



## Executive Board Meeting & Expansion Planning Meeting Minutes

### Thursday, January 11, 2018 - 12 p.m. – 2:00 p.m.

<b>Members Present:</b> Erin Shea McCann, Paul Cavanaugh, Brian Carroll, Charlotte Booth, Tom Rembiesa, Karen Brady, Dave Kucklick, Jeff Judy	<b>Members on phone:</b> Scott Hanauer, Jessie DiPardo, Joanne Stimson, Susan Brook, Kerry Ann Shaughnessy
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Agenda Item	Discussion	Decisions
<b>1. Call to order/Introductions</b>		The meeting was called to order at 12:08 p.m.
<b>2. Review of minutes of the December meeting</b>		The motion to approve the minutes carried.
<b>3. Review the Annual Calendar for upcoming tasks</b>	<p>The following items are on the calendar for January:</p> <ul style="list-style-type: none"> <li>• Fill out 1099 form for staff</li> <li>• File POC L-1 with state for lobbying expenses</li> <li>• File Non-Profit Annual Report with WA Secretary of State</li> </ul>	Jessie is in the process of transferring these duties to Jack Dyer.
<b>4. Public Policy Report</b>	<p>Brian reported that there has been a lot of action. Sen. Frockt introduced <b>SB 6013</b> that reimburses BRS at the full cost of care and returns it to the caseload forecast. Many WACF members testified on behalf of the bill on Tuesday, 1/9. It appears the bill has a good chance to get out of the Senate. Rep. Kagi is working on another piece of legislation and will get a draft to WACF to review before it's filed in the House.</p> <p>The other piece of legislation, <b>HB 2449</b> - Extending the timeline for completing a family assessment response (FAR) to 120 days, will be heard in committee tomorrow. There is a Senate companion bill, SB 6309.</p> <p>The new DCYF is currently looking at having 6 regions. Ross said that they will focus on having an operations side and a program side in the new dept. People will be merged together by function.</p>	
<b>5. Sharing Information (members &amp; non-members)</b>		It was decided that Linda will not post individual trainings to the calendar for non-members. A link for their trainings

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		posted to the website is more appropriate.
<b>6. Bylaws Revisions</b>	The Bylaws revisions were discussed and some suggestions were made. The Bylaws revisions might be ready to present to membership for comments at the 1/16 membership meeting.	Karen will do some research and try to come up with a better description of the scope of the Intensive Services Division.
<b>7. Dues/Budget Update</b>	<p>Paul distributed a proposed base dues model for WACF members. Jeff gave some history on where they came up with the original dues model.</p> <p>It was suggested that a Dues Renewal Form might be a good idea for members to fill out each year to determine their annual dues.</p>	<ul style="list-style-type: none"> <li>• It was decided that the members dues will not change until July 1, 2018.</li> <li>• Erin and Paul will create language requesting member agencies' annual income from the past 12 months.</li> <li>• Linda will e-mail to all people that receive WACF annual dues invoices.</li> <li>• Brian will find and supply samples of forms he has filled out in the past.</li> </ul>
<b>8. Governance Issues</b>	Erin described a couple of options of companies that could be hired for HR consulting, benefits, and accounting services. Two of the options mentioned were TriNet and 501 Commons.	<ul style="list-style-type: none"> <li>• It was decided that TriNet and 501 Commons are more than we need at this point. We will continue to use Jack Dyer for accounting services.</li> <li>• Paul and Erin will do some more research and come up with a proposal for a compensation package.</li> </ul>
<b>9. ED Job Description</b>	A draft of the WACF Executive Director Job Description was distributed. The job description was discussed and recommendations were made.	Linda will send to membership prior to the 1/16 membership meeting.
<b>10. Next Steps</b>		The next Exec. Board/Expansion Planning meeting will be by phone, Thursday, January 25, 10:00 a.m. – 11:00 a.m.
<b>11. Adjournment</b>		The meeting was adjourned at 2:07 p.m.

Prepared by Linda Conchi