

WACO Board of Trustees Regular Meeting
July 20, 2022
Double Tree Suites Seattle Airport Southcenter
16500 Southcenter Pkwy
Seattle, WA 98188

Draft Minutes

Wednesday, July 20, 2022

Board Members Present:

Stacie Prada	President	Jefferson	Treasurer
Adam Kick	2 nd Vice-President	Skamania	Prosecutor
Amy Cziske	Secretary/Treasurer	Kittitas	Treasurer
Greg Zempel	Immediate Past-President	Kittitas	Prosecutor
Jerry Pettit	Past-President	Kittitas	Auditor
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Milene Henley	Auditors Trustee	San Juan	Auditor
Melissa Beaton	Clerks Trustee	Skagit	Clerk
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Rob Snaza	Sheriffs Trustee	Lewis	Sheriff
Josie Koelzer	Treasurers Trustee	Franklin	Treasurer
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
Ruth Gordon	Trustee at Large Position 5	Jefferson	Clerk
Lisa Henderson	Trustee at Large Position 6	San Juan	Clerk

Staff Present:

Jennifer Wallace	Executive Director
Timothy Grisham	Deputy Director
Tiffin Moreno	Finance and Administration Manager
Cella Hyde	Member Services Manager

1) Call to Order, Roll Call, Approval of Minutes

Stacie Prada, President called the meeting to order at 8:34 am.

President Prada introduced Tiffin Moreno, Finance and Administrative Manager. Hayley Thompson, Skagit County Coroner attending as proxy for Craig Morrison, Coroners Trustee.

Roll call noted Jeff Gadman, Vice-President and Eddie Cantu, Trustee at Large Position 1 as absent.

President Prada introduced amendment to the Legislative Committee Report section to add a discussion

Ruth Gordon, Trustee at Large Position 5 **MOVED** to approve the July 20, 2022 agenda as amended. Josie Koelzer, Treasurers Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

Melissa Beaton, Clerks Trustee **MOVED** to approve the March 1 & 2, 2022 Board of Trustees meeting minutes. Trustee at Large Gordon_ **SECONDED**. The **MOTION CARRIED** unanimously.

2) Committee Reports

a. Audit Committee

Amy Cziske, Secretary/Treasurer presented the Audit Committee report. Reviewed January through May reports noting no issues. Will meet on a quarterly basis rather than monthly. Audit committee met with outside auditors to confer on potential changes to practice.

Tiffin Moreno discussed the outside audit for 2021 noting a clear audit with three suggestions for change. A review of Executive Director reimbursements; Executive Director individual opens bank statements and send to Finance Manager and not visa versa; and more detailed reporting regarding the WAPA passthrough and an updated agreement for the passthrough.

Jerry Pettit, Past-President **MOVED** to approve the finance report, independent audit statements and the 990 tax return. Mike Lonergan, Assessors Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

b. Personnel Committee

Lisa Frazier, Trustee at Large Position 4 presented the Personnel Committee report. Committee discussed COLA adjustments and recommended a 6% COLA for 2023 with a review in December of 2022. Recommendation reflected in the proposed 2023 WACO budget.

c. Budget Committee

President Prada presented the Budget Committee report and 2023 budget proposal. The committee met once in person, with an additional virtual meeting. President Prada discussed process of looking for savings in context of a time of increased inflation and CPI. PMFL contributions are cut for the “employer contributions” section as there is less than 50 employees. A discussion on internal vs state audits centering on the difference between financial and policy/accountability is made. A discussion on accrued vacation occurred as it is an outstanding liability.

The Board reviewed reserve funds. The Board discussed COLA increase level for 2023. The Board discussed 5.1% increase in reimbursements. The Board discussed billing models for the reimbursements.

Milene Henley, Auditors Trustee **MOVED** to approve 2023 WACO Budget as presented. Trustee at Large Gordon **SECONDED**. The **MOTION CARRIED** 16 Aye, 1 Nay.

d. Legislative Committee

Jennifer Wallace, Executive Director presented the Legislative Committee report. Executive Director Wallace discussed changes to the committee makeup. Executive Director Wallace discussed interim meetings and year-round advocacy planning. Executive Director Wallace presented potential WACO priority bill proposals.

Trustee Henley discussed Department of Retirement Systems public records request for retiree information and potential impacts for continuity of operations/cyber security. Trustee Henley discussed a potential exemption for such data due to cyber security issues.

*The Board went on **BREAK** at 10:10 am and **RECONVENED** at 10:30 am.*

e. Education Committee

Adam Kick, 2nd Vice President presented the Education Committee report discussing upcoming trainings and the breakout sessions of the annual conference.

f. Conference Committee

President Prada presented the Conference Committee report discussing the conference theme of “Make a Difference” and a potential survey to tell the story of how our members make a difference. Cella Hyde, Finance and Administrative Manager discussed the functionality of the survey and updates on conference planning. Cella Hyde discussed long term partnerships.

a. Nominating Committee

Executive Director Wallace Present the Nominating Committee report discussing the timeline for WACO Board of Trustees elections and what offices will be open for election in 2022.

3) WACO Policy Manual Review

President Prada requested that the policy review be removed from the agenda due to time restraints.

Trustee at Large Gordon **MOVED** to remove the policy manual review from the agenda. Past-President Pettit **SECONDED**. The **MOTION CARRIED** unanimously.

*The Board went on **BREAK** at 11:47 am and **RECONVENED** at 12:28 pm.*

4) New Business

a. 2023-2027 Strategic Plan

Executive Director Wallace introduced Brian Murphy and Kizz Prusia of Berk Consulting. Brian Murphy and Kizz Prusia presented the draft 2023-2027 Strategic Plan. The Board discussed the draft content for further conversation and review by the Strategic Plan Committee.

5) Other Business

a. Affiliate Updates

Trustee Lonergan discussed election cycle and the impact on institutional knowledge for the affiliate. Trustee Lonergan discussed commercial property tax stagnation creating a shift to property tax increases. Trustee Lonergan discussed Covid impact on field work.

Trustee Henley discussed moving to live conferences as of April, legislative concerns, and impacts of retirement.

Trustee Beaton discussed the impact on institutional knowledge for the affiliate, Blake impacts, juvenile records, and civil protection order changes.

Haley Thompson discussed increasing case numbers and autopsies causing issues in securing avenues to perform autopsies by certified pathologists. Haley Thompson discussed increased and more meaningful training, utilizing state training funds through CJTC, contracting with IACME to provide the trainings, and how to leverage time to bring members to the annual WACO conference.

Jon Tunheim, Prosecutors Trustee discussed return to live meetings, the impact on institutional knowledge for the affiliate due to retirements, legislative focus on sentencing reform, recruitment and retention issues, and examining caseloads.

Trustee Koelzer discussed legislative decision making, potential priorities, and the impact on institutional knowledge for the affiliate due to retirements.

b. Trustee at Large Updates

Trustee at Large Hjelle discussed the packed lunch series and the beneficial element of them for increased engagement with category 2 counties.

Brenda Chilton, Trustee at Large Position 3 discussed issues with staffing and recruitment for category 3 counties.

Trustee at Large Frazier echoed Trustee at Large Hjelle's observations on the packed lunch series.

Trustee at Large Gordon discussed recruitment hurdles and the economic health of category 5 counties.

Trustee at large Henderson discussed that the packed lunch series is great engagement, for category 6 counties, however the smallest counties even struggle to participate online due to staffing issues.

*The Board went on **BREAK** at 2:18 pm and **RECONVENED** at 2:35 pm.*

6) Staff Reports

a. Executive Director

Executive Director Wallace presented the Executive Director report. Executive Director Wallace provided an updated on the Washington Counties Building, safety concerns related to activities near the building, courthouse meetings, interim legislative discussions.

Executive Director Wallace discussed fundraising efforts for the Washington Counties Scholarship Fund and a lack of sustainability moving forward.

Executive Director Wallace discussed the need to move the December 2022 Board meeting due to a conflict with the Newly Elected Officials Conference.

Trustee at Large Gordon **MOVED** to move the December Board meeting to coincide with the November President's retreat. Secretary/Treasurer Cziske **SECONDED**. The **MOTION CARRIED** unanimously.

b. Deputy Director

Timothy Grisham, WACO Deputy Director presented the Deputy Director report.

*The Board **ADJOURNED** at 2:52 pm*