



WACO Board of Trustees Regular Meeting
July 8, 2020

Washington Counties Building
206 10th Avenue SE
Olympia, WA 98501

Final Minutes

Wednesday, July 8, 2020

Board Members Present:

Jerry Pettit	President	Kittitas	Auditor
Greg Zempel	Vice-President	Kittitas	Prosecutor
Stacie Prada	2 nd Vice-President	Jefferson	Treasurer
Jeff Gadman	Secretary/Treasurer	Thurston	Treasurer
Dianne Dorey	Immediate Past-President	Lewis	Assessor
Ilene Thomson	Past-President	Yakima	Treasurer
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Mary Hall	Auditors Trustee	Thurston	Auditor
Peggy Semprimoznik	Clerks Trustee	Lincoln	Clerk
Timothy Davidson	Coroners Trustee	Cowlitz	Coroner
Josie Koelzer	Treasurers Trustee	Franklin County	Treasurer
Barb Miner	Trustee at Large Position 1	King	Clerk
Linda Hjelle	Trustee at Large Position 2	Snohomish	Assessor
Brenda Chilton	Trustee at Large Position 3	Benton	Auditor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Thad Duvall	Trustee at Large Position 5	Douglas	Auditor
Grace Cross	Trustee at Large Position 6	Skamania	Clerk

Staff Present:

Jennifer Wallace	Executive Director
Timothy Grisham	Deputy Director
Lisa Gancel	Finance and Administration Manager
Melanie Terry	Members Services Manager

1) Call to Order, Roll Call, Approval of Agenda, Approval of Minutes
Jerry Pettit, President called the meeting to order at 10:05 a.m. President Pettit called for a roll call. Adam Kick, Prosecutors Trustee and Rob Snaza, Sheriffs Trustee absent.

Jeff Gadman, Secretary Treasurer **MOVED** to adopt the agenda. Josie Koelzer, Treasurers Trustee **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Thad Duvall, Trustee at Large Position 5 **MOVED** to approve the March 4-5, 2020 minutes. Mary Hall, Auditors Trustee **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Greg Zempel, Vice-President **MOVED** to approve the June 3, 2020 minutes. Dianne Dorey, Immediate Past-President **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

2) Committee Reports
a. Audit Committee

Secretary/Treasurer Gadman presented the Audit Committee report. Reviewed Office of State Auditor and independent Auditor audits of WACO's books and practices. Department of Revenue ruled WACO allotment/dues not subject to B&O taxes.

Stacie Prada, 2nd Vice-President **MOVED** to adopt the Audit Committee Report. Mike Lonergan, Assessors Trustee **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

b. Legislative Committee

Vice-President Zempel presented the Legislative Committee Report. Legislative Committee continues to meet monthly. WACO hosted weekly conversation regarding Covid-19 issues that was collated into potential policy positions for upcoming special and regular legislative sessions.

Jennifer Wallace, Executive Director discussed a potential cross-affiliate policy proposal to help counties navigate situations such as pandemics in the future.

Secretary/Treasurer Gadman **MOVED** to adopt the Legislative Committee Report. Immediate Past-President Dorey **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

c. Education Committee

2nd Vice-President Prada presented the Education Committee Report discussing the conference, online training, and working the Strategic Action Plan.

Vice-President Zempel **MOVED** to adopt the Education Committee Report. Trustee at Large Duvall **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

d. Personnel Committee

Lisa Frazier, Trustee at Large Position 4 presented the Personnel Committee Report.

Personnel Committee recommends change to Deputy Director salary scale. Increase step 1 by \$100 per month and each step thereafter be adjusted accordingly at 4.5% between steps. The increase is retroactive to January 1, 2020.

Personnel Committee recommends adoption of the updated Finance and Administration Manager position description.

Trustee at Large Duvall **MOVED** to adopt the Personnel Committee Report. 2nd Vice-President Prada **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Trustee Lonergan **MOVED** to accept the Personnel Committee recommendation for the Deputy Director salary increase. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Vice-President Zempel **MOVED** to accept the Personnel Committee recommendation for the Finance and Administration Manager position description. 2nd Vice-President Prada **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

e. Nominating Committee

Peggy Semprimoznik, Clerks Trustee presented the Nominating Committee Report. The Nominating Committee will begin working on the nominating process in the immediate future.

Discussed Assessors and Prosecutors vacancies on the committee.

Assessors Trustee Lonergan **MOVED** to adopt the Nominating Committee Report. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

*Meeting went on **BREAK** at 10:58 am. **RECONVENED** at 11:10 am.*

3) Staff Reports

a. Executive Director

Executive Director Wallace presented the Executive Director Report. The report outlined Strategic Plan progress. Executive Director Wallace discussed the plan to reopen the Washington Counties Building.

b. Communications

Timothy Grisham, Deputy Director presented the Communications Report. The report discussed the hiring of a new Member Services Manager, work on continuity of operations during Covid-19, and the work on a new Communications Plan.

c. Finance

Lisa Gancel, Finance and Administration Manager presented the Finance Report. Outlined potential issue on cash flow during the fourth quarter of 2020.

Trustee Lonergan discussed Pierce County dues situation, which he predicts will be resolved within the next month.

d. Member Services

Melanie Terry, Member Services Manager presented the Member Services Report. The report discussed the new branding guide, and work on the 2020 conference.

Member Services Manager Terry gave an overview of her on-boarding training, and the projects she has accomplished within the first 90 days of her employment with WACO.

4) New Business

a. Member Engagement Plan

Executive Director Wallace presented an update on the Member Engagement Plan.

Executive Director Wallace outlined services implemented due to Covid-19 outbreak.

*Meeting went on **BREAK** at 11:49 am. **RECONVENED** at 12:33 pm.*

b. WACO 2021 Budget Proposal

Immediate Past-President Dorey presented the 2021 budget proposal. Immediate Past-President Dorey explained the Budget Committee considered emergent

situations such as Pierce County's dues payment, decreased conference revenue, and personnel changes. Additionally, the Committee, reexamined the Board's direction from the March 2020 Board of Trustees meeting.

Ilene Thomson, Past-President discussed the need to make a small adjustment due to the Department of Revenue B&O ruling.

Finance and Administration Manager Gancel went over the budget proposal details.

The Board discussed three different budget scenarios.

Secretary/Treasurer Gadman **MOVED** to adopt scenario three presented for the 2021 budget fully funding programming and partial reserve funding with no increase to dues by utilizing partial carryover funds. Trustee at Large Frazier **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

Secretary/Treasurer Gadman **MOVED** to adopt a policy to annually increase membership dues by no less than 1.5% beginning with the 2022 budget. Trustee at Large Frazier **SECONDED** the motion. Trustee Lonergan **MOVED to AMEND** the motion to replace the 1.5% with the latest available Seattle CPI W. Secretary/Treasurer Gadman **SECONDED the AMENDMENT**. The **AMENDMENT CARRIED** 15 yea. 2 nay. The **MOTION CARRIED** 16 yea. 1 nay.

5) Old Business

a. Updates to the WACO Policies and Standard Operating Procedures Manual

Executive Director Wallace presented the proposed updates to WACO policies and standard operating procedures.

Vice-President Zempel **MOVED** to adopt the policies and procedures as presented. 2nd Vice-President Prada **SECONDED** the motion. The **MOTION CARRIED** Unanimously.

b. WACO Scholarship

Deputy Director Grisham provided an update on the Washington Counties Scholarship Fund recipients for 2020/2021.

6) Other

a. Updates from WACO Affiliate Representatives

Trustee Lonergan provided an update on County Assessors. The Assessors moved their conference online with the help of WACO staff. The Assessors discussed potential legislative proposals for 2021 at their conference.

Trustee at Large Chilton provided an update on County Auditors. The annual finance conference was canceled, while the annual and elections conferences were moved online successfully. The licensing and recording conference will be moved online as well. Auditors have received additional elections funding help from Covid-19 related federal grants.

Trustee Semprimoznik provided an update on County Clerks. The Clerks will meet the scholarship goal by October 1. Barb Miner, King County Clerk and Michael Killian, Franklin County Clerk have been named co-recipients of Clerk of the year.

Timothy Davidson, Coroners Trustee provided an update on County Coroners. The Coroners are beginning their 2021 legislative discussion.

Vice-President Zempel presented an update on County Prosecutors. They Prosecutors are exploring infrastructure issues in preparation for a 2021 legislative session. All Prosecutor trainings have moved online.

Deputy Director Grisham provided a brief synopsis of issues facing County Sheriffs and 2021 legislative concerns.

Trustee at Large Frazier presented an update on County Treasurer activities. The Treasurers had to cancel their in-person conference and will move to virtual.

b. WSAC Update

Eric Johnson, Washington State Association of Counties Executive Director provided an update on WSAC legal cases pending and updates / perspective on COVID CARES Act funding.

*Meeting **ADJOURNED** at 2:40 pm.*