**LHJ MAC Workgroup:**
- Jon Brogger (HCA)
- Hansine Fisher (HFA)
- Annie Goodwin (Benton-Franklin/Asotin)
- John Abplanalp (Lewis)
- Jennifer Inman (HCA)
- Carrie Riemann (HFA)
- April Fisk (Kitsap)
- Lorri Vining (Whatcom)
- Katherine Tillman (HCA)
- Leslie Hopkins (PHSKC)
- Cathy Mortell (Tacoma-Pierce)
- Theresa Adkinson (Grant)

**Consortium 1 & 2:**
- Public Health of Seattle/King County

**Consortium 5:**
- Tacoma-Pierce County Health Dept
- Spokane Regional Health District

**Consortium 6:**
- Asotin County Health District
- Kitsap Public Health District
- Snohomish Health District
- Whatcom County Health Dept

**Consortium 9:**
- Chelan-Douglas Health District
- Lewis County Public Health
- Okanogan County Public Health
- Pacific County Public Health
- Thurston County Public Health
- San Juan County Public Health

**Consortium 10:**
- Adams County Health Department
- Benton-Franklin Health District
- Jefferson County Public Health
- Kittitas County Public Health
- NE Tri-County Health District

**Consortium 11:**
- Clark County Public Health
- Grant County Health District
- Island County Health Dept
- Mason County Public Health
- Yakima Health District

**Consortium 12:**
- Clallam County Health and Human Svcs
- Columbia County
- Garfield County
- Klickitat County Public Health
- Skagit County
- Skamania County
- Walla Walla County Health Dept

Please Register for the Zoom Webinar:
Register in advance for this webinar series: https://zoom.us/webinar/register/WN_3-oAT0jFR42u5mBa36M83g

**Desired Outcome:**
- Program updates, questions and answers.

### Agenda Items

<table>
<thead>
<tr>
<th>Agenda Items</th>
<th>Lead</th>
<th>Comments</th>
<th>Summary Meeting Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Katherine</td>
<td>Attendance is tracked via webinar registration.</td>
<td>HCA is reviewing invoices from all quarters in 2020 in addition to 2019 invoices as they become certified. If your LHJ has not yet certified your 2019-2020 invoices, please do so as</td>
</tr>
<tr>
<td>Quarterly Invoice Review Status</td>
<td>Katherine</td>
<td>Update on review progress for 2019/2020 invoices.</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Contact</td>
<td>Details</td>
<td>Remarks</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Q419 Invoice Deadline</td>
<td>Katherine</td>
<td>The final due date for Q419 invoices is 8/6/21.</td>
<td>The final due date for Q419 invoices is 8/6/21. All LHJs who need to act on their Q419 invoice have been notified of this due date. HCA will not seek reimbursement past the two-year federal filing deadline.</td>
</tr>
<tr>
<td>Q121 Invoice Deadline</td>
<td>Katherine</td>
<td>The Q121 invoice is due 7/30/21.</td>
<td>Q121 invoices must be certified by 7/30/21. If you are unable to certify by this deadline, please reach out to HCA to discuss options for extension.</td>
</tr>
<tr>
<td>2021 Indirect Cost Certificates</td>
<td>Katherine</td>
<td>2021 Indirect Cost Certificates are due with the Q121 invoice.</td>
<td>LHJs are required to submit a 2021 indirect cost rate certificate as backup to their Q121 invoice. You can locate the indirect cost rate form on HCA’s LHJ MAC website under “Billing and Required Documents”. If you have any issues locating this document, please let us know.</td>
</tr>
<tr>
<td>Fiscal Monitoring Update</td>
<td>Jon</td>
<td>Update on HCA triennial fiscal monitoring.</td>
<td>HCA’s accounting team is working with HFA to request additional documents if they are needed. Carrie will reach out and connect with coordinators if additional documentation is requested.</td>
</tr>
<tr>
<td>MAC Vendor Policy Manual Update</td>
<td>Jon/ Leslie</td>
<td>Review the MAC Vendor Policy Manual Update.</td>
<td>Coordinator Manual has been updated to include additional information clarifying roles and responsibilities for LHJs who use vendors related to invoice preparation and MAC meeting attendance. LHJ fiscal or RMTS coordinators are required to attend MAC meetings such as the coordinator call, however another agency employee can attend in their absence if needed.</td>
</tr>
<tr>
<td>Quarterly Code Review Certification Deadline</td>
<td>Carrie</td>
<td>Q221 Quarterly Code Review Certification is due 8/20/21.</td>
<td>Q221 Quarterly Code Review Certification is due 8/20/21. The program will explore reducing the RMTS moment back to the 5-day deadline starting October 1, 2021. Carrie will send an inquiry to LHJs the first week of August to gather feedback on this issue.</td>
</tr>
<tr>
<td>National State of Emergency and Return to 5-day deadline</td>
<td>Leslie</td>
<td>National State of Emergency and return to 5-day deadline.</td>
<td></td>
</tr>
</tbody>
</table>
Please be sure to respond if you have concerns about returning to 5 days.

<table>
<thead>
<tr>
<th>Quarterly Consortium Calls</th>
<th>Leslie</th>
<th>Quarterly Consortium Calls take place on 7/20 at 3pm, 7/21 at 9am, and 7/29 at 11am.</th>
<th>Quarterly Consortium Calls take place on 7/20 at 3pm, 7/21 at 9am, and 7/29 at 11am.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC Coordinator Changes</td>
<td>Leslie</td>
<td>A moment to recognize MAC Coordinator changes.</td>
<td>Happy Retirement Vicky Rutherford from Grant County. Thank you for all you have done in the MAC program! Welcome to the MAC program Gracie Minks in Pacific County and Nikkole Fox in Grant County!</td>
</tr>
<tr>
<td>Comments/Questions</td>
<td>All</td>
<td>Open for any comments/questions.</td>
<td>Q: How best should staff code to ongoing work for Diversity Equity and Inclusion within our department? I'm having trouble deciding if this work is, in general, programmatic (Code 4), part of planning/policy making (Code 8), or part of general admin (14). Advice? A: If agency wide, not program specific, code 14 is most appropriate.</td>
</tr>
</tbody>
</table>

Access the MAC LHJ Coordinator Manual at HCA’s [website](https://www.hca.wa.gov/assets/billers-and-providers/19-050.pdf) or paste this URL into your browser’s address bar: [https://www.hca.wa.gov/assets/billers-and-providers/19-050.pdf](https://www.hca.wa.gov/assets/billers-and-providers/19-050.pdf)

Next Meeting: 8/16/2021 3:30pm-4:00pm