



WACO Board of Trustees Regular Meeting  
July 11, 2018  
Radisson Hotel Seattle Airport  
18118 International Boulevard  
Seattle, WA 98188

**Final Minutes**

Wednesday, July 11, 2018

**Board Members Present:**

Ilene Thomson	President	Yakima	Treasurer
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
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Warren McLeod	Coroners Trustee	Lewis	Coroner
Adam Kick	Prosecutors Trustee	Skamania	Prosecutor
Barb Miner	Trustee at Large Position 1	King	Clerk
Linda Hjelle	Trustee at Large Position 2	Snohomish	Assessor
Dave Cook	Trustee at Large Position 3	Yakima	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
Jennifer Wallace	Deputy Director
Timothy Grisham	Director of Communications
Lisa Gancel	Finance and Administrative Manager

1) **Call to Order: Ilene Thomson, President called the meeting to order at 10:01 a.m.**

2) **Roll Call of Attending Members**

President Thomson called for a roll call. Josie Koezler, Treasurers Trustee and John Snaza, Sheriffs Trustee noted as absent.

3) **Approval to Agenda**

Jerry Pettit, 2<sup>nd</sup> Vice-President **MOVED** to adopt the agenda as proposed. Tim Davidson, Past-President **SECONDED** the motion. The **MOTION CARRIED** unanimously.

4) **Approval of Minutes**

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

5) **Introduction of Jennifer Wallace, Deputy Director**

Scott Blonien, Executive Director introduced Jennifer Wallace by providing brief background information and sharing her bio. Jennifer Wallace, Deputy Director opened the floor for questions.

6) **Legislative Report**

Jennifer Wallace provided a presentation on the Legislative Action Plan, outlining WACO's approach to legislation moving forward. Jennifer Wallace opened the floor for further discussion by the Board.

7) **Legislative Committee Report**

Dianne Dorey, Vice-President provided the Legislative Committee report and discussed the 2019 WACO Day on the Hill event.

8) **2019 Budget Introduction**

Tammie Ownbey, Immediate Past-President provided a brief introduction to the proposed 2019 budget.

9) **New Business**

**a. Personnel Committee Report**

Milene Henley, Trustee at Large Position 6 provided the Personnel Committee report. The committee recommended no change or review needed for the salary scale; a 2.8% COLA increase; no change in leave; no change to retirement contribution rates; and for staff to pay the difference in medical cost between the 2018 and 2019 rates.

Further discussion on the calculation of COLAs was had.

Further discussion of medical benefits was had. Trustee-at-Large Henley noted that currently WACO covers 100% of insurance premiums for staff and that the committee recommends maintaining the current payment level, with staff paying any increases from the current level.

2<sup>nd</sup> Vice-President Pettit **MOVED** to accept the 2.8% COLA increase recommendation, and to reject the change in medical benefit payments. Barb Miner, Trustee at Large Position 1 **SECONDED** the motion. The **MOTION PASSED** 10 “Aye”, 6 “Nay”.

**b. Unreserved Funds**

Executive Director Blonien discussed unreserved funds available through past year’s budget surplus.

2<sup>nd</sup> Vice-President Pettit **MOVED** use unreserved funds needed to balance the budget. Past-President Davidson **SECONDED** the motion. Further **DISCUSSION** was held on how to use the funds. Past-President Davidson **CALLED THE QUESTION**. The **MOTION PASSED** 13 “Aye”, 2 “Nay”. Dave Cook, Trustee at Large Position 3, and Greg Zempel, Secretary/Treasurer abstained.

Further discussions of how to utilize unreserved funds was tabled pending Board review for possible October 2018 meeting action.

*The Board went on **BREAK** for Lunch at 12:08 p.m. and **RECONVENED** at 1:13 p.m.*

**10) Executive Session for Personnel Review**

Note: agenda items (10) 2019 Annual Budget, and (11) Executive Session for Personnel Review were changed to accommodate timing.

*The Board announced a 30-minute **EXECUTIVE SESSION** at 1:13 p.m. to conduct personnel review.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 10 minutes at 1:43 p.m.*

*The Board **EXTENDED** the **EXECUTIVE SESSION** for an additional 10 minutes at 1:53 p.m.*

*No action was taken during the **EXECUTIVE SESSION**.*

**11) 2019 Annual Budget**

2<sup>nd</sup> Vice-President Pettit **MOVED** to moved to adopt the 2019 budget. Vice-President Dorey **SECONDED** the motion. **DISCUSSION**: Secretary/Treasurer Zempel noted that the budget does not mention funding for education despite it being a WACO priority area. Past-President Ownbey provided background on the shift in education dollars and current training needs being met through free services. Secretary/Treasurer Zempel **CALLED THE QUESTION**. The **MOTION CARRIED** unanimously. Lisa Frazier, Trustee at Large Position 4 abstained.

**12) Executive Director’s Report**

Executive Director Blonien provided the Executive Director's Report highlighting work with WSSA, continued discussions on WSACs litigation strategy, and how the study the real impacts of unfunded mandates.

President Thomson stated that she would like to add a conversation on the litigation strategy for the October 2018 Board meeting.

### **13) Strategic Plan Update**

President Thomson provided an update on the Strategic Plan. She discussed a review of NACO's Next Gen and the Certified Public Official program that was a partnership between MRSC, CRAB, WSAC, and WACO.

Debbie Adelstein, Auditors Trustee asked for Board meeting time for planning the next iteration of the Strategic Plan. President Thomson stated that the appropriate time would be at the next Board retreat.

### **14) Committee Reports**

#### **a. Education**

Vice-President Dorey provided an Education Committee report.

#### **b. Strategic Plan**

Trustee Adelstein did not have additional information to report.

### **15) Old Business**

#### **a. Annual Conference**

Timothy Grisham, Communications Director presented the draft agenda for the 60<sup>th</sup> Annual Conference and discussed different AV options. President Thomson called together an Ad-Hoc Committee to discuss AV needs. The committee is: Past-President Ownbey, Secretary/Treasurer Zempel, Trustee Koelzer, Trustee-at-Large Henley, and Vice-President Dorey.

#### **b. NEO Conference**

Executive Director Blonien provided an update on the Newly Elected Officials conference.

### **16) Audit Committee Report**

Secretary/Treasurer Zempel provided an Audit Committee report. Trustee-at-Large Henley **MOVED** to adopt approve the Audit Committee Report. 2<sup>nd</sup> Vice-President Pettit **SECONDED** the motion. The **MOTION CARRIED** unanimously.

### **17) Finance Presentation**

Nikki Wells (CPA), Aiken & Sanders, Inc. provided information regarding the outside audit.

### **18) Finance Report**

Lisa Gancel, Finance Manager provided a finance report detailing updated reporting for Board of Trustee meetings based on the Audit Committee requirements.

**19) Communications Report**

Timothy Grisham provided the Communications Report.

**20) Trustees Reports**

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

Trustee Adelstein provided an Auditors' Trustee Report

Adam Kick, Prosecutors Trustee provided a Prosecutors' Trustee Report.

*The meeting **ADJORNED** at 4:10 p.m.*