



WACO Board of Trustees Regular Meeting  
Tuesday, July 16<sup>th</sup>, 2024  
206 10<sup>th</sup> Ave SE  
Olympia, WA 98501

### Final Minutes

Tuesday, July 16<sup>th</sup>, 2024

#### Board Members Present:

Adam Kick	President	Skamania	Prosecutor
Linda Hjelle	2 <sup>nd</sup> Vice-President	Snohomish	Assessor
Jeff Gadman	Immediate Past-President	Thurston	Treasurer
Stacie Prada	Past-President	Jefferson	Treasurer
Mike Lonergan	Assessors Trustee	Pierce	Assessor / Treasurer
Thad Duvall	Auditors Trustee	Douglas	Auditor
Craig Morrison	Coroners Trustee	Grant	Coroner
Jon Tunheim	Prosecutors Trustee	Thurston	Prosecutor
Tom Konis	Trustee at Large Position 2	Spokane	Assessor
Carolyn Fundingsland	Trustee at Large Position 3	Cowlitz	Auditor
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Katie Sloan	Trustee at Large Position 5	Adams	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

Adam Kick, President called the meeting to order at 9:08 am Amy Cziske, Vice-President; Paul Budrow, Secretary/Treasurer; Scott Tinney, Clerks Trustee; Rob Snaza, Sheriffs Trustee; Leslie Valz, Treasurers Trustee; John Wilson, Trustee at Large Position 1 was noted as absent.

Jeff Gadman, Immediate Past-President **MOVED** to approve the July 16, 2024, agenda Lisa Frazier, Trustee at Large Position 4 **SECONDED**. The **MOTION CARRIED** unanimously.

Trustee at Large Frazier **MOVED** to approve the Tuesday, March 5th, 2024 – Wednesday, March 6<sup>th</sup>, 2024, Board of Trustees meeting minutes. Immediate Past-President Gadman **SECONDED**. The **MOTION CARRIED** unanimously.

## **2) Appointment of Trustee at Large Position 6**

Jennifer Wallace, Executive Director provided update on recruitment process

## **3) Committee Reports**

### **a. Audit Committee**

Tiffin Moreno, Finance and Administration Manager presented the Audit Committee report. Discussed financials. No major questions or concerns noted in this report. Discussed draft 990 tax return.

Trustee at Large Frazier **MOVED** to approve the draft 990. Thad Duvall, Auditors Trustee **SECONDED**. The **MOTION CARRIED** unanimously.

### **a. Personnel Committee**

Lisa Frazier, Trustee at Large Position 4 presented the Personnel Committee report. Discussed cost of living adjustment for 2025. Recommend a 4% COLA for staff salaries.

Immediate Past-President Gadman **MOVED** to accept the 4% COLA increase for staff salaries. Trustee Duvall **SECONDED**. The **MOTION CARRIED** unanimously.

### **b. Budget Committee**

Executive Director Wallace and Finance and Administration Manager Moreno presented the Budget Committee report. Discussed unexpended year end funds. Discussed increasing reserve funds for Newly Elected Officials Conference and State Auditors audit fund. Discussed WAPA rent increase and process for determining rent amount. Discussed county reimbursement increase to match April CPI of 4.4%. Discussed conference vendor and sponsor rates.

Stacie Prada, Past President **MOVED** to approve the budget as presented. Immediate Past-President Gadman **SECONDED**. The **MOTION CARRIED** unanimously.

### **c. Legislative Committee**

Executive Director Wallace and Timothy Grisham, Deputy Director presented the Legislative Committee report. Discussed WACO Day on the Hill. Discussed cross-affiliate interim work. Discussed meeting to be held with Assessor, Prosecutor, and Sheriff to discuss issues for field appraisals and potential for threats and violence and how to respond. Discussed potential 2025 legislative session proposals. Discussed WACO priority legislation vetting process prior to conference. Discussed interim follow-up for 2024 legislative session issues.

*The Board went on **BREAK** at 10:32 am and **RECONVENED** at 10:48 am.*

**d. Education Committee**

Linda Hjelle, 2<sup>nd</sup> Vice-President presented the Education Committee report. Discussed trainings for 2024/25 including the Annual Conference and online training.

**e. Conference Committee**

President Kick presented Conference Committee report. Discussed conference theme “Building Trust Together”. Discussed sponsor and vendor updates. Discussed conference entertainment. Discussed keynote speaker selection.

**f. Nominating Committee**

Jon Tunheim, Prosecutors Trustee presented the Nominating Committee report discussing the nominations process.

**4) Update on the WACO Policy Manual**

Executive Director Wallace discussed suggested changes to the WACO Policy Manual based on the March 2024 WACO Board meeting workgroups' suggestions.

Immediate Past-President Gadman **MOVED** to approve the changes to the Policy Manual as presented with the exception of altering capitalization threshold to \$5000. Trustee Duvall **SECONDED**.

**DISCUSSION:** the board discussed the effect of changing the capitalization threshold.

Immediate Past-President Gadman **MOVED** to amend the original motion with a change to the the wording on Alternative Voting Means to read, “When multiple positions have only one candidate, voting for a slate of candidates by acclamation may be made with a motion. Mike Lonergan, Assessors Trustee **SECONDED** the motion.

The **AMENDMENT CARRIED** unanimously.

The **AMENDED MOTION CARRIED** unanimously.

**5) Work Session: Breakout Group Review and Discussion of WACO Policy Platform**

President Kick discussed a need for a review of the WACO policy platform. Executive Director Wallace discussed the purpose of a policy platform. Created break out groups to discuss the current WACO Policy Platform. The two break out groups reported out on their thoughts on the current platform and asked staff to move forward with a new draft to be brought to the Board at the next Board meeting.

## 6) Affiliate and Trustee at Large Updates

### a. Affiliate Updates

Mike Lonergan, Assessors Trustee provided the Assessors' update. Residential real estate is on the up tick. Broadly taxation shifting from commercial to residential. Discussed the homestead exemption concept. Discussed emerging technology trends and interest.

Thad Duvall, Auditors Trustee provided the Auditors' update. Discussed potential legislation and vetting process. Discussed election security and operations.

Jon Tunheim, Prosecutors Trustee provided the Prosecutors' update. Discussed newly proposed public defense standards by the State Bar and the potential impacts on county finance and operations. Russ Brown, Executive Director for the Washington Association of Prosecuting Attorneys provided a report on topics of interest and concern for County Prosecutors. Discussed juvenile detention issues in Washington.

Trustee at Large Frazier provided a Treasurers' update. Discussed WSACT and WSACA (Assessors) joint conference and the WSACT legislation meeting. Discussed website changes.

Katie Sloan, Trustee at Large Position 5 provided a Clerks' update. Discussed changes to juvenile legal financial obligations. Discussing impact of juvenile at need filings due to changes in JRA housing holds.

Deputy Director Grisham provide a Coroners' update on behalf of Craig Morrison. Discussed forensic pathology shortage study. Discussed potential legislation.

### b. Trustee at Large Updates

Tom Konis, Trustee at Large Position 2 discussed topics of interest and concern for county category 2.

Carolyn Fundingsland, Trustee at Large Position 3 discussed topics of interest and concern for county category 3.

Trustee at Large Position Frazier discussed topics of interest and concerns for county category 4. Discussed appreciation for Cella Hyde, Member Services Manager's monthly check in. Discussed appreciation for packed lunch series.

Trustee at Large Sloan discussed topics of interest and concern for county category 5. Discussed reaching out to position 6 members for potentially filling the vacant position.

## 7) Staff Reports

### a. Executive Director

Executive Director Wallace presented the Executive Director report. Discussed Strategic Plan and Work Plan progress. Discussed potential methods for reviewing the Strategic

Plan. Discussed the Scholarship Committee make up and provided an update and progress on making the scholarship more sustainable or change eligibility rules. Discussed county visits. Discussed county building financial issues.

**b. Deputy Director**

Timothy Grisham presented the Deputy Director's report. Discussed communications analytics, county visits, and the Know Your County Officials program.

**c. Finance and Administrative Manager Report**

Tiffin Moreno presented the Finance and Administrative Manager Report. Report as of March 31, 2024. Next meeting will be for April-June.

**d. Member Services Manager Report**

Cella Hyde presented the Member Services report. Discussed updating the WACO website's Education Hub. Discussed leveraging partnerships for providing training opportunities. Discussed member engagement.

*The Board **ADJOURNED** the regular meeting at 2:38 pm.*