



WACO Board of Trustees Regular Meeting  
July 12, 2017  
The Radisson Hotel Seattle Airport  
SeaTac, WA

**Final Minutes**

Wednesday, July 12, 2017

**Board Members Present:**

Tammie Ownbey	President	Pend Oreille	Clerk
Ilene Thomson	Vice-President	Yakima	Treasurer
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
Alan Botzheim	Sheriffs Trustee	Pend Oreille	Sheriff
Barb Miner	Trustee at Large Position 1	King	Clerk
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	Deputy Director & General Counsel
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager
Mike Shaw	Contract Lobbyist

**Guests Present:**

Warren McLeod	Lewis County Coroner
John Wilson	King County Assessor

1) **Call to Order:** Tammie Ownbey, President called the meeting to order at 10:00 a.m.

2) **Roll Call of Attending Members**

President Ownbey called for a roll call noting the absence of Dianne Dorey, 2<sup>nd</sup> Vice-President; Jonathan Meyer, Prosecutors Trustee; Josie Koelzer, Treasurers Trustee; Kirke Sievers, Trustee at Large Position 2; Lisa Frazier, Trustee at Large Position 4. Dan Blasdel, Coroners Trustee introduced Lewis County Coroner, Warren McLeod. Warren McLeod will be the Coroners Trustee beginning with the September 2017 meeting.

3) **Changes to Agenda**

Carolyn Weikel, Past-President **MOVED** to adopt the agenda as proposed. Jerry Pettit, Secretary/Treasurer **SECONDED** the motion. The **MOTION CARRIED** unanimously.

4) **Approval of Minutes**

Secretary/Treasurer Pettit **MOVED** to adopt March 8-9, 2017 minutes, noting the amendment of quote attribution, members present, and two typographical fixes. Tim Davidson, Immediate Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

5) **Finance Report**

Scott Blonien, Executive Director Provided the Finance Report, presented the current balance sheet and the balances as of July 11, 2017.

Past President Weikel asked for information on the frequency of county allotment payments. Executive Director Blonien stated that most counties pay quarterly, 10-12 pay annually.

6) **Audit Committee Report**

Secretary/Treasurer Pettit provided the Audit Committee Report. Secretary/Treasurer Pettit stated that there were no significant issues, the committee made a request to review the 990 filing after preparation, and WACO received a report of no findings from the independent audit.

Past President Weikel **MOVED** to file the audit report for year-end audit. Debbie Adelstein, Auditors Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

7) **2017 Budget Update**

President Ownbey provided the 2017 Budget Update outlining unanticipated expenditures including new salaries and the State Auditors Office audit. President Ownbey provided updated year-end projections.

A conversation about the WAPA pass-through allotment occurred with Monty Cobb, Deputy Director providing historic background. Past-President Weikel stated that WACO

and the Board can do a better job at explaining that any increase in funding for WACO means that monies are portioned out to both WACO and WAPA, not just WACO.

**8) New Business**

**a. Executive Director Salary Comps**

Milene Henley, Trustee at Large Position 6 provided a summary of the Executive Director salary comparison methodology and recommendations.

Immediate Past-President Davidson **MOVED** to adopt the recommended Executive Director salary scale as presented. Barb Miner, Trustee at Large Position 1 **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**b. Budget 2018**

Past-President Weikel presented the proposed 2018 budget and provided background on how the Budget Committee prepared the proposal. She identified major impacts including new salaries, benefits, and the Newly Elected Officials conference; as well as highlighted strategic cuts while maintaining core services. The proposed budget includes a 1.5% allotment increase – Past-President Weikel notes that a percentage of all funds approved go to WAPA as a pass-through.

Immediate Past-President Davidson **MOVED** to adopt the proposed budget with the addition of the recently adopted new Executive Director salary scale. Secretary/Treasurer Pettit **SECONDED** the motion. Mike Lonergan, Assessors Trustee and Past-President Weikel spoke in favor of the motion. The **MOTION CARRIED** unanimously.

**c. Financial Status of Scholarship**

Monty Cobb provided awardee news and gave background on the scholarship program. Monty Cobb also provided the financial status of the program.

President Ownbey stated that a follow up discussion is needed at the September Board of Trustees meeting.

**d. Bylaw Change Proposal, Voting Electronically**

President Ownbey discussed electronic voting and the possibility of amending the bylaws to allow for it.

Past-President Weikel stated that she would support the Board voting electronically but would like further discussion on the membership. Immediate Past-President Davidson followed up stating the 99% of the work he does on the Federal level is online, and that E-voting has been very successful.

**e. County Study Initiative**

John Wilson, King County Assessor presented the County Study Initiative proposal. The proposal includes contracting WACO to provide bookkeeping services.

Past-President Weikel spoke in support of providing administrative services with further discussions on visibility to be taken on a later date.

Trustee Lonergan stated he does not believe that WACO should have its hands in this project. It appears that the initiative would ultimately lead to an income tax proposal, and being involved could hurt the organization.

John Wilson stated that he is not going into the project with the idea it would be a path to an income tax.

***The Board of Trustees went on BREAK at 12:05 p.m. and RECONVEINED at 12:53 p.m.***

Further discussion on the County Study Initiative was had.

Trustee at Large Henley **MOVED** to allow Executive Director Blonien to enter an agreement with John Wilson for the study with the expectation that the Executive Officers review the agreement before final sign off. Immediate Past-President Davidson **SECONDED** the motion. The **MOTION CARRIED** Yea (10): President Ownbey; Secretary/Treasurer Pettit; Immediate Past-President Davidson; Past-President Weikel; Trustee Adelstein, Auditors Trustee; Peggy Semprimoznik, Clerks Trustee; Trustee Blasdel; Trustee at Large Miner; Thad Duvall, Trustee at Large Position 5; and Trustee at Large Henley. Nay (4): Alan Botzheim, Sheriffs Trustee; Trustee Lonergan; Dave Cook, Trustee at Large Position 3; and Ilene Thomson, Vice-President.

## **9) Committee Reports**

### **a. Education Committee**

#### **1. Summer Training**

Executive Director Blonien provided the dates of the summer customer service training, as well as background information on the educator: Robert Brown, PhD.

#### **2. Joint Conference**

Timothy Grisham, Communications Director provided an update on the joint WACO/WSAC conference.

### **b. Legislative Committee**

Vice-President Thomson provided an overview of the Legislative Committee process and WACO's success this year. She stated that all but one of the WACO priority bills passed the legislature and were signed by Governor Inslee.

### **c. Personnel Committee**

#### **1. Personnel Policy**

Trustee at Large Henley provided background and proposed updates to the Personnel Policy.

Past-President Weikel **MOVED** to amend the Personnel Policy to state that employees provide a two-week written notice prior to leaving their position. Vice President Thomson **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Past-President Weikel **MOVED** to amend the Personnel Policy to add “FLSA Non-Exempt Employees” as a category of employees, and add sections on their hours of work. Trustee at Large Miner **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee at Large Miner **MOVED** to amend the Personnel Policy to add the requirement that the annual performance review of the Executive Director be shared with the full Board of Trustees. Trustee Semprimochnik **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee at Large Henley **MOVED** to amend the Personnel Policy to clarify processes for job description review and salary range review to give the Executive Director the primary responsibility for review with recommended changes provided to the Personnel Committee for review and further recommendation to the Board of Trustees. Secretary/Treasurer Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee at Large Duvall **MOVED** to amend the Personnel Policy to require the Executive Officers’ authorization for any new hire started above step 3 on the salary scale. Trustee Semprimochnik **SECONDED** the motion. The **MOTION CARRIED** unanimously.

A discussion on the timing of pay increases was conducted. Executive Director Blonien stated that by accepting the proposed change WACO might be limiting the attractiveness for potential new hires. Past-President Weikel noted that most pay raises use some form of merit raises. Trustee at Large Miner stated that King County is on a county calendar pay increase cycle after the six-month probation period and not the anniversary date of the employee.

Secretary/Treasurer Pettit **MOVED** to amend the Personnel Policy to add the requirement of a COLA review, maintain pay increase after 6 months of employment and subsequent pay increased take place on January 1 annually. Past-President Weikel **SECONDED** the motion. The **MOTION FAILED** Yea (5): President Ownbey, Secretary/Treasurer Pettit, Trustee Semprimochnik, Trustee at Large Miner, Trustee at Large Duvall. Nay (8): Immediate Past-President Davidson, Trustee at Large Henley, Past-President Weikel, Vice-President Thomson, Trustee at Large Cook, Trustee Lonergan, Trustee Adelstein, Trustee Botzheim. Abstained: Trustee Blasdel

Vice-President Thomson **MOVED** to retain the Personnel Policy section relating to pay increase dates in its current form. Trustee at Large Cook **SECONDED** the motion. The **MOTION Failed** Yea (4): President Ownbey, Past-President Weikel, Vice-President Thomson, Trustee at Large Cook. Nay (7): Secretary/Treasurer Pettit, Trustee at Large

Henley Immediate Past-President Davidson, Trustee Adelstein, Trustee at Large Miner, Trustee Semprimoznik, Trustee Botzheim. Abstained: Trustee Blasdel.

Trustee at Large Henley **MOVED** to amend the Personnel Policy to remove the requirement that all employee pay increases happen on January 1, to make the first increase on the anniversary of hiring after twelve months, and all subsequent step increases annually thereafter. Trustee at Large Miner **SECONDED** the motion. The **MOTION CARRIED** unanimously. Abstained: Past-President Weikel, Secretary/Treasurer Pettit.

*The Board of Trustees went on **BREAK** at 2:49 p.m. and **RECONVEINED** at 2:59 p.m.*

Secretary/Treasurer Pettit **MOVED** to amend the Personnel Policy to accept recommendations 7, 8, 10, 13, 15, and 16. Trustee at Large Cook **SECONDED** the motion. The **MOTION CARRIED** unanimously.

#### **d. Strategic Plan Committee**

##### **1. List of Accomplishments**

Trustee Adelstein presented the *2014-2016 Strategic Plan List of Accomplishments*.

Secretary/Treasurer Pettit **MOVED** to accept and post the *2014-2016 Strategic Plan List of Accomplishments* on the WACO website. Trustee at Large Henley **SECONDED** the motion. The **MOTION CARRIED** unanimously.

##### **2. Committee Responsibilities**

Trustee at Large Adelstein provided an overview of the committee responsibilities, noting that the information will be updated online as well.

#### **10) Executive Director's Report**

Executive Director Blonien provided the Executive Directors Report discussing recent WACO staff travel to affiliate conferences.

#### **11) Communications Report**

Timothy Grisham provided the Communications Report outlining the growth in Twitter impressions (reach), WACO's website traffic, and Courthouse Journal open receipts. Additionally he detailed the launch of the Courthouse Journal blog, which will be digested and sent out monthly.

#### **12) Legislative Report**

Mike Shaw, Contract Lobbyist discussed the legislative session and the WACO priority bills.

#### **13) Trustee Reports**

Trustee Adelstein discussed the ballot drop box legislation.

Trustee Lonergan discussed Assessors' 2018 legislative priorities.  
Vice-President Thomson discussed the Treasurers Annual Conference and noted that the Legislative Meeting Is held July 20 and 21.

**The meeting adjourned at 3:50 p.m.**