



WACO Board of Trustees Regular Meeting
Tuesday, March 25, 2025
206 10th Ave SE
Olympia, WA 98501

Final Minutes

Tuesday, March 25, 2025

Board Members Present:

Amy Cziske	President	Kittitas	Treasurer
Linda Hjelle	Vice-President	Snohomish	Assessor
Danny Hagen	Secretary/Treasurer	Skagit	Assessor
Adam Kick	Immediate Past-President	Skamania	Prosecutor
Dan Lindgren	Assessors' Trustee	Grays Harbor	Assessor
Jon Tunheim	Prosecutors' Trustee	Thurston	Prosecutor
Tom Konis	Trustee at Large Position 2	Spokane	Assessor
Jeff Gadman	Trustee at Large Position 3 / Past-President	Thurston	Treasurer
Lisa Frazier	Trustee at Large Position 4	Mason	Treasurer
Katie Sloan	Trustee at Large Position 5	Adams	Clerk
Rob Waymire	Trustee at Large Position 6	Skamania	Auditor

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

Amy Cziske, President called the meeting to order at 9:09 am. Paul Budrow, 2nd Vice-President; Scott Tinney, Clerks' Trustee; Craig Morrison, Coroners' Trustee; Teresa Summers, Treasurers' Trustee; John Wilson, Trustee at Large Position 1; Thad Duvall, Auditors' Trustee; and Rob Snaza, Sheriffs' Trustee were noted as absent.

Adam Kick, Immediate Past-President **MOVED** to approve the Tuesday, March 26, 2025 agenda Tom Konis, Trustee at Large Position 2 **SECONDED**. The **MOTION CARRIED** unanimously.

Jeff Gadman, Trustee at Large Position 3/Past-President **MOVED** to approve November 20, 2024 Board of Trustees meeting minutes. Lisa Frazier, Trustee at Large Position 4 **SECONDED**. The **MOTION CARRIED** unanimously.

2) Proposed Amendments to WACO Policy Manual

Jennifer Wallace, Executive Director presented proposed amendments to the 2025 policy manual. Board broke into four groups to review the manual and reconvened to discuss potential changes to the policy manual.

Linda Hjelle, Vice-President discussed potential changes to the Conference Committee policy by adding the Vice-President to the membership of the Conference Committee. Discussed listing external boards and commissions WACO members serve on in the Committees policy. Discussed Elections policy to remove the word “contested” from the rules of voting.

Immediate Past-President Kick discussed potential changes to the Conference Committee policy by providing overlap membership between the Conference Committee and Education Committee. Discussed potential changes to Financial and Internal Controls Policy to update a section for more definition in credit card usage, review, and documentation. Discussed changes to the Annual Conference Committee regarding funding for the President’s Reception by adding the words “at least” prior to the dollar amount – another option could be an annual inflator.

Trustee at Large Frazier discussed potential changes to the Designated Funds policy. Discussed NEO training fund level and suggest increasing the fund by \$5,000. Discussed potential changes to the Asset Management policy by increasing the threshold from \$2,500 to \$5,000. Discussed suggested changes to the Personnel Committee policy.

Danny Hagen, Secretary/Treasurer discussed potential changes to the Annual Conference policy by aligning verbiage with Committee policy and designating members of Vice-President, Education Committee member, and member from hosting county. Discussed eligibility for WACO Scholarship.

*The Board went on **BREAK** at 10:14 am and **RECONVENED** at 10:28 am.*

3) Committee Reports

a. Legislative Committee

Vice-President Hjelle presented the Legislative Committee report. Discussed the operations of the Legislative Committee and the status of WACO legislative priorities. Discussed legislative issues of note.

b. Education Committee

Timothy Grisham, WACO Deputy Director presented the Education Committee report. Discussed conference trainings and online trainings for 2025/2026.

c. Audit Committee

Secretary/Treasurer presented the Audit Committee report. New Auditor representative to the committee Shandra Shoemaker Lincoln County.

d. Personnel Committee

Trustee at Large Frazier presented Personnel Committee report. Discussed potential changes to the Finance and Administration Manager position description. Discussed potential changes to cost of living for 2026.

Position Description – JG/AK – unanimous.

Trustee at Large Gadman **MOVED** to adopt position description changes as presented. Trustee at Large Frazier **SECONDED**. The **MOTION CARRIED** unanimously.

e. Conference Committee

President Cziske presented Conference Committee report. Discussed conference affiliate needs, potential keynote speakers, and siting the 2026 conference.

4) Affiliate and Trustee at Large Updates

a. Affiliate Updates

Dan Lindgren, Assessors' Trustee provided the Assessors' update. Discussed 2025 legislative priorities and work addressing legislative concerns.

Katie Sloan, Trustee at Large Position 5 discussed the Clerks' update on behalf of Scott Tinney, Clerks Trustee. Discussed the 2025 spring Clerks' conference. Discussed changes to case management system.

Jon Tunheim, Prosecutors' Trustee provided the Prosecutors' update. Discussed 2025 legislative work around sentencing reform. Discussed victim advocacy funding in Washington State. Discussed statewide caseload study for prosecutors.

b. Trustee at Large Updates

Trustee at Large Konis discussed working to get members together more often to discuss issues for counties in their category.

Trustee at Large Gadman discussed outreach to counties in category 3. Discussed uncertainty due to potential state and federal funding levels.

Trustee at Large Frazier discussed the importance of the packed lunch program and breakouts during the meeting.

Trustee at Large Sloan discussed need for more regular meeting and communication.

Rob Waymire, Trustee at Large Position 6 discussed outreach efforts and needs for county category 6.

5) Staff Reports

a. Executive Director

Executive Director Wallace presented the Executive Director report. Discussed Strategic Plan progress. Discussed WACO Scholarship Committee operations and fundraising commitments from affiliates.

b. Deputy Director

Timothy Grisham presented the Deputy Director's report. Discussed changes at WACO over the past ten years.

c. Finance and Administration Report

Tiffin Moreno presented the Finance and Administration Manager's Report. Discussed year end reporting.

d. Member Services Report

Cella Hyde presented the Member Services Report. Discussed training topics for packed lunch and engagement with members to generate interest.

*The Board **ADJOURNED** the regular meeting at 11:47 am.*