

LTSS Trust Commission

Meeting Minutes			
Meeting Date	04/30/2020	Time	1:30 to 4:00

Attendees			
✓ Senator Karen Keiser	✓ Representative Paul Harris		Senator Judy Warnick
✓ Representative Frank Chopp	✓ Representative Nicole Macri	✓	Senator Steve Conway
✓ Senator Curtis King	✓ Representative Drew MacEwen	✓	DSHS Secretary Cheryl Strange
✓ HCA Director Sue Birch	✓ ESD Commissioner Suzi Levine	✓	Madeline Foutch, Representative of a union representing LTC workers
TBD, Individual receiving Long-Term Services and Supports	✓ Ruth Egger, Individual receiving Long-Term Services and Supports Designee	✓	Andrew Nicholas, Worker who will likely be paying the premium
Sarai Childs, Representative of an organization of employers whose members collect the premium	✓ John Ficker, Adult Family Home Providers Representative	✓	Dan Murphy, Area Agencies on Aging Representative
✓ Peter Nazzal, Home Care Association Representative	✓ Michael Tucker, Representative of an organization representing retired persons	✓	Lauri St. Ours, Representative of an association representing SNF/ALF providers
✓ Bill Moss (Chair) Assistant Secretary, ALTA, DSHS	✓ Bea Rector Director, HCS, ALTA	✓	Ben Veghte Director, LTSS Trust, ALTA
✓ Carla Reyes Director, PFML, ESD	✓ Cathie Ott Director, ProviderOne Ops and Services, HCA	✓	Matt Smith State Actuary

Topic	Minutes
<i>Introductions</i>	See above.
<i>Orientation</i>	Bea Rector and Ben Veghte from DSHS, Carla Reyes from ESD, Cathie Ott from HCA and Matt Smith, the State Actuary, provided an overview of the LTSS Trust.



LTSS Trust Commission

Topic	Minutes
<i>Foundational Principles</i>	<p>Draft foundational principles for the LTSS Trust were presented to the Commission. The following input was received from Commission members.</p> <ul style="list-style-type: none"> • Include fiduciary responsibility to act in the interest of those who pay into the program • Include responsibility to people who pay in - act in the interest of those who paid into the program • Modern, innovative and entrepreneurial - this appears to be a how not a what • Put customer as the focus • Acknowledge the employers who will be collecting the premiums <p>A poll was taken to have meeting attendees (Commission members and observers) to indicate their top three foundational principles. The results of the poll can be found in attachment A below.</p> <p>Additional input on the draft foundational principles can be provided to Ben Veghte.</p> <p>ACTION ITEM: The draft foundational principles will be updated with input received today and with input Ben receives from Commission members. The foundational principles will be discussed at the next Commission meeting.</p>
<i>Public Comment</i>	<p>Members of the public were invited to provide public comment using the Zoom chat feature. The Zoom meeting remained open until 4:00 pm, the end of the scheduled meeting time, for public comment.</p>
<i>LTSS Trust Commission Charter</i>	<p>The draft LTSS Trust Commission charter was presented to the Commission. The draft charter will be updated with additional Commission member appointments. A new draft will be shared prior to the next Commission meeting.</p> <p>Input on the draft charter can be provided to Ben Veghte.</p> <p>ACTION ITEM: The draft charter will be updated with input Ben receives from Commission members. The charter will be discussed at the next Commission meeting.</p>
<i>LTSS Trust Commission Bylaws</i>	<p>The draft bylaws for the LTSS Trust Commission were presented to the Commission. The following input was received from Commission members.</p> <ul style="list-style-type: none"> • Suggest an executive committee to create agendas • Have interim meetings between commission meetings like a monthly executive meeting, especially during start up faze • Define how Commission members can vote - e.g. proxy, absentee, digital voting • Include the ability to have virtual meetings and how the Commission can take action in a virtual meeting • Partner with libraries, etc. to give people access via virtual meetings • Make sure there's a connection between the Investment Strategy Subcommittee and the Council <p>Additional input on the draft bylaws can be provided to Ben Veghte.</p> <p>ACTION ITEM: The draft bylaws will be updated with input received today and with input Ben receives from Commission members. The bylaws will be discussed at the next Commission meeting.</p>



LTSS Trust Commission

Topic	Minutes
<i>LTSS Trust Commission Meeting Frequency</i>	<p>Commission members discussed meeting frequency. The following input was received from Commission members.</p> <ul style="list-style-type: none"> At front end, meet more frequently than move to quarterly, and meet more frequently again prior to implementation points - premium collection and applying for the benefit May be OK to meet during leg session, look at leg calendar to schedule and work around cutoff dates <p>ACTION ITEM: Commission staff from DSHS will put together two draft meeting schedules, one without an executive committee and one without and send both versions to the Commission for review.</p>

Action Items

ID	Meeting Date	Title	Owner	Due Date	Comments/Updates	Status	Completion Date
5	04/30/20	Schedule One-On-Ones between DSHS LTSS Trust Director and Commission Members	Ben Veghte	05/31/20	2020-04-30: At the Commission meeting Ben shared that he will be scheduling one-on-one meetings with the Commission members.	New	
6	04/30/20	Send out Schedule Options for Future Commission Meetings	Ben Veghte	05/31/20	2020-04-30: Commission staff from DSHS will draft two schedule options. One option will have proposed meeting dates and times for an executive committee to meet between Commission meetings to set agendas. The second option will have proposed meeting dates, more frequent than quarterly, but no executive committee meeting in between Commission meetings.	New	
7	04/30/20	Send Meeting Materials to Commission Members	Jacqui Boydston	05/07/20	2020-04-30: The meeting materials were emailed to Commission members on 4/30. 2020-04-30: Commission staff from DSHS will send out the PowerPoint slides used in the Commission meeting along with the draft bylaws, draft charter and draft foundational principles.	Complete	04/30/20

See also SharePoint List for [LTSS Trust Commission Action Items](#)



LTSS Trust Commission

Attachment A: Poll on Top Three Draft Foundational Principles

