

082803 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 16, 2020 at 9:00 a.m.** Chairman Michael Largent, Dean Kinzer and Arthur D. Swannack, Commissioners, Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Deputy Clerk of the Board attended.

9:00 a.m. - Call to Order/Board Business/BOCC Workshop.

Present: Chris Nelson, Gary Petrovich, Ellary Holliday, Lance Bishop, Mark Storey, Sharron Cunningham, Sandy Jamison, Bill Tensfeld, Brett Myer, Brandy Dean, Victoria Fowler, Bailey Wiedmer, Corey Mitzemburg (9:00 a.m.), Troy Henderson (9:15 a.m.), Robin Jones (9:20 a.m.), and Kelli Campbell via phone (9:25 a.m.).

082804-082806 1-3. The following items were discussed but no action was taken.

- Emergency Declaration
- COVID-19 Update/WC related issues
- Telecommuting Policy
- Hearing/Marijuana Code
- Pandemic Policy
- Lobbyist Conf. Call (10:00 a.m.)

10:30 a.m. - Recess.

10:45 a.m. - Reconvene/Board Business Continued/Flag Salute.

Present: Lance Bishop, Troy Henderson, Gary Petrovich and Victoria Fowler (10:45 a.m.).

D082806A 4. Pledge of Allegiance.

Consent Agenda:

082807 5. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

082808 6. Treasurer's Wire Transfers and Check Report in the amount of **\$306.00**, Payroll warrants numbered **348179-348189** for **\$639,066.35** and General Claims/Veterans' Relief warrants numbered **348199-348332** for **\$182,648.73** approved.

082809 7. March 2, 2020 minutes approved.

082810-082816 8. Personnel change orders approved.

D082816A 8A. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to amend the agenda to include a workshop from 3:00 p.m. to 5:00 p.m. on March 16th, a regular session (that may include workshops) from 8:00 a.m. to 5:00 p.m. on March 17th, and to continue the regular meeting through March 30th.

082817 8B. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize Emergency Declaration resolution for COVID-19.

RESOLUTION 082817
DECLARATION OF EMERGENCY COVID-19 PANDEMIC

WHEREAS, on this 16th day of March, 2020, COVID-19 Pandemic has been impacting Whitman County and has the potential to adversely affect the health of all people in Whitman County; and,

WHEREAS, this new strain of coronavirus is affecting the elderly population in great numbers; and,

BOCC MINUTES-03/16/20-03/30/20

WHEREAS, the Director of Whitman County Public Health Department has reported to the Whitman County Board of Commissioners that COVID-19 has caused serious impacts to the health and well-being of the public and may overwhelm the health and medical system in Whitman County; and,

WHEREAS, the ability for the Emergency Medical System to provide resources to people in Whitman County is dependent on the ability of the County Health Officer and the County Emergency Medical Services, Medical Program Director to adjust the scope of practice which authorization is allowed when an emergency is officially declared; and,

WHEREAS, the conditions constitute an emergency for the County, necessitating activation of the Whitman County Comprehensive Management Plan and the utilization of emergency powers granted pursuant to RCW 36.40.180.

NOW THEREFORE, the Board of County Commissioners of Whitman County, Washington does resolve as follows:

Section 1. There is hereby declared an emergency, as defined in the Whitman County Comprehensive Emergency Plan (Plan), due to the imminent spread of COVID-19 in Whitman County.

Section 2. Pursuant to the emergency declared in Section 1, County Departments and offices designated pursuant to the Plan, are authorized to enter into contracts and incur obligations necessary to combat such emergency and to protect the health and safety of the Citizens of the County, and provide emergency assistance to the victims of such emergency, consistent with the Plan.

Dated this 16th day of March, 2020 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

082818 **8C.** The Telecommuting Resolution and Policy was not ready for consideration. It will be considered at a later time.

082819 **9.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the chairman to sign the Washington State Department of Agriculture Fair Programs-Capital Project Grant Agreement #K2940.

082820 **10.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the Clerk of the Board's credit card request for deputy clerk, Connie Ellis, with a \$5,000 credit limit.

CORRESPONDENCE:

D082820A **11.** The following correspondence was received:

082821 **11A.** A letter was received from the Washington State Liquor and Cannabis Board approving Dewey Botanicals LLC license for Marijuana Producer Tier 3 Marijuana Processor through July 31, 2020.

082822 11B. An executed copy of amendment #1 of contract #1763-98149 between the State of Washington Department of Social and Health services (DSHS) and Whitman County was received.

082823 12. Commissioners' pending list reviewed.

11:00 a.m. - Public Works.

Present: Brandon Kruger, Mark Storey, Garth Meyer, Lance Bishop, and Dean Cornelison (11:00 a.m.).

082824 12A. The following Public Works related issues approved/updated:

ACTION ITEMS:

082825 13. Commissioner Swannack moved Commissioner Kinzer seconded the motion and carried to award the bid for the 2020 liquid asphalt contract to Western States Asphalt, LLC for the bid amount of \$344,000.00 before tax.

082826 14. Commissioner Swannack moved Commissioner Kinzer seconded the motion and carried to approve publishing the notice to call for bids to lease a new/current model year, diesel powered, articulated, four wheel drive loader with trade in.

082827 15. Commissioner Swannack moved Commissioner Kinzer seconded the motion and carried to sign the resolution temporarily closing Almota Road to through traffic during construction activities from mile post 7.96 to the Stevick Road between March 30 and July 31 as presented.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

In the Matter of temporarily closing) RESOLUTION No. 082827
Almota Road #8000 to Through Traffic) ORDER TEMPORARILY
Whitman County, Washington) CLOSING A COUNTY ROAD

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington, in the matter of temporarily closing a county road pursuant to R.C.W. 47.48.010;

WHEREAS, Public Works wishes to perform construction activities on Almota Rd. #8000, from Mile Post MP 7.96 to MP11.56, County Road Project No. XFR1002, and

WHEREAS, it would not be possible to keep much of the indicated road segment open to traffic during heavy earth moving activities in the vicinity of Klaus Road, and

WHEREAS, the safety of the County and contract forces doing the improvements would be better protected if the road segment were closed to through traffic during construction,

IT IS HEREBY RESOLVED, that Almota Road No. 8000 be temporarily closed to vehicular "through" traffic during construction activities from Mile Post MP 7.96 to the Stevick Road #8220, for a twelve week period between March 30 and July 31, at the discretion of the County Engineer. It is also resolved that the road will be posted with appropriate closure signs on either end.

ADOPTED this 16th day of March 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

082828 **16.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the resolution temporarily setting the maximum speed limit for all vehicles to no more than 35 mph along Almota Road mile post 6.92 to mile post 11.56 and along the Stevick Road mile post 0.0 to mile post 2.63 during the construction of the Almota Road as presented.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of temporarily setting Maximum Speed Limits for the Almota Road Reconstruction Project Whitman County, Washington))))	RESOLUTION No. <u>082828</u> ORDER TEMPORARILY SETTING MAXIMUM SPEED LIMITS ON COUNTY ROADS
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BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of temporarily changing the speed limit within work and construction zones on certain county roads affiliated with the Almota Road Reconstruction Project pursuant to R.C.W. 46.61.415;

WHEREAS, Public Works wishes to perform construction activities on Almota Rd. No. 8000, from Mile Post MP 7.96 to MP 11.56, County Road Project No. XFR 1002, and

WHEREAS, the safety of the County personnel, contractor forces, and area residents during construction of the improvements would be better protected if the Maximum Speed Limits on affected roads were reduced to no more than 35 mph during construction.

IT IS HEREBY RESOLVED that the Maximum Speed Limit for all vehicles be temporarily reduced to no more than 35 mph along Almota Road MP 6.92 to MP 11.56, and along the Stevick Road MP 0.0 to MP 2.63 during construction of the Almota Road. The temporary reduction shall be posted with fixed or movable signs indicating the maximum speed.

ADOPTED this 16th day of March 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

082829 **17.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve publishing the call for bids for the remodeling of the Moderate Risk Waste (MRW) building at the Whitman County Solid Waste Facility.

DIVISION UPDATES:

D082829A 18. The following division updates provided by Public Works staff.

Solid Waste Division:

D082829B 18A. Annual spring clean-up dates are currently scheduled for April 17th-25th but may be postponed in light of COVID-19.

Engineering Division:

D082829C 18B. Dean Cornelison provided an update on the Almota Road Phase IV project. Century Link is scheduled to relocate its line today. The crew will be working off roadways until the closure is implemented on March 30th.

D082829D 18C. Union Center Stockpile site began crushing last week. There is an issue with the screen plant at Repp Quarry. They hope to begin crushing tomorrow.

D082829E 18D. RAP projects submittals are scheduled for mid-April. It will likely be cancelled due to COVID-19. The CRAB Board will need to respond.

Maintenance Division:

082830 18E. The small works bid award for the 2020 bridge lumber contract went to Bridgewell Resources. The basis of award, before tax, is \$17,042.40.

082831 18F. The small works bid award for the 2020 asphalt/crack seal contract went to White Cap Construction Supply. The basis of award, before tax, is \$20,580.00

Planning Division:

D082831A 18G. Alan Thomson will visit with the Planning Commission regarding postponing the public hearing on the Marijuana Code due to COVID-19.

D082831B 19. Approved documents signed.

11:30 a.m. - Recess.

1:30 p.m. - Reconvene/Board Business Continued/BOCC Workshop

Present: Bill Tensfeld, Gary Petrovich, and Tod Merley (1:30 p.m.)

082832 20. The following items were discussed but no action was taken.

- Ballot Proposition/Emergency Communications

2:00 p.m. - Recess.

3:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop (COVID-19)

Present: Bailey Wiedmer, Gary Petrovich, Kelli Campbell via telephone (3:00 p.m.), Chris Nelson via telephone (3:40 p.m.), Brandy Dean via telephone (3:50 p.m.).

082833 20A-20B. The following items were discussed but no action was taken.

- COVID-19 Preparedness
- Telecommuting Policy
- Human Resource Bulletin
- WC Cemetery District #7
- Internal Communication
- McKinstry Phase IV/Loan
- McKinstry Phase IV/Project

082834 20C. Commissioner Swannack moved Commissioner Kinzer seconded the motion and carried to approve Telecommuting Policy #POL-8000-HR effective March 16, 2020 in response to emergency with COVID-19.

RESOLUTION NO. 082834
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Telecommuting;

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-8000-HR Telecommuting.

Dated this 16th day of March 2020 and effective as of March 16, 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner



Telecommuting		
Policy: POL-8000-HR	Effective Date 03/16/2020	Res. #082834
Cancels: None	References: None	

This policy applies to employees of Whitman County unless otherwise stated in a collective bargaining agreement.

Definitions:

Telecommuting: Telecommuting means working one or more days from home or other designated alternative worksite instead of commuting to a centrally located worksite.

Centrally Located Worksite: Centrally located worksite means the Whitman County worksite where the employee would be required to work if they did not telecommute.

1. Implementing Telecommuting Arrangements

Elected Official/Department Heads are allowed to implement telecommuting arrangements when it is necessary to accomplish County business. The telecommuting option is not an employee benefit - it is a management right that provides an alternative means to fulfill work requirements.

Telecommuting is not appropriate for all positions. No employee is entitled to, or guaranteed the opportunity. Offering the opportunity to work at home is a

management option based on the discretion of the employee's Elected Official, Department Head and/or designee.

An employee's participation is strictly voluntary. All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or their immediate supervisor (although it is recommended that two weeks' notice be given if possible).

2. Departments Incur the Cost for Expenses

All departments will incur the cost for any expenses they approve for telecommuting agreements. Expenses for telecommuting agreements require the approval of the Elected Official or the Department Head. The Elected Official/Department Head may allow managers/supervisors the authority to approve minimal telecommuting expenses and should set spending limits accordingly.

3. Implementation and Termination of Telecommuting Agreements

Implementation and termination of telecommuting agreements within individual departments will be at the discretion of the employee's Elected Official/Department Head or their designees. An employee wishing to request a telecommuting arrangement shall submit a written request to their Elected Official/Department Head. A telecommuting arrangement must be mutually agreed upon by the employee, the employee's immediate supervisor and the Elected Official/Department Head. Any changes to the written arrangement must also be documented in writing and approved by the employee's Elected Official/Department Head.

4. Telecommuting Agreements and Reviews

Departments consult with Information Technology on services they will/will not provide before creating a telecommuting agreement.

Elected Official/Department Head must set-up telecommuting agreements so that they expire on a routine basis, such as every three or six months (up to a maximum of 12 months). At the expiration of a telecommuting agreement, the employee would have the option to request renewal of the arrangement by filling out another telecommuting application. This process allows management and employees to evaluate and adjust telecommuting arrangements to meet their workload needs.

After an employee begins a telecommuting arrangement; management shall conduct periodic reviews with the employee to evaluate the success of the arrangement. (It is recommended that a first time telecommuter would be reviewed during the first 45 days, at the end of three months, at the end of six months and after one year).

Should a conflict arise between two or more employees concerning a telecommuting arrangement, the employee's Elected Official/Department Head or designee shall have final authority to resolve the matter.

5. Movement Between the Telecommuting Site and the Centrally Located Worksite

Employees may, at the discretion of their immediate supervisor, be called to work at their centrally located worksite on their regular telecommuting workday during their regular work hours to meet workload requirements.

If an employee is telecommuting and during the workday they come in to their centrally located worksite, the time traveling from the employee's home or designated alternative work site to the centrally located worksite must be treated as "job site" to "job site" travel, and the employee's travel time must be counted as hours worked and compensated accordingly.

Whenever possible, when telecommuting employees are requested to report to their centrally located worksite, they should be so notified by the end of the work day prior to the day they are to report to the central worksite. In such cases, travel

time between home and the central worksite is treated as regular commuting time and is not counted as hours worked and compensated.

6. Work Rules While Telecommuting

The duties, obligations and responsibilities of an employee who telecommutes are the same as employees at the centrally located worksite.

A set procedure and schedule for regular communication between a telecommuting employee, staff and customers must be identified in the telecommuting agreement. Fair Labor Standards Act (FLSA) exempt employees must indicate the hours they will be available to be reached by staff and customers. For non-exempt and bargaining unit employees, the telecommuting agreement must indicate the hours the employee will be on work status as well as be available to be reached by staff and customers. Supervisors will also outline specific job assignments and expectations of the telecommuting employee. Work schedule variations are subject to Elected Official/Department Head approval. For non-exempt employees covered by the provisions of the Fair Labor Standards Act, any hours beyond their normal work schedule must be authorized in advance by the employee's supervisor.

In order to utilize accrued leave on a telecommuting workday, employees must contact management according to their department policy/procedure.

Employees who telecommute are expected to be working at their designated work site during their telecommuting work schedule. Personal leave time normally scheduled during a telecommuting employee's scheduled workday must be arranged in the same manner with their immediate supervisor as employees at the centrally located worksite.

7. Maintaining a Safe Work Space

Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their designated work site during their defined work period. The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for work during the telecommuting arrangement. Worker's compensation will not apply to non job-related injuries that occur at the designated work site. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Whitman County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises.

In the event of a job-related incident, accident or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents or injuries. The employee must allow home office inspections conducted by the county if a job-related incident, accident or injury has occurred.

8. Meetings While Telecommuting

Telecommuting employees shall not hold business meetings with internal or external clients, customers or colleagues at their residence. On-line meetings are permissible.

9. Unauthorized Non-county Work During the Telecommuting Schedule is Prohibited

10. Telecommuting Eligibility

1. An employee's work must be of a nature that face-to-face interaction with internal or external customers or project workgroups is minimal and the employee's tasks can be performed successfully away from the county worksite.

2. The need for specialized material or equipment in order to telecommute should be minimal. Employees interested in telecommuting from home must already have a safe and ergonomic home office environment.
3. Characteristics of the employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work well alone.
4. The employee communicates effectively with supervisors, co-workers, support staff and clients.
5. The employee operates computer or other equipment independently, to the degree that will be required to work from their home or designated work place.
6. The employee must be currently performing at an overall satisfactory level or above in their position.
7. The employee shall participate in any county-sponsored telecommuting and/or technology training as requested by the employee's supervisor. The employee shall also participate in any county evaluation of telecommuting.
8. The employee shall complete a calendar each month showing the days they telecommute.

11. Hardware, Software and Supplies

1. Although the need for specialized material or equipment in order to telecommute should be minimal, the county may provide equipment (hardware and software) and services (such as technical support) if it is approved in advance by the IT Director or designee.
2. General office supplies (such as paper and pens) will be provided by the county and should be obtained by the employee at the centrally located worksite. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed.
3. Employees who telecommute from home are subject to the same internal county policies regarding the use of county provided equipment (hardware and software) and services as that of employees at the centrally located worksite.
4. Employees who telecommute shall not allow anyone, except authorized county employees, to use county equipment (including hardware and software) and services.
5. **HARDWARE:** New or existing computer equipment may be provided on an as needed basis to employees by the county if approved in advance by the IT Director. This equipment may consist of a personal computer, modem and related supplies. All supplies must be returned to the county as soon as the telecommuting arrangement is no longer valid, if the equipment will no longer be needed by the employee to do their work or if employment with the county is terminated. The county will provide routine maintenance and repairs for county equipment if the equipment is returned to the employee's centrally located worksite.
6. Office furniture will not be provided to employees who telecommute.
7. **SOFTWARE:** Employees must conform to the county's software standards. Departments will consult with IT to ensure that the software needed conforms to the county's software policies. Only county approved software will be installed on county equipment.
8. Remote access to the county's network may be provided to the employee at the discretion of the employee's Elected Official/Department Head and IT Director. Remote access may also be updated periodically. If the county's remote access system includes internet access or VPN services, the employee may only use the county provided internet access or VPN services in a manner consistent with that of employees at the centrally located worksite. Employees who telecommute are subject to the same internal county policies regarding the use of county provided equipment and services as that of employees at the centrally located worksite.

9. The county will not purchase or reimburse employees for the cost of an internet service provider or internet use. If the county's remote access system includes internet access or VPN services, the employee may only use the county provided internet access or VPN services in a manner consistent with that of employees at the centrally located worksite. Employees who telecommute are subject to the same internal county policies regarding the use of county provided equipment and services as that of employees at the centrally located worksite.
10. The county may purchase or reimburse employees for software that is installed on county provided equipment if approved in advance by the employee's Elected Official/Department Head or designee and the IT Department.
11. Management shall retain the right to visit the home office work site during business hours. Such visits shall be made with 24-hour notification from the Elected Official/Department Head or designee, except in the case of an emergency. Failure to maintain a safe work environment or ensuring that county owned equipment is secure will terminate an employee from the telecommuting program.

12. Telephones

1. Telephone equipment (such as a fax machine) and service may be provided on an as-needed basis to employees by the county if approved in advance by the Elected Official/Department Head or designee and the IT Department. All equipment must be returned to the county as soon as the telecommuting arrangement is no longer valid, if the equipment will no longer be needed by the employee to do their work or employment with the county is terminated. The county will provide for routine maintenance and repairs for county equipment if the equipment is returned to the employee's centrally located worksite.
2. The county may reimburse an employee on a case-by-case basis for business related long distance telephone expenses incurred at the employee's home on telecommuting days if approved in advance by the employee's Elected Official/Department Head or designee. Long distance charges for remote access to the county's network are permissible if approved in advance by the employee's Elected Official/Department Head or designee. Reimbursement will require an itemized copy of the employee's telephone bill.
3. Telecommuters will check their voice mail messages or contact the office on a regular basis throughout the day and will return phone calls promptly.
4. Phones at the alternate work site will be answered in a business-like manner during business hours. Answering machines, if used, will convey an office image during telecommuting hours.
5. The county will not reimburse the employee for local telephone calls or service.

13. Confidential Information:

The employee will maintain the confidentiality of county information and documents, prevent unauthorized access to any county system or information, and dispose of work related documents in a manner that will not jeopardize the interests of the county.

1. Employee ► Makes a written request and submits it to immediate supervisor.
2. Immediate Supervisor ► Reviews request. ► May request a written analysis of work tasks from employee. ► May deny agreement for any equipment or service expenses requested. ► If agreement is acceptable, forwards agreement for approval to Elected Official/Department Head or designee.
3. Elected Official/ Department Head ► Denies or grants equipment or service expenses. If denied, provides the immediate supervisor written explanation of why the expenses are not approved. ► Informs employee in writing of denial or granting of request for telecommuting arrangement and equipment and service

expenses if applicable, including date the arrangement will be implemented and date it will end.

If denied, provides the employee with a written explanation of why the request has been denied.

14. Responsibilities:

1. Employees who telecommute or plan to telecommute are responsible for:
 - a. Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
 - b. Initiating a written request if they are interested in entering into a telecommuting agreement.
 - c. Reporting to their immediate supervisor as early as possible if they are unable to work on a telecommuting day.
 - d. Establishing and maintaining an adequate, safe and ergonomic work space in their home.
 - e. Maintaining appropriate care and security of any county equipment used at the employee's home. Employees who telecommute from home are subject to the same internal county policies regarding the use of county provided equipment (hardware and software) and services as that of employees at the centrally located worksite. Employees shall return all county provided equipment promptly upon completion of their telecommuting agreement. Employees are responsible for maintenance and repair of their own equipment.
 - f. Maintaining the confidentiality of county information and documents, preventing unauthorized access to any county system or information, and disposing of work related documents in a manner that will not jeopardize the interests of the county.
 - g. Any injuries to third parties and/or members of the employee's family on the employee's premises during the employee's telecommuting work period.
 - h. Abiding by all of the terms of Whitman County's telecommuting policy.
2. Immediate Supervisors are responsible for:
 - a. Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
 - b. Reviewing employee requests for telecommuting, denying requests or forwarding eligible requests to Elected Official/Department Head or designee for approval.
 - c. Providing written notice granting or denying requests and written notice for termination of agreements to employees.
 - d. Communicating to the employee performance expectations and monitoring accomplishment of those expectations.
 - e. Abiding by all of the terms of Whitman County's telecommuting policy.
3. Elected Official/Department Head or designee are responsible for:
 - a. Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
 - b. Reviewing employee requests for telecommuting, granting or denying employee requests and forwarding equipment and service expenses that exceed the minimum standards set up by the department director for approval to the department director. If they deny an employee's request, a reason must be provided to the employee's supervisor, so the supervisor may forward the reason to the employee.
 - c. Monitoring policy use by immediate supervisors to insure that the policy is being applied consistently.
 - d. Abiding by all of the terms of Whitman County's telecommuting policy.

- e. Allowing division, section or unit managers to approve minimal telecommuting expenses.
- f. Setting up additional procedures for division managers should the director choose to review or track telecommuting agreements with their employees.

15. Appendices: Agreement

TELECOMMUTING AGREEMENT

Employee's Name:

Department:

Supervisor's Name:

Date:

Department Head/Elected Official or designee:

Outlined below are the terms and conditions for teleworking as agreed upon by the participating employee named above and his/her Department head/Elected Official or designee.

The employee agrees to work at the following location:

Time parameters on the employee's telecommute (days/week, hours/day, duration, etc.):

Future dates for review of this agreement:

Other Special schedule requirements:

The following duties must be performed/not performed by the employee at the secondary location [attach additional documentation if insufficient room]:

The following company-owned equipment will be used by the employee at the secondary location:

The employee will be reimbursed for the following costs:

IT Department Comments:

I, (supervisor's name), have reviewed the above information with program. (employee's name) prior to his/her telecommuting.

Supervisor's Signature:

Date:

I, (employee's name), have read and understand the Telecommuting Policy, and agree to abide by its rules. I also understand that this Telecommuting Agreement is not an employment contract or an employment benefit. This agreement is being entered into by me voluntarily, and may be terminated by my supervisor at any time, for any reason.

Employee's Signature:

Date:

I, (Department Director or Elected Official), have read and agree to the application for Telecommuting. I also understand that this Telecommuting Agreement is not an employment contract or an employment benefit. This agreement may be terminated by me at any time, for any reason.

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Department Head or Elected Official's Signature:

Date:

3:45 p.m. - Recess.

D082834A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, March 17, 2020 at 8:30 a.m.** Chairman Michael Largent, Arthur D. Swannack, and Dean Kinzer Commissioners, Maribeth Becker, CMC, Clerk of the Board and Connie Ellis, Deputy Clerk of the Board attended.

8:30 a.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Tom Kammerzell via telephone (8:55 a.m.), Lance Bishop (9:05 a.m.), Brandon Kruger, Mark Storey (9:55 a.m.), and Bailey Wiedmer (10:15 a.m.).

082835 20D-20E. The following items were discussed but no action was taken.

- Palouse Knowledge Corridor Funding
- IT/Telecommuting
- IT/Teleconferencing
- IT/Health Department Needs
- Hospital Conf. Call/COVID-19
- Work Related Travel

10:40 a.m. - Recess.

D082835A 20F. No COVID-19 related decisions were made.

3:00 p.m. - Reconvene/Board Business/BOCC Workshop.

082836 20G-20H. The following items were discussed but no action was taken.

- Incident Team Meeting Report
- COVID-19/General
- Internal Communication Letter
- Emergency Operations Center (EOC)
- Office Operations/COVID-19
- Travel Resolution
- Crime Lab Support Resolution
- Veterans' Services Officer
- Cemetery District #7-SAO
- ASWSU Letter
- Facilities Staffing
- McKinstry Funding
- Restricted Reserve
- Cemetery District #7-SAO
- COVID-19 Emergency Shelter Grant

082837 20I. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the chairman to use his discretion/wisdom to coordinate with the Emergency Operations Center/Pullman for the COVID-19 Emergency Shelter Grant.

082838 20J. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the Travel Restriction resolution as presented.

**RESOLUTON NO. 082838
BEFORE THE BOARD OF WHITMAN COUNTY COMISSIONERS**

WHEREAS, on Monday, March 16, 2020, the Whitman County Commissioners adopted a Declaration of Emergency for the COVID-19 Pandemic.

WHEREAS, based upon the recommendations of the Whitman County Public Health Director and new Federal guidelines to avoid "Discretionary Travel", the Board of County Commissioners hereby orders all Whitman County departments to cancel discretionary work-related travel; and,

WHEREAS, "Essential Travel" strictly necessary to continue ongoing department operations is considered by the Board of County Commissioners to be an exception to this prohibition on discretionary travel.

WHEREAS, employees are to contact their Elected Official or Department Head for any questions whether proposed travel would be classified as "Essential" or "Discretionary".

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners all discretionary travel is prohibited until further notice.

Dated this 17th day of March 2020 and effective upon this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

082839 20K. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize distribution of a memo to department heads, elected officials and to the Emergency Operations Center (EOC-Bill Tensfeld) regarding COVID-19; and to cc all employees with email and to attach the Emergency Declaration, Telecommuting Policy, and Travel Restriction Resolution.

4:40 p.m. - Recess.

D082839A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, March 23, 2020 at 9:00 a.m.** Chairman Michael Largent, Arthur D. Swannack and Dean Kinzer Commissioners, Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued.

Present: Lance Bishop, Sandy Jamison, Chris Nelson, Troy Henderson, Bill Tensfeld, Gary Petrovich, Ellary Holliday, Gary Libey (9:05 a.m.) and Robin Jones (9:45 a.m.).

Remotely: Ellary Holliday, Janet Schmidt, Sharron Cunningham, Kelli Campbell, Wraylee Flodin, Gary Libey, Denis Tracy, Mark Storey, Annie Pillers, Robin Jones, Sherri Aune and Jill Whelchel.

D082839B 21. Approved consent agenda items signed.

082840 22. Treasurers Wire Transfers and Check Report in the amount of **\$386,366.73,** and Payroll warrants numbered **348422-348433** for **\$455.410.50** and General/Veterans' Relief warrant numbers **348341-348420** in the amount of **\$140,195.75** approved.

082841-082845 23. Personnel change orders approved.

AGENDA REVISED:

082846 23A. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to amend the agenda for 03/16/20 thru 04/05/20.

082847 23B. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to amend the agenda adding the following to the 03/16/20-04/05/20 agenda:

BOCC MINUTES-03/16/20-03/30/20

- Item #25-COVID-19 Update
- Item #26-COVID-19 Related Decisions (T)
- Item #27-COVID-19 Update
- Item #28-COVID-19 Related Decisions (T)
- Item #31-County Property Taxes Regarding Extensions/Due Dates
- Item #32-McKinstry Phase IV Implementation
- Item #38-Restricted Reserve Allocation
- Item #39-Secretary of State Document Management Agreement-Commissioners
- Item #40-Resolution/Crime and Toxicology Lab
- Item #41-COVID-19 Update
- Item #46-Item #26-COVID-19 Related Decisions (T)
- Item #48-COVID-19 Update
- Item #49-Item #26-COVID-19 Related Decisions (T)

9:05 a.m. - BOCC Workshop.

082848-082849 24-25. The following items were discussed but no action was taken.

- Non-Action Updates
 - ❖ Zoom Remoting
 - ❖ Revising Agenda
 - ❖ Bald Butte Radio Tower Purchase
 - ❖ McKinstry/Davis Bacon Act
 - ❖ Property Taxes
 - ❖ WA State Historical Grant
 - ❖ Martin Hall Meeting
 - ❖ Veterans Service Officer
 - ❖ Presidential Primary
- ❖ Non-Essential Depts. Closed to Foot Traffic
- ❖ Public Health Volunteers (4)
- ❖ County Campus Cleanings
- ❖ SEL Offers IT Assistance
- ❖ URM Deliveries
- ❖ Liab. Ins./Employees w/Children
- ❖ Department Revised Operations
- ❖ Landfill/Only Commercial Haulers
- ❖ Emergency Related Expenses

- COVID-19 Updates

9:50 a.m. - Recess.

2:00 p.m. - Reconvene/Board Business Continued.

Present: Lance Bishop, Ellary Holliday, Gary Petrovich.
Remotely: Troy Henderson and Michael Largent.

082850-082853 26. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve emergency personnel change orders for the Health Department.

2:05 p.m. - Recess.

D082853A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, March 24, 2020 at 9:00 a.m.** Chairman Michael Largent, Arthur D. Swannack (remotely) and Dean Kinzer, Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Bill Tensfeld, Sandy Jamison, Chris Nelson, Mish Stanley and Troy Henderson (9:00 a.m.).
Remotely: Lance Bishop, Ellary Holliday, Gary Petrovich, Kelli Campbell, Mark Storey, Annie Pillers, Lorna Lynch, Scott Watson, Denis Tracy, Brandon Kruger, Sherri Aune, Jill Whelchel and Robin Jones (9:00 a.m.)

082854-082856 27. The following items were discussed but no action was taken.

- COVID-19 Updates
 - ❖ Dept. Operations
 - ❖ Temp. Emerg. Leave Policy
 - ❖ Revising Agenda
 - ❖ Governor’s Emerg. Declaration
 - ❖ Statement from BOCC
 - ❖ Updating Employee Hotline
 - ❖ Modified Oper. to EOC
 - ❖ Press Releases by EOC
- ❖ Central Communic. Point is EOC
- ❖ 4th Volunteer PCO
- ❖ Same Zoom Meeting Link Daily
- ❖ HR Bulletin #2
- ❖ Travel Permission Letter
- ❖ Employee ID Badges
- ❖ Landfill-Commercial Haulers Only/ Green Waste/Hazardous Materials

082857 28. COVID-19 related decisions:

Remotely: Lance Bishop, Ellary Holliday, Mark Storey, Brandon Kruger, Janet Schmidt, Gary Petrovich and Kelli Campbell.

082858 28A. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to amend the agenda for 03/16/20 thru 04/05/20.

082859 28B. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to amend the agenda adding Items #28 COV-19 Updates and #28B COVID-19 Related Decisions at 2:00 p.m. today.

082860 28C. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to authorize the Chairman to draft a statement supporting the Governor’s proclamation from last night regarding “Stay Home-Stay Healthy” unless for essential services.

082861 28D. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to approve Stephanie Johnson as an Emergency Health Department volunteer for this emergency.

082862 28E. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to allow Commissioner Swannack to distribute the travel letter permit to all department heads/elected officials to use at their discretion.

9:40 a.m. - Recess.

2:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Sandy Jamison, Chris Nelson, Bailey Wiedmer and Robin Jones (2:00 p.m.).
Remotely: Art Swannack, Lance Bishop, David Nails, Ellary Holliday, Scott Watson, Kelli Campbell, Gary Petrovich, Janet Schmidt, Jill Whelchel, Dan LeBeau, Mark Storey, Brandon Kruger, Bill Tensfeld, IPAD 2, SCH-1435.

082863-082865 28F. The following items were discussed but no action was taken.

- COVID-19 Updates
 - ❖ Temporary Emergency Leave
 - ❖ Governor’s Emerg. Declaration

2:30 p.m. - Recess.

2:40 p.m. - Reconvene/Board Business Continued.

D082865A 28G. COVID-19 related decisions:

082866 28H. Commissioner Swannack moved Commissioner Kinzer seconded the motion and carried to approve the Temporary Emergency Leave Policy in response to a Shelter in Place/Stay at Home Order by the Governor.

2:45 p.m. - Recess.

D082866A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for Monday, March 30, 2020 at 9:00 a.m. Chairman Michael Largent, Arthur D. Swannack (remotely) and Dean Kinzer (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Gary Petrovich and Bill Tensfeld.
Remotely: Ellary Holliday, Lance Bishop, Mark Storey, Janet Schmidt, Annie Pillers, Jill Whelchel, Denis Tracy, Brandy Dean Brandon Kruger, Mark Storey, Kelli Campbell, Bailey Wiedmer, Sharron Cunningham, Jessica Jensema, Sandy Jamison, Chris Nelson, Paul Spencer, Victoria Fowler and Evan Ellis (9:00 a.m.).

082867-082870 29-32. The following items were discussed but no action was taken.

- Non-action items
❖ Revised Emergency Leave Policy
❖ Pullman/2021 Crim. Just. Contract
❖ PSB Mural
❖ TimeClock Plus Testing
❖ McKinstry Phase IV Implement/Delay
❖ County Campus Concrete Work
❖ Public Works Updates
❖ Property Tax Ext./Due Dates
❖ Department Operations
❖ OPMA/PRA Reqs. Suspended/Waived
❖ BOCC Mtgs. Closed In-Person Attend.
❖ COVID-19 Funding
o Emergency Grant Funding
o CDBG-PS Response to COVID-19
o SBA Disaster Loans
o SEWEDA/Commerce
o Essential Army Corps Contracts

- COVID-19 Updates

9:50 a.m. - Recess.

10:45 a.m. - Reconvene/Board Business Continued/Flag Salute.

Present: Gary Petrovich.
Remotely: Ellary Holliday, Lance Bishop, Mark Storey, Kelli Campbell, Bailey Wiedmer, Paul Spencer and Victoria Fowler.

D082870A 33. Pledge of Allegiance.

Consent Agenda:

082871 34. Commissioner Swannack moved Commissioner Kinzer seconded the motion and carried to accept the consent agenda as presented.

082872 35. Treasurers Wire Transfers and Check Report in the amount of \$116,331.84, and General/Veterans' Relief warrants numbered 348341-348420 for \$366,959.20 approved.

082873-082879 36. Personnel change orders approved.

082880 37. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign a resolution writing off a Human Resources non-collectible invoice from Mark Cummins in the amount of \$15.51.

RESOLUTION NO. 082880

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on March 30, 2020 in regular session; and

WHEREAS, the Whitman County Human Resources Department has billed out costs and not received payment; and

WHEREAS, multiple attempts have been made to collect the past due amounts of the total amount of \$15.51;

NOW, THEREFORE BE IT RESOLVED that the listed amount be declared not collectable and removed from the accounting records of Whitman County.

PASSED, APPROVED, AND ADOPTED this 30th day of March 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board
By: Connie Ellis
Deputy Clerk of the Board

Dean Kinzer, Commissioner

082881 38. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the transfer of funds from cash to the restricted reserve in the amount of \$1,200,000 (added to \$1,600,000 in reserve). Chairman Largent voted nay for the reason he voiced earlier in workshop, revenue uncertainty.

082882 39. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign an agreement between Whitman County and the Secretary of State's Office for the continuation of Commissioner records scanning/imaging #848W=1499-1.

082883 40. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign a resolution requesting the WA State Legislature fully fund, enhance the operation of and expand the capacity of the WA State Patrol Crime and Toxicology Laboratories.

RESOLUTION NO. 082883

**CALLING FOR THE WASHINGTON STATE LEGISLATURE TO FULLY FUND THE WASHINGTON STATE PATROL
CRIME LABORATORY AND TOXICOLOGY LABORATORY**

The Whitman County Board of County Commissioners, does hereby resolve as follows:

WHEREAS, the Washington State Patrol oversees a Crime Laboratory which operates five multi-service crime laboratories in Seattle, Tacoma, Marysville, Spokane, Vancouver and

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limited-service crime laboratories including the Kennewick, Tumwater (Latents Fingerprints), and the CODIS Laboratory in Seattle; and,

WHEREAS, the Crime Laboratory exists to provide quality forensic services for criminal justice agencies within the state of Washington such as: DNA Testing, CODIS Laboratory (felon database program), Convicted Offender DNA Collection, Firearm/Toolmark Analysts, Materials Analysis (Seized Drugs, Explosives and Ignitable Liquids, Impressions, and Trace Materials), Questions Documents, Latent Fingerprint Identification and Crime Scene Assistance; and,

WHEREAS, the Washington State Patrol also operates a Toxicology Laboratory that performs drug and alcohol testing for coroners, medical examiners, law enforcement agencies, prosecuting attorneys and the State Liquor Cannabis Board in all 39 Washington counties; and,

WHEREAS, the Crime Laboratory and Toxicology Laboratory have for years been operating without adequate resources, the result being that numerous forensic testing backlogs have developed and forensic testing turnaround times have dramatically increased; and,

WHEREAS, the Washington State Legislature has over the last several years adopted legislation and made appropriations to address a significant backlog of sexual assault kits across Washington; and,

WHEREAS, similar progress has not yet been made by the Washington State Legislature in relation to other forensic testing backlogs that have come to exist within the Crime Laboratory and Toxicology Laboratory; and,

WHEREAS, law enforcement, prosecutors, coroners, medical examiners and other public health officials have for the last several years been dealing with an increasing number of challenges stemming from the testing backlog and increased testing turnaround time ; and,

WHEREAS, user agencies of the Crime Laboratory and Toxicology Laboratory have resorted to outsourcing, often at local government expense, forensic testing to private laboratories in order to reduce testing backlogs and turnaround times so that criminal cases may be more quickly resolved and families may timely learn the outcome of death investigations involving a loved one; and,

WHEREAS, the Whitman County Board of County Commissioners finds that the lack of resources has resulted in a crisis within the Crime Laboratory and Toxicology Laboratory that is ongoing and continuous and that is negatively impacting public health and safety disciplines in Whitman County as well as across the state; and,

WHEREAS, the Whitman County Board of County Commissioners further finds that one of the best ways to address this crisis is to start by educating the Washington State Legislature regarding the dire and immediate need for additional resources at the Crime Laboratory and Toxicology Laboratory.

NOW, THEREFORE, THE WHITMAN COUNTY BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON, HEREBY RESOLVES that the Washington State Legislature fully fund, enhance the operations of, and expand the capacity of the Washington State Patrol Crime and Toxicology Laboratories.

Adopted by the Whitman County Board of County Commissioners on this 30th day of March, 2020.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

082884 **41.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to postpone item #41-McKinstry Phase IV project loan decision until the Board has received the appropriate information to make a decision.

082885 **42.** COVID-19 related decision as follows:

082885A **42A.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to amend the Temporary Emergency Leave Policy in Response to a Shelter-in-Place/Stay at-Home Order.

RESOLUTION NO. 082885A
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the revised Whitman County **Temporary Emergency Leave in Response to a Shelter-in-Place/Stay at-Home Order Policy;**

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached revised **POL-8001-HR Temporary Emergency Leave in Response to a Shelter-in-Place/Stay at-Home Order Policy.**

Dated this 30th day of March 2020 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

Dean Kinzer, Commissioner



Temporary Emergency Leave
In Response to a Shelter-in-Place/Stay-at-Home Order

Policy: POL-8001-HR • Effective Date: March 23, 2020 • Res. #082885A
Cancels: None • Reference: None

This policy applies to all Whitman County employees unless otherwise stated in a collective bargaining agreement.

1. Duration and scope of temporary emergency leave:

This policy is effective upon the official order of the federal, state or local government to shelter-in-place/stay-at-home. It will cease having authority once that order has expired or is rescinded. Emergency leave will operate in cooperation with the parameters of the shelter-in-place/stay-at-home order.

The Elected Official/Department Head is authorized to determine if employees work on site or telecommute. Should the federal, state or local government effect a shelter-in-place/stay-at-home order, paid emergency leave may be granted to eligible employees in accordance with this policy. It is meant to avoid penalizing employees who must remain at home due to such government orders and are unable to perform work on and off site as determined by the county.

2. Parameters:

1. Emergency leave is in addition to an employee's accrued sick and vacation leave.
2. Qualified employees cannot be required to use their accrued leave before emergency leave.
3. Emergency leave applies only for the duration of the shelter in place order.
4. Emergency leave is accessible if the employee is sent home in response to the order and cannot telecommute. Being sent home includes circumstances where:
 - The elected official/department head determines the employee will not work on site or telecommute.
 - The employee is subject to a Federal, State, or local quarantine or isolation order related to the emergency.
 - The employee has been recommended by a health care provider to self-quarantine due to the emergency.
 - The employee is seeking medical treatment directly related to the emergency.
 - The employee is caring for an individual who is subject to a quarantine or isolation order as described above.
 - The employee is caring for a son or daughter whose school or place of care has been closed, or the childcare provider is unavailable and where the closure is directly related to the emergency.
5. Employees are responsible for notifying their supervisor of the need for emergency leave as soon as they become aware of the need or, in the case of unforeseeable circumstances, as soon as reasonably possible.

The elected official/department head may require a verification of the absences exceeding three work days. Depending on the nature of the emergency, the employee must be given at least thirty days to provide the verification. The reason for the verification is to verify the absence is an authorized purpose under this policy. The verification is not required to explain the nature of the condition and

The verification may not result in unreasonable burden or expense to the employee. If the employee believes it will result in being unreasonable, he/she may submit a written justification to the elected official or department head which explains why compliance is a problem. The justification must include: explanation that the leave is authorized under this policy; and an explanation of how the verification requirement is an unreasonable burden or expense.

The elected official/department head must review the written justification and consider alternatives within ten calendar days. Alternatives must

include, but are not limited to: accepting the written justification provided by the employee; and ways to mitigate the employee's expense.

When possible, employees shall complete a leave request form as provided by each department.

6. Under emergency circumstances, employees may be called back to work depending on the need of the department. If called back to work, the employee will no longer be on emergency leave and be paid wages in accordance with Whitman County policy.
7. Emergency leave is in addition to any overlapping leave expansions set by the federal or state governments. It does not overlap with the benefits of such expansions. Emergency leave is not used if the same hour of work is already being paid for by another form of leave. Emergency leave may, however, be used instead of other emergency leave expansions.
8. Emergency leave is not permitted under the circumstances listed below. In these cases regular pay or accrued leave banks will be accessed:
 - The employee is working on-site.
 - The employee performing telecommuting hours.
 - The employee absent for a reason other than a shelter-in-place/stay-at-home order.
 - The employee is off work due to vacation or another reason unrelated to the emergency.
 - The employee is sick or has gone to the doctor for his/her self or a loved one for a reason not related to the current emergency.
9. Emergency leave is not an accrual or bank of leave. It is not subject to carry over or pay out.
10. Emergency leave may be used for no more than the employee's regular work day.

11:00 a.m. - Public Works.

Remotely: Ellery Holliday, Mark Storey, Brandon Kruger, Sharron Cunningham, Paul Spencer, and Victoria Fowler.

082886 42B. The following Public Works related issues approved/updated:

ACTION ITEMS:

D82886A 43. It was determined prior to the meeting the resolution for temporary client accounts at the Landfill was no longer necessary.

082887 44. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the 2019 CRAB Digital submittal as presented.

DIVISION UPDATES:

D082887A 45. The following division updates provided by Public Works staff.

Engineering Division:

D082887C 45A. In response to Commissioner Swannack's inquiry the Director explained how the Almota Road contractor is providing COVID-19 safety to employees and the county inspectors at this site and the 2 crushing sites.

082888-082889 46-47. The workshop/meeting scheduled for today at 1:30 p.m. was determined not to be necessary.

082890-082991 48-49. The workshop/meeting scheduled for 03/31/20 at 9:00 a.m. was determined not to be necessary.

11:10 a.m. - Adjournment.

D082891A Commissioner Swannack **moved** to adjourn the **March 16, 17, 23, 24 and 30, 2020** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 6, 2020**. The foregoing action made this **30th** day of **March 2020**.

ss/ DEAN KINZER, COMMISSIONER
ss/ ARTHUR D SWANNACK, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board
BY: Connie Ellis
Deputy Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners