



WACO Board of Trustees Regular Meeting  
March 6 & 7, 2018  
Washington Counties Building  
Olympia, WA 98501

**Draft Minutes**

Tuesday, March 6 - Wednesday, March 7, 2018

**Board Members Present:**

Dianne Dorey	Vice-President	Lewis	Assessor
Jerry Pettit	2 <sup>nd</sup> Vice-President	Kittitas	Auditor
Greg Zempel	Secretary/Treasurer	Kittitas	Prosecutor
Tammie Ownbey	Immediate Past-President	Pend	Clerk
		Oreille	
Tim Davidson	Past-President	Cowlitz	Coroner
Mike Lonergan	Assessors Trustee	Pierce	Assessor/Treasurer
Debbie Adelstein	Auditors Trustee	Whatcom	Auditor
Josie Koelzer	Treasurers Trustee	Franklin	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Linda Hjelle	Trustee at Large Position 2	Snohomish	Assessor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Thad Duvall	Trustee at Large Position 5	Douglas	Auditor
Milene Henley	Trustee at Large Position 6	San Juan	Auditor

**Staff Present:**

John Scott Blonien	Executive Director
Monty Cobb	Deputy Director & General Counsel
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager

1) **Call to Order:** Dianne Dorey, Vice-President called the meeting to order at 1:09 p.m.

2) **Roll Call of Attending Members**

Vice-President Dorey called for a roll call. Ilene Thomson, President; Warren McLeod, Coroners Trustee; Jonathan Meyer, Prosecutors Trustee; Alan Botzheim, Sheriffs Trustee; Peggy Semprimoznik, Clerks Trustee; and Dave Cook, Trustee at Large Position 3 noted as absent.

**3) Approval to Agenda**

Debbie Adelstein, Auditors Trustee **MOVED** to adopt the agenda as proposed. Jerry Pettit, 2<sup>nd</sup> Vice-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**4) Approval of Minutes**

Lisa Frazier, Trustee at Large Position 4 **MOVED** to adopt the agenda as proposed. Josie Koelzer, Treasurers Trustee **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**5) Education Committee Report**

2<sup>nd</sup> Vice-President Pettit provided the Education Committee report.

**6) Legislative Committee Report**

Vice-President Dorey provided the Legislative Committee report noting the expected March 8 Sine Die.

**7) Legislative Report**

Monty Cobb, Deputy Director provided the legislative report with an update on the WACO priority legislative package, and work moving toward the March 8 Sine Die. Monty Cobb noted that significant work went into defending against adverse legislative proposals this year.

John Scott Blonien, Executive Director provided an update on the potential WSAC litigation strategy and unfunded mandate work, noting that WACO members may need to provide information for that initiative.

**8) Survey for Priorities for WACO**

Timothy Grisham, Director of Communications provided an update for the annual WACO priorities survey.

Executive Director Blonien discussed the potential for a plenary session during the 2018 WACO Conference, with the possibility for it to drill down on the WACO priorities and offer more definition.

**9) Executive Director's Report**

Executive Director Blonien provided the Executive Director's Report, noting that it is three years since his first board meeting and offered a thank you to the board members.

Executive Director Blonien discussed staffing changes and stated that the team is productive in a healthy environment.

The Executive Director's report discussed equipment inventory, joint MRSC training discussions, a move to a paperless office, and legislator education opportunities.

*The Board went on **BREAK** at 2:19 p.m. and **RECONVENED** at 2:36 p.m.*

## **10) New Business**

### **a. Travel Policy**

A discussion regarding reimbursements for the Board meeting prior to the WACO Conference was conducted. Current Bylaws outline no reimbursements for travel to the business meeting, but not the Board meeting. There has been mixed application of reimbursements to the Board meeting.

Trustee at Large Frazier noted that finances may be a barrier for some members from smaller counties to participate, sharing an example from her county which offers no funds for travel in its current budget.

2<sup>nd</sup> Vice-President Pettit **MOVED** to amend the Travel Policy to state that WACO pay for up to a minimum of one night lodging and meals for all Board meetings. Timothy Davidson, Past-President **SECONDED** the motion. **DISCUSSION:** Milene Henley, Trustee at Large Position 6 stated that she would not make a specific motion due to reading of the current Bylaw; she does not feel that it is limiting. 2<sup>nd</sup> Vice-President Pettit **WITHDREW** his motion. Past-President Davidson agreed to **WITHDRAW** the second to the motion. The **MOTION WAS WITHDRAWN**.

Greg Zempel, Secretary/Treasurer stated that there does not seem to be a need for a motion on the subject. Trustee at Large Henley stated that the current discussion illustrates a need for a motion to provide clarity.

2<sup>nd</sup> Vice-President Pettit **MOVED** to amend the Travel Policy to state that Board members may request reimbursement for attendance at WACO board meetings held in conjunction with the annual membership meeting. Reimbursement shall not exceed 1 night lodging and dinner/breakfast unless meals otherwise provided. Registration, costs of travel, and other costs associated with the annual membership meeting are not reimbursable. Trustee at Large Henley **SECONDED** the motion. The **MOTION PASSED** 12 “Aye”, 1 “Nay”. Trustee at Large Frazier voted “Nay”.

### **b. President’s Reception Budget**

Executive Director Blonien discussed the President’s reception during the WACO annual conference. He provided background on how the reception in past years had been funded by the affiliate in which the President elect belonged to, and changes to the funding over the course of several years.

Trustee at Large Henley stated that the President is the “president” of WACO, and not the affiliates. Past-President Davidson followed up suggesting that there should be a line item in the WACO conference budget specifically for food, and that the affiliates should provide for entertainment. Tammie Ownbey, Immediate Past-President stated when affiliates pay for the entertainment; it increases buy-in from the affiliate on the reception.

Timothy Grisham provided a brief on sponsorship levels and targeted sponsorships for the 2018 WACO conference.

Secretary/Treasurer Zempel **MOVED** to add a line item to the 2018 and subsequent budgets authorizing \$4000-\$6000 for food specifically for the President's reception. There shall be no limitation for affiliates to provide entertainment, as long as it does not conflict with vendor opportunities for the conference. The line item shall be indexed for difference in locations and changes in annual costs. Immediate Past-President Ownbey **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**c. Electronic Voting Systems**

Timothy Grisham provided the Board with an overview of online voting options, associated costs, and pros and cons for each option.

**d. Alternative Means Voting Policy**

Monty Cobb provided the Board with a draft proposed Alternative Means Voting Policy, and discussed the various options for language.

The Board discussed various voting scenarios, and how they would apply according to the draft policy language.

Trustee at Large Henley **MOVED** to allow electronic voting beginning 2018 with a vote during the designated conference voting period for officers, legislative packages, and bylaw amendments; and to adopt the revised draft policy with additional language at the end of sections a-d accounting for the inclusion of floor amendments and nominations. Secretary/Treasurer Zempel **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**e. Discuss Finance Manager Salary Step**

Vice-President Dorey discussed that the current Finance Manager was hired at step 1 of the salary scale; while the Executive Director had the authority to hire at step 3 without Board approval. Given the performance of the past year, had we known the skills that the current Finance Manger had, Executive Director Blonien would have hired at step 2.

Trustee at Large Henley **MOVED** to move the Finance Manager up an additional step on the anniversary date of their hire. 2<sup>nd</sup> Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

**11) Executive Director Review**

*The Board announced a 15-minute **EXECUTIVE SESSION** at 4:31 p.m. to conduct a performance review of the Executive Director.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 15 minutes at 4:46 p.m.*

*The Board* **EXTENDED** the **EXECUTIVE SESSION** for an additional 15 minutes at 5:01 p.m.

*The Board meeting was* **SUSPENDED** for the day at 5:02 p.m.

*The Board meeting* **RECONVENED** at 10:00 a.m.

## **12) Old Business**

### **a. Scholarship Program**

Monty Cobb provided an overview of the scholarship program. Monty Cobb discussed the transition of the program to WACO, and the need to hold a scholarship board meeting to amend the bylaws. Monty Cobb presented draft bylaws for review.

Monty Cobb provided a financial overview of the scholarship checking and GET accounts.

Secretary/Treasurer Zempel **MOVED** to support the draft bylaw changes, and to move it to the scholarship board for a vote. Immediate Past-President Ownbey **SECONDED** the motion. The **MOTION CARRIED** unanimously.

*The Board went on* **BREAK** at 10:50 a.m. and **RECONVENED** at 11:05 a.m.

### **b. Review of 2017 Conference Survey**

Timothy Grisham provided an overview of the post-conference survey results. Vice-President Dorey stated that she had received good feedback during the conference.

Immediate Past-President Ownbey **MOVED** to pursue the possibility of a joint conference in 2022 and request a WACO staff report on such in July 2018. Immediate 2<sup>nd</sup> Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

### **c. NEO Conference**

Executive Director Blonien gave an update on the planning for the 2018 Newly Elected Officials conference.

## **13) Finance Report**

Lisa Gancel, Finance Manager provided the Finance Report including the Joint Conference financials.

## **14) Audit Committee Report**

Secretary/Treasurer Zempel provided the Audit Committee report.

Secretary/Treasurer Zempel **MOVED** to accept the Audit Committee Report. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** unanimously.

## **15) Communications Report**

Timothy Grisham provided the Communications Report.

**16) Trustees Reports**

Mike Lonergan, Assessors Trustee provided an Assessors' Trustee Report.

*The meeting **ADJORNED** at 12:24 p.m.*