



WACO Board of Trustees Regular Meeting
November 14, 2017
DoubleTree by Hilton Hotel Seattle
SeaTac, WA

Draft Minutes

Tuesday, November 14, 2017

Board Members Present:

Tammie Ownbey	President	Pend Oreille	Clerk
Ilene Thomson	Vice-President	Yakima	Treasurer
Dianne Dorey	2 nd 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
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	Deputy Director & General Counsel
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager

Guests Present:

Tom McBride	Executive Director, Washington Association of Prosecuting Attorneys
Brenda Sorensen	Klickitat County Auditor

1) **Call to Order: Tammie Ownbey, President called the meeting to order at 09:04 a.m.**

2) **Roll Call of Attending Members**

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

3) **Changes to Agenda**

Tim Davidson, Immediate Past-President **MOVED** to adopt the agenda as proposed. Dianne Dorey, 2nd Vice-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

4) **Approval of Minutes**

Lisa Frazier, Trustee-at-Large Position 4 **MOVED** to adopt the minutes as proposed. Carolyn Weikel, Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

5) **New Business**

a. December Retreat Moving to January 2018

Ilene Thomson, Vice-President, discussed moving the December 2017 Board retreat to January. The dates will be January 22nd and 23rd held at the Hilton Garden Inn in Olympia. The meeting will coincide with the January 24 WACO Day on the Hill event.

b. 2018 WACO Board of Trustees Meeting Dates

Vice- President Thomson presented proposed meeting dates for 2018. The proposed dates are March 6-7, held in Olympia, WA; July 11, held in SeaTac, WA; October 2, held in Spokane, WA; and December 14, held in Olympia. The December meeting will be conducted via webinar.

c. WCB Building Committee Meeting

1. WACO/WSAC Building

President Ownbey gave an overview of the building meeting, reporting that the Building Committee voted to create a second budget for the building. In 2018, in addition to the operating budget, a second capital budget will be in place to address upgrades to the building. The building committee will meet in April 2018, prior to WACO's budget prep, to identify any future spending needs.

2. Scholarship Program

President Ownbey gave an overview of the Scholarship Program meeting. At the meeting WSAC's executive officers stated that they would discuss with their membership whether they will continue with the program and provide a clear decision to WACO's executive officers following the November membership meeting.

Milene Henley, Trustee-at-Large Position 6 spoke in favor of continuing the program.

A discussion was conducted on how affiliates raise funds to contribute.

d. Budget Amendments

President Ownbey presented proposed amendments to the 2018 budget.

Trustee-at-Large Henley **MOVED** that the 2018 WACO budget be amended to reduce the HR/PR Service line under Revenue to \$0.00 with the budget corrected to reflect that change. Jerry Pettit, Secretary/Treasurer **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Past-President Weikel **MOVED** that the 2018 WACO budget be amended to add \$8500.00 to account for the WA State Auditor Office's audit of WACO with the budget corrected to reflect that change. Secretary/Treasurer Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Thad Duvall, Trustee-at-Large Position 5 **MOVED** that the 2018 WACO budget be amended to increase Travel Expense – Board to \$38,000.00 to account for the Board Retreat being rescheduled from December 2017 to January 2018 with the budget corrected to reflect that change. Trustee-at-Large Frazier **SECONDED** the motion. The **MOTION CARRIED** unanimously.

Mike Lonergan, Assessors Trustee **MOVED** that any amendment made to the 2018 budget today be funded within existing resources and occur without additional increase to the county allocations already communicated to the counties. Secretary/Treasurer Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

6) Old Business

a. WAPA Pass-through & Payroll

Tom McBride, Executive Director provided a history of WAPA funding beginning in the 1950s and led a brief discussion on the pass-through percentage and funding strategies.

*The Board went on **BREAK at 10:25 a.m.** and **RECONVENED at 10:40 a.m.***

b. Annual Convention

President Ownbey provided an overview of the convention.

c. State Audit

Monty Cobb, Deputy Director discussed the state audit conducted by the State Auditor's Office, and provided a potential timeline for 2018 noting that no date has been set.

7) Finance Report

Lisa Gancel, Finance Manager, provided the Finance Report. Finances were sent to the Audit Committee. Lisa Gancel discussed the need for new signature cards.

8) Year-End Projections

Lisa Gancel provided an update on the year-end projections.

a. Vote to Approve Spending for Temporary Position

Monty Cobb discussed the expenditures spent due to staffing needs in 2017. Mr. Cobb stated that there is a slight inconstancy in the Bylaws – and due to this there is a need for the Board to approve the expenditure.

Past-President Weikel **MOVED** the WACO Board specifically authorize expenses related to the temporary financial services to be paid from operating cash resources and, if necessary, from reserve funds. Secretary/Treasurer Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

9) Audit Committee Report

Secretary/Treasurer Pettit provided the Audit Committee report.

10) Committee Reports

a. Education Committee

2nd Vice-President Dorey provided the Education Committee report.

b. Legislative Committee

Vice-President Thomson provided the Legislative Committee report.

11) Executive Directors Report

Monty Cobb provided the Executive Directors report.

12) Communications Report

Timothy Grisham provided the communications report.

13) Trustees Report

Peggy Semprimoznik, Clerks Trustee provided a brief Clerks' report discussing the ongoing launch of the Odyssey case management system.

Warren McLeod, Coroners Trustee provided a brief Coroners' report discussing the launch of the MDI Log management system.

Tom McBride provided a brief Prosecutors' report, noting that Jon Tunheim is the WAPA President-elect.

Josie Koelzer, Treasurers Trustee provided a brief Treasurers' report outlining current issues regarding implementation of EHB 2242.

*The meeting **ADJORNED** at 11:47 a.m.*