



March 5, 2024

Dear Northwest Senior Services Board Members:

Our next meeting of the NWSSB will be held on **Tuesday, March 12, 2024.**

The agenda for the meeting includes:

- Electing a new vice-chair
- A general discussion of committee roles and assignments
- Legislative session updates
- A discussion about the Dementia Support Program
- An overview and vote on the proposed bylaws
- A discussion about special projects in San Juan County lead by Stephen Shubert

Please review the enclosed materials as your perspectives and thoughts are a key part of the process. If you are unable to attend the meeting, please notify Bethany Chamberlin on our staff.

If you have trouble connecting to the meeting virtually, please contact our administrative staff for technical assistance at (360) 676-6749.

Sincerely,

Amanda McDade
Executive Director

Northwest Senior Services Board
March 12, 2024
1:00 pm – 3:30 pm
Hybrid Meeting

In-Person
Mount Vernon NWRC Office
301 Valley Mall Way, Suite 100
Mount Vernon, WA
(360) 676-6749

[Join Zoom Meeting](#)
Meeting ID: 814 4973 0953
Passcode: 522849
One tap mobile
+12532158782, 81449730953# US (Tacoma)

AGENDA

Agenda Topic	Action Required	Time
1. Call to Order Chair- <ul style="list-style-type: none">• Introduction of guests• Roll call• Review of January minutes• Announcements• Public Comment	Motion	1:00 pm – 1:05 pm
2. Nomination and Vote for Vice Chair	Information	1:05 pm – 1:15 pm
3. Committees (general discussion)	Information	1:15 pm – 1:30 pm
4. Executive Director Updates <ul style="list-style-type: none">• Agency Updates – Review• Legislative Priorities• Care Coordination	Information	1:30 pm – 2:00 pm
5. Dementia Support Program	Information	2:00 pm – 2:20 pm
6. Break		2:20 pm – 2:35 pm
7. Bylaws - Sub-committee Review/update	Motion	2:35 pm – 2:45 pm
8. San Juan Discussion (Stephen)	Discussion	2:45 pm – 3:00 pm
4. State Council on Aging Update (SCOA)	Information	3:00 pm – 3:15 pm
5. Updates from our Communities	Information	3:15 pm – 3:30 pm
6. Adjourn	Motion	

****The next meeting of the NWSSB will be held on March 12, 2024**

Anyone needing special accommodations to participate in a meeting should contact NWRC at least 48 hours in advance of the scheduled meeting.

For more information, please contact the NWRC office at (360) 676-6749
600 Lakeway Drive, Bellingham, WA 98225

Northwest Senior Services Board Meeting Minutes

January 9, 2024

Members Present via Zoom or Telephonically: Carl Bender, Shirley Bennett, Georgiann Dustin, George Edward, Jana Finkbonner, Marshall Gartenlaub, Alberta Horn, Mary Kanter, Bob Monize, Stephen Shubert, Jodi Sipes.

Members Absent: Jennifer Lautenbach, Mike Shaw.

Staff Present: Amanda McDade, Bethany Chamberlin, Jeri Johansen.

Guest: None

Call to Order at 1:02 PM

Review of September 12, 2023, Minutes:

Motion put forward by Georgiann Dustin to accept the minutes from the September 12, 2023, meeting. Motion was granted by Stephen Shubert and seconded by George Edward. **Motion Passed.**

Announcements: None.

Public Comment: None.

Nomination and Vote for Chair: Georgiann Dustin
Board Members Terms Expiring: To be checked in member roster.

Board Members Committees: Review

Overview and discussion of requirements for a vote. Georgiann Dustin nominated. 9 Yeah & 1 Nay

Motion put forward by Georgiann Dustin to accept the nomination and vote for Chair. Motion was granted by Mary Kanter and seconded by Shirley Bennett. **Motion Passed.**

2024 Meeting Dates

Presented, discussed, and noted as follows:

January 9
March 12
May 14
July 9
September 10
November 12

Executive Director Updates

Agency Updates – Review

2024 Budget Overview. Revenue and expenditure discussion and review.

Legislative Priorities. Top three requests are:

- The need for caregivers and the current shortfall, including the impact this can have on case loads for case managers and care coordinators.
- Hunger – Food and Nutrition assistance.
- Increase in Non-Emergent Medical Transport (NEMT) for administrative costs.

Staffing Changes. Approved at the Governing Board meeting for additional Behavioral Health, Contracts Specialist, IT Specialist, and Q&A Training Coordinator.

Clinical Programs Overview

Elizabeth Anderson

Presentation and discussion of Clinical Services including, Behavioral Health, Care Coordination Programs, and Jail Health.

Strategic Plan The 2024-2027 Strategic Plan is on nwrcwa.org. in a slideshow format. Key themes are building long-term care services and support system to meet complex needs, supporting family caregivers and people impacted by dementia, providing information and access, transportation, coordination with tribes, social isolation and loneliness, and diversity and equity.

Break – The decision was made to continue through the break.

Bylaws Overview

Bethany Chamberlin

Deferred to next meeting – or possible special meeting to be set by Bethany. Due to time constraints and a request to review the Bylaws one last time before presenting to the Governing Board.

State Council on Aging Update (SCOA)

Stephen Shubert - Deferred until next meeting.

Georgiann has been asked to sit on the Whatcom Council on Aging-Dementia Support.

Communities

Bellingham: Whatcom Council on Aging looking for a new building. Jodi met with Pete Nelson, Executive Director of the Blaine Senior Center and was impressed with their community inclusion.

Lynden:

Mount Vernon:

Orcas:

Snohomish/Island Counties: The Center (Senior Center, Oak Harbor) is more community oriented.

Amanda noted that Mt. Vernon ADR staff will be working out of the Camano Island center once a week.

Adjourn: 3:20

A motion was made to adjourn by Georgiann Dustin and seconded by George Edward & Stephen Shubert.
Motion passed.

The meeting adjourned at 3:20 PM

Jeri Johansen, Administrative Assistant

Reviewed and approved by the Northwest Senior Services Board at the March 12, 2024, meeting.

Georgiann Dustin, NWSSB, Chair

Northwest Senior Services Board

By-Laws

As amended and ratified April ____ 2024, by the Northwest Regional Council

Introduction

The Northwest Regional Council's Area Agency on Aging (hereinafter referred to as the "Area Agency on Aging") is the local agency, mandated by Federal and State law, to plan for and coordinate a comprehensive service delivery system for persons 60 years and older and functionally disabled people of all ages in Island, San Juan, Skagit, and Whatcom Counties. The Area Agency on Aging is governed by the Northwest Regional Council Governing Board (hereinafter referred to as the Governing Board), a body of two county commissioners each from Island, San Juan, and Skagit Counties and one member of the Whatcom County Council and the Whatcom County Executive. The Area Agency on Aging and the Council are assisted and advised by the Northwest Senior Services Board (hereinafter referred to as the "Advisory Board") in planning and coordinating services in the four-county area. Advisory Board members have a responsibility to represent the needs and interests of older persons and other functionally disabled people in the region.

Goals, Authority, and Responsibilities

I. Program Goals

The goal of the Northwest Regional Council Area Agency on Aging is the development and enhancement of a comprehensive service delivery system which meets the physical, social, and psychological needs of older and other disabled people within Island, San Juan, Skagit, and Whatcom Counties and which removes the barriers that may interfere with the ability of older adults and those who are functionally disabled to live independently and with dignity in the most appropriate setting.

The goal will be accomplished through the development of contracts for service, through coordination with other service providers, through motivation of agencies to meet their responsibilities in serving older adults and functionally disabled persons of all ages, and through stimulating the development of new or expanded services, as needed.

II. Authority

The Advisory Board is established by the Northwest Regional Council to advise the Council and its staff on senior and long-term care services planning, coordination, and management, pursuant to the terms and requirements of the Older Americans Act of 1973. As amended, the Washington State Senior Citizens Services Act, Title XX of the Social Security Act, and other programs assigned by the Legislature, Congress, or the Northwest Regional Council.

III. Relationship with Northwest Regional Council Governing Board

1. The Northwest Senior Services Advisory Board members serve as advisors to the Governing Board members and the Executive Director on issues as specified in Section IV, 1-14 . As advisors to the Governing Board, the Chairperson of the Advisory Board, or his/her designee, acting in a liaison role shall attend as appropriate, Northwest Regional Governing Board meetings to explain and support the recommendations of the Advisory Board. The Chairperson or designee shall also report back to the Advisory Board on actions taken by the Governing Board.
2. Advisory Board proposed recommendations must have Governing Board approval prior to implementation of any policy, program, budget, plan, and/or by-law changes. The Advisory Board may, however, represent the Area Agency on Aging and promote programs for seniors and the functionally disabled within the approved Area Plan, without prior Governing Board approval.

IV. Northwest Senior Services Advisory Board Responsibilities

1. Coordinate with private and public agencies on aging issues (Ch. 4, 3C7)
2. Represent interests of older and persons with disabilities in the four county area; (Section 3:C:3);
3. Assist and advise in the development and administration of the Comprehensive Area wide Plan;
4. Conduct public meetings, forums and conferences for input and education (Section 3:C:2);
5. Review annual budget.
6. Review grant applications and discuss impact as time allows.
7. Assist and advise the Area Agency staff in development of the Area Plan and evaluating programs under the Area Plan.
8. Review and monitor reports on contracted services and submit any recommendations to the Governing Board;
9. Review and comment on policies, programs and actions which affect older persons and people with disabilities; (Section 3:C:4)
10. Review and make recommendations, and participate in advocacy efforts on proposed legislation, and AAA program priorities which could affect older adults and persons with disabilities.

11. Identify the needs of older adults and people with disabilities, create community understanding of the needs and advocate for the development of services to meet these needs; (Section 3:C:1 ALTSA manual)
12. Form task forces or subcommittees to assist in planning, analysis, policy and goal recommendations, and such other functions as the Executive Director deems necessary (Section 3:C:3);
13. Undertake such additional duties and responsibilities as are delegated by the Northwest Regional Council Governing Board.
14. Participates in selection of the Area Agency on Aging Executive Director and participate in selection of other staff at the discretion of the Executive Director. (Section 3:C:5)

V. Meetings

The Advisory Board will minimally meet once per quarter, and on the call of the Chairperson. Written notice of the time and place of any meeting shall be sent to all members of the Board at least ten (10) days prior to the meeting date.

The Chairperson, the Executive Director of the Area Agency on Aging, or any five (5) Board members, notifying the Executive Director, may call a special meeting. Notice of a special meeting must be made to all Advisory Board members at least three (3) days prior to the special meeting.

Meetings are open to the public.

VI. Minutes

The actions of the Advisory Board shall be recorded, and its deliberations summarized in the form of minutes which shall be distributed to all members of the Advisory Board, as soon as practical following each meeting, but at least published with the notification of the next regular Advisory Board meeting. Minutes will also be available to the Northwest Regional Council Advisory Board.

VII. Quorum and Rules

A quorum shall consist of a majority of the current full-voting members.

VIII. Debate and Action

Only duly appointed members of the Advisory Board, and Area Agency on Aging staff, or persons specifically invited and recognized by the Chairperson shall be permitted to participate in the discussion of any matter before the Advisory Board.

The Advisory Board acts by the adoption of motions or through resolution of a majority of full voting members.

IX. Conflict of Interest

In order to assure the impartiality and objectivity of the Advisory Board, any member who is employed by an agency contracting or seeking to contract with the Norwest Washington Area Agency on Aging, or whose immediate family member is likewise involved, is deemed to have a conflict of interest on a particular issue before the Advisory Board. The member may speak to the matter at issue, but shall abstain from voting on that issue; this abstention will be noted in the minutes. Elected public officials shall not be considered employees under the language of this paragraph.

Challenges of conflict of interest - Any member is qualified on motion, if seconded, to challenge the authority of any other member to vote on any issue. A majority vote of those members present will determine if the challenge to vote is accepted, based on the above provisions.

With regard to review of competing proposals, the following process will be followed:

An individual shall be considered to have potential conflict of interest for the purpose of review of competing proposals in the Area Agency on Aging Request for Proposal process if the individual:

- Is an employee, or member of the immediate family of an employee, of the proposer, or has been an employee within the last two years;
- Is a member of a board of directors, a trustee, an advisory board/committee member of the proposer, or has served in one of these roles within the last two years;
- Has a financial interest in the proposer's business entity.

Such individuals shall not participate in the review/scoring/appeal of proposals in a competitive situation involving a proposer with which he/she is so affiliated.

Membership and Meeting

X. Advisory Board Composition and Appointments

The Advisory Board shall be composed of a majority of older adults. In addition, shall include representatives of; local elected officials, minority group(s), health care organizations, service provider organizations, persons with leadership experience in the private or voluntary sectors, and persons functionally disabled.

The Advisory Board shall consist of at least twenty-three (23) but not more than twenty-eight members, of which at least one member shall be an elected official who shall serve as a liaison and shall have full voting rights and privileges.

Twenty-two (22) members of the Advisory Board are appointed by the Boards of County Commissioners from Island, San Juan, and Skagit Counties and Executive/County Council members of Whatcom County, apportioned as follows:

Island County	4 full members
San Juan County	3 full members
Skagit County	6 full members
Whatcom County	9 full members

The elected official shall be selected by the Governing Board, and the term of appointment shall be for a two-year period. In addition, the Governing Board, at its option, may appoint up to a maximum of five (5) at-large members, to assure that the needs for appropriate representation are met. Furthermore, no more than two of the at-large members may come from any one county.

NWRC Elected Official	1 member
At large	5 members (optional)

Individuals who are employed by or contracted to agencies or organizations receiving financial assistance from the Area Agency on Aging, or whose immediate family is likewise involved, are not eligible for appointment as members to the Advisory Board. This includes employees, but does not include elected public officials or volunteer members of advisory and governing bodies of such agencies and organizations.

The representative appointed by the governor to represent our area on the State Council on Aging shall serve as an Ex Officio member of the Northwest Senior Services Board.

XI. Term

Appointments to membership on the Advisory Board will be for three years beginning on July 1 and ending on June 30 three years hence.

Any member who misses three (3) consecutive meetings or six or more regularly called Advisory Board meetings within a twelve (12) month period, will have his/her membership terminated, unless excused by the Chairperson.

XII. Officers

The Advisory Board shall elect from its membership a Chairperson and Vice-Chairperson. The Vice-Chairperson shall preside at the meeting of the Advisory Board in the absence of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the Area Agency on Aging Executive Director shall

request another member to serve as Acting Chairperson. The Area Agency on Aging Executive Director shall provide a recorder for the Advisory Board. ?? ?

Election for Advisory Board officers shall be held at the November meeting. The term of office shall be the calendar year. Members shall be given notice of the upcoming election at the meeting immediately prior to the one in which the election is to be held.

Elections shall be made by non-secret ballot by nomination and voted by all those members present.

Upon resignation of any officer, the Advisory Board at its next regular meeting shall elect a replacement.

XIII. Committees

In order to most efficiently carry out its responsibilities, the Advisory Board shall establish an Executive Committee. In addition, the Advisory Board may establish Long Term and Committees as determined useful and necessary. The members and chairperson of these committees shall be appointed by the Chairperson of the Board and serve for such terms as may be designated by the Chairperson, in consultation with the Executive Committee.

Committees

Committees shall be established and reviewed at the beginning of each year, in service areas identified by the Advisory Board as important to older and functionally disabled persons, including, but not limited to, those services which are provided through funding from the Northwest Regional Council. Additional Ad-Hoc Committees may be created by action of the Executive committee.

1. Composition

- a. Each Advisory Board member will be appointed to at least one Committee
- b. Committee Chairpersons shall be selected insofar as possible so that the appropriate county representation on the Executive Committee is (See Article XIII, Section B.1.) achieved.

2. Responsibilities

Each Committee shall have the following responsibilities related to those services and issues as established by the Advisory Board and within its purview:

- a. To investigate and analyze the problems or suggestions as directed by the Advisory Board

- b. To review suggestions and requests for changes to services including any financial impacts and then make recommendations regarding new or modified services to the Executive Committee.
- C. To maintain records of attendance and a summation of discussions held
- D. To assume additional responsibilities as authorized by the Governing Board.

Executive Committee

1. Composition

- a. The Executive Committee shall consist of the following members:
 - (1) Chairperson of the Board;
 - (2) Vice-Chairperson of the Board;
 - (3) Representative to the State Council on Aging;
 - (4) Immediate Past Chairperson to serve one (1) year;
 - (5) Other appointments as necessary to assure appropriate geographical representation from each county.(3 maximum)
- b. The Chairperson of the Board shall serve as Chairperson of the Executive Committee.

2. Responsibilities

- a. To review Committee recommendations regarding requests for funding and/or service additions or modifications..
- b. To make service and funding level recommendations to the Advisory Board.
- c. To develop in coordination with NWRC staff each Advisory Board meeting agenda and recommend topics for discussion.
- d. To assume additional responsibilities as authorized by the Adiosry Board or Council.

By-Law Amendments

These by-laws, in force when adopted by both the Northwest Regional Council Governing Board and Advisory Board, may be amended by proposal of any Board member. Each proposed amendment, or a substitute set of by-laws, shall be submitted in writing to a regular meeting of the Advisory Board and be acted on at the next regular meeting. A two-thirds vote of the members present is required to adopt an amendment to the by-laws. Such amendments are subject to review and approval by the Northwest Regional Council Governing Board.

The business of the Advisory Board and its subcommittees shall be conducted in accordance with the Roberts' Rule of Order, Revised Edition, unless otherwise provided for by these by-laws.

These by-laws take full force and effect following adoption by the Northwest Regional Council Governing Board and the Northwest Senior Services Advisory Board.

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