislative data reports, surveys, and more coming all in the same week. He noted that there appears to be a point where oversaturation leads to decreased readership. Timothy Grisham stated that video viewership in 2016 increased significantly from 2015 with an over 700% increase. Timothy Grisham stated that Twitter impression numbers are on the rise with a month/year to month/year comparison averaging a 120% increase.

Trustee-at-Large Miner stated that the changes made to the news clipping service have been great.

9) Financial Report

Agenda item 9, Financial Report, was discussed at a later time than on the agenda.

10) Audit Committee Report

Agenda item 10, Audit Committee Report, was discussed at a later time than on the agenda.

11) Legislation Report

Monty Cobb, Policy Director & General Counsel discussed cut off dates and the current status of WACO's legislative priority bills, as well as defensive lobbying work. Monty Cobb discussed state budget status and preparations for advocacy continuing until the budget is passed.

Monty Cobb discussed the Financial Sustainability Initiative and the status of the 1% levy cap legislation.

The Board went on break at 5:08 p.m. and reconvened at 9:01 a.m. March 9, 2017.

8) Communications Report

Timothy Grisham presented the "Know Your County Officials: The County Auditor" video and discussed the civic outreach program "Know Your County Officials".

9) Finance Report & 10) Audit Committee Report

Secretary/Treasurer Pettit provided both the Audit Committee report, and finance report. Secretary/Treasurer Pettit noted that corrections were made to the financials provided by Mitchell Allert, and that a corrected set of fiscals will be provided to the Board following an audit.

6) Survey Results

President Ownbey discussed possible changes in the questions.

Trustee Lonergan noted that the follow up questions were not statistically meaningful.

Timothy Grisham noted that the low results in the follow up were a result in who individuals answered previous questions in a logic based survey, and that if there had been a different outcome in the initial answers there would be a bigger pool for the follow up making it potentially statistically meaningful.

Day two: 2) Amendment to the Strategic Plan

Trustee Adelstein thanked the Strategic Plan Committee for their work. Trustee Adelstein noted that in order to adopt work plans for the Strategic Plan, a few minor changes had to be made to the plan.

Secretary/Treasurer Pettit **MOVED** to change Goal 1, subsection C-1 as presented. Trustee Semprimoznik **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Past-President Weikel **MOVED** to change Goal 4, subsection A-1 to reflect "allocation" rather than "dues" for consistency. Trustee-at-Large Frazier **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee-at-Large Miner **MOVED** to eliminate Goal 4, subsection b-1 to reflect “allocation” rather than “dues” for consistency. Trustee Semprimoznik **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee Adelstein discussed creating updated work plans for the Strategic Plan. Past-President Weikel discussed creating a catalog of Strategic Plan accomplishments. Immediate Past-President Davidson stated that you could annually create an appendix to the Strategic Plan listing the accomplishment prior to the budget process.

Executive Director Blonien provided a Strategic Plan update.

President Ownbey discussed future formats for the Strategic Plan as part of Goal 5. A. 2. of the Strategic Plan, noting that she would like to see one or two items focused on in depth, rather than a check list.

Trustee Semprimoznik **MOVED** to adopt the work plans as presented. Immediate Past-President Davidson **SECONDED** the motion. The **MOTION CARRIED** unanimously.

14) Trustee Reports

President Ownbey discussed the importance of the trustee reports, and would like to see them return.

Immediate Past-President Davidson discussed the responsibilities to the county groups and how to determine expectations in communication.

Trustee-at-Large Miner discussed King County’s interest in the Fiscal Sustainability Initiative.

Terri Miller, Treasurers Trustee stated that the Treasurers have been very active in legislative defense.

Trustee Blasdel discussed finances for education and the need for funds to help. Immediate Past-President Davidson stated that all forensic practitioners have to be certified by 2020.

Trustee Semprimoznik discussed the status of the Odyssey system implementation, noting that eight counties are currently online.

Trustee Adelstein discussed the Auditors licensing and recording conference.

Trustee Lonergan discussed staffing issues counties are facing for appraisers, as well as a statewide areal photography project.

The meeting adjourned at 11:26 a.m.