



WACO Board of Trustees Regular Meeting  
September 13, 2017  
Washington Counties Building  
Olympia, WA

**Final Minutes**

Wednesday, September 13, 2017

**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
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
Warren McLeod	Coroners Trustee	Lewis	Coroner
Josie Koelzer	Treasurers Trustee	Franklin	Treasurer
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

1) **Call to Order:** Tammie Ownbey, President called the meeting to order at 09:00 a.m.

2) **Roll Call of Attending Members**

President Ownbey called for a roll call noting the absence of Alan Botzheim, Lisa Frazier, Jonathan Meyer, Jerry Pettit, and Kirke Sievers.

**3) Changes to Agenda**

Barb Miner, Trustee-at-Large Position 1 **MOVED** to adopt the agenda adding “Bylaw Change Proposal” under new business. Peggy Semprimoznik, Clerks Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**4) Approval of Minutes**

Ilene Thomson, Vice-President **MOVED** to adopt the minutes as proposed. Warren McLeod, Coroners Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**5) New Business**

**a. Legislative Priorities for 2018**

Dianne Dorey, 2<sup>nd</sup> Vice-President, presented two Assessor legislative proposals and provided background.

Mike Lonergan, Assessors Trustee **MOVED** to present the proposal to the membership for a vote. 2<sup>nd</sup> Vice-President Dorey **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Debbie Adelstein, Auditors Trustee, presented two Auditor legislative proposals and provided background.

Thad Duvall, Trustee-at-Large Position 5 **MOVED** to present the proposal to the membership for a vote. Trustee Adelstein **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee-at-Large Miner presented two Clerk legislative proposals and provided background.

Trustee Semprimoznik **MOVED** to present the proposal to the membership for a vote. Trustee-at-Large Miner **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Tim Davidson, Immediate Past-President and Trustee McLeod presented two Coroner legislative proposals and provided background.

Trustee-at-Large Miner **MOVED** to present the proposal to the membership for a vote. Trustee McLeod **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Monty Cobb, Deputy Director/General Counsel presented two Prosecutor legislative proposals and provided background.

Trustee Semprimoznik **MOVED** to present the proposal to the membership for a vote. Trustee-at-Large Miner **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Arny Davis, Lewis County Treasurer, presented two Treasurer legislative proposals and provided background. Further discussion of lien elimination was had.

Vice-President Thomson **MOVED** to present the proposal to the membership for a vote. Josie Koelzer, Treasurers Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously. Milene Henley, Trustee-at-Large Position 6 abstained.

*The Board went on **BREAK at 10:10 a.m.** and **RECONVIENED at 10:20 a.m.***

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

President Ownbey presented the bylaw change proposal, which would allow distance voting. Monty Cobb provided background and additional information on how to allow distance voting by either electronic transmittal or using the postal system.

Trustee-at-Large Miner **MOVED** to present the bylaw proposal to the membership for a vote with the language change to state, “Whenever proposals or the election of board members are to be voted on by the WACO membership.” Trustee-at-Large Henley **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**c. December Retreat**

Vice-President Thomson discussed the December board retreat to be held in Yakima, WA December 12-13. The retreat will be December 12, with a Board meeting December 13.

**d. Bylaw Change Proposal, Trustee-at-Large County Categories**

President Ownbey presented the bylaw change proposal, which would shift the trustee population grouping for Board membership only; this would not affect the county population category in regards to allotments. The proposed bylaw change would be effective January 1, 2018.

Trustee-at-Large Duval **MOVED** to present the bylaw proposal to the membership for a vote. Trustee-at-Large Henley **SECONDED** the motion. The **MOTION CARRIED** unanimously. Trustee Lonergan abstained.

**6) Old Business**

**a. Update on County Initiative Study**

Scott Blonien, Executive Director provided an update on the County Study Initiative.

**b. Scholarship Fund**

President Ownbey provided a scholarship fund update, which included an update on the 2017 recipients.

Monty Cobb stated that 2013 was the last time the Scholarship Board held a meeting. He stated that in order to continue the program the Scholarship Board would have to meet.

Timothy Grisham, Communications Director provided info on the 2017 applicant pool and statistics relating to number of applicants and percentage of completed packets.

**c. WAPA Education to Members**

President Ownbey stated that at the November meeting a discussion on the WAPA pass-through and education funding will be held.

**d. Personnel Policy Proposals**

Trustee-at-Large Henley presented the proposed amended Personnel Policy.

Trustee Lonergan asked for clarification on what positions would be classified as non-management exempt. Trustee-at-Large Henley stated that it would be a personnel decision, however based on federal guidelines WACO needs to create such a class, which is not defined in policy.

Trustee-at-Large Miner **MOVED** to add non-management exempt to the employment types in the Personnel Policy. Vice-President Thomson **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee-at-Large Henley discussed adding FLSA-non-exempt to the type of leave classification to align with non-management exempt classifications, and make FLSA-non-exempt report vacation leave by the half-hour rather than half-day.

Executive Director Blonien stated that he agrees with classification change, but would like to see leave accrual to be on par with the state leave schedule for retention and competitive reasons.

Trustee Adelstein **MOVED** to add FLSA-non-exempt to the type of leave classification to align with non-management exempt classifications, and make FLSA-non-exempt report vacation leave by the half-hour rather than half-day. Trustee-at-Large Duvall **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee Adelstein **MOVED** to make FLSA-non-exempt report sick leave by the half-hour rather than half-day. Trustee-at-large Cook **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee Adelstein **MOVED** to make the combined earned leave accrual of management exempt employees to be made monthly at a rate of 27 hours a month. Trustee Semprimoznik **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee Adelstein **MOVED** to add the requirement that all available paid leave must have been exhausted prior to eligibility to receive shared leave. Trustee Koelzer **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee Adelstein **MOVED** to adopt the recommendations regarding employee benefit programs. Trustee McLeod **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee-at-Large Henley **MOVED** to define full time employment as 80% work time or 32 hours. Trustee Adelstein **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Trustee-at-Large Duvall **MOVED** to align travel expense reimbursement language with the Travel Expense Reimbursement policy. Trustee Adelstein **SECONDED** the motion. The **MOTION CARRIED** unanimously.

*The Board went on **BREAK at 12:00 p.m.** and **RECONVIENED at 12:10 p.m.***

**7) Finance Report**

Lisa Gancel, Finance Manager, provided the Finance Report. Finances were sent to the Audit Committee. Lisa Gancel discussed exploring HRAs.

**8) Audit Committee Report**

Lisa Gancel read the Audit Committee report in absence of Jerry Pettit, Secretary/Treasurer and Audit Committee Chair.

**9) State Audit**

President Ownbey provided background on the audit conducted by the State Auditor's Office. The audit was to be conducted in late 2017, but has been moved to early 2018; an amendment to the 2018 budget will be proposed in November.

**10) Committee Reports**

**a. Education Committee**

2<sup>nd</sup> Vice-President Dorey provided the Education Committee report detailing the summer training. The summer training received over \$6,000 in sponsorship, and was budgeted to receive only \$3,000. The Report also detailed the latest update to the County Convention, and discussed the selection of five breakout topics that will be used during the conference.

**b. Legislative Committee**

Vice-President Thomson provided the Legislative Committee report discussing the upcoming *2017 Legislative Survey Report* capturing the results of the recent survey.

**c. Strategic Plan Committee**

No Strategic Plan Committee report was provided.

**11) Executive Directors Report**

Executive Director Blonien provided the Executive Directors report detailing the current conference registration and vendor numbers, the temp contracting of an employee to help

fulfill a large public disclosure request, and the cost associated with the temp hire. Executive Director Blonien stated that the total expenditure for the temp hire was \$1716.

## **12) Communications Report**

Timothy Grisham provided a communications report. The WACO website has increased its average monthly page views by 30% so far in 2017; there has been a 50% increase in average monthly users during the same time. WACO is currently seeing a 73% increase over 2016 in impressions (reach) using a month-to-month comparison. Online training viewership is up 54% from 2016. Since the re-launch of Mailchimp as the content distribution provider for the Courthouse Journal, WACO currently receives read receipts from 38% of the membership.

## **13) Legislative Report**

No legislative report was provided.

## **14) Trustees Report**

Trustee-at-Large Position 3, Dave Cook provided a brief Assessors report detailing the roll out of information regarding the school levy increases, their impact, and communications efforts statewide.

Trustee Semprimoznik provided a brief Clerks report detailing the roll out of the new case management system. The system currently has 17 counties on board, with seven more signing on in November. The transition onto the new system should wrap up in November 2018.

Trustee McLeod provided a brief Coroners report detailing the implementation of a new case management system that is the result of 2017 WACO priority legislation.

Trustee Koelzer provided a brief Treasurers report stating that the Treasurers are finishing up work on the bill language for their 2018 legislative proposals.

*The meeting **ADJORNED at 1:10 p.m.***