

083257 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 17, 2020 at 9:00 a.m.** Michael Largent, Chairman, Arthur D Swannack (remotely) and Dean Kinzer (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Connie Ellis, Deputy Clerk of the Board attended.

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

Remotely: Mark Storey, Ellary Holliday, Lance Bishop, Annie Pillers, Hailey Lewis, Jessica Jensema, Whitman County Gazette, Brandon Kruger, Tom Handy, Telephone and Telephone (9:00 a.m.).

083258 1. The following items were discussed but no action was taken.

- 2021 Capital Improvement Plan
- 2020 Budget Amendment #2
- Open Public Meetings Act
- CARES Act Funding
- County Resource Guide
- Forestry Management Plans
- Time Clock Plus Renewal
- Pullman District Court Contract
- Office of Govt. Affairs/Parks & Land
- Trestle Creek Bridge
- Wawawai Fire
- Almota Road Phase 4
- Glorfield Quarry Crushing Contract
- County Zoom Meeting Hosting

9:30 a.m. - Recess.

10:15 a.m. - Flag Salute.

Remotely: Jody Opheim, Mark Storey, Ellary Holliday, Brandon Kruger, Tom Handy, Jessica Jensema and Telephone (10:15 a.m.).

D083258A 2. Pledge of Allegiance.

Consent Agenda:

083259 3. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to accept the consent agenda as presented.

083260 4. Treasurer's Wire Transfers and Check Report in the amount of **\$102,574.76** and General Claims/Veterans' Relief warrants numbered **350499-350606** for **\$326,163.18** approved.

083261 5. August 3, 2020 minutes approved.

083262-083265 6. Personnel change orders approved.

083266 7. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the 2020 Budget Amendment #2 as presented.

RESOLUTION NO. 083266
OF
THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON
2020 BUDGET AMENDMENT #2

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, June 29, 2020; and,

WHEREAS, any and all taxpayers appearing at the hearing held this date, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

BOCC Minutes-08/17/20

WHEREAS, on June 29, 2020 commissioners deemed they did not feel ready to make a decision on Whitman County's Budget Amendment #2; and,

WHEREAS, workshops were scheduled with department heads to discuss previous commitments made to reduce department budgets; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2020 be amended by the amounts indicated as attached; and,

BE IT FURTHER RESOLVED that the appropriate entries to the accounting records be made to reflect the aforementioned budget amendment.

PASSED, APPROVED AND ADOPTED this 17th day of August, 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

DEPARTMENT	2020 Adopted Expend. Budget	BA #1 Revenue	BA #1 Expend.	2020 Amended Expend. Budget After BA #1	BA #2 Revenue	BA #2 Expend.	2020 Amended Expend. Budget After BA #2
Administrative Services	212,767			212,767	118,927	116,427	329,194
Assessor	460,554			460,554			460,554
Auditor	1,082,339		25,057	1,107,396	69,534	(1,230)	1,106,166
Child Support Enforcement	131,317			131,317			131,317
Clerk	329,648			329,648	(13,300)		329,648
Commissioners	479,445		12,121	491,566	-	(500)	491,066
General Government	3,333,133	4,525	85,000	3,418,133	1,489,675	3,072,297	6,490,430
Coroner	203,135			203,135	16,200	(1,700)	201,435
District Court	889,936			889,936	34,627	14,310	904,246
Emergency Management	301,557			301,557	66,624	51,624	353,181
Extension	140,532			140,532		57	140,589
Facilities Management	761,101			761,101		(20,000)	741,101

Not
e 3

Not
e 5,6
Not
e 7,8
Not
e 9
Not
e 2

BOCC Minutes-08/17/20

Fair	436,902			436,902	55,000	45,000	481,902
Health	806,719			806,719	129,129		806,719
Human Resources	234,763			234,763		(4,000)	230,763
Information Technology	670,121		53,091	723,212		28,485	751,697
Juvenile	582,227			582,227		(5,000)	577,227
Parks & Recreation	276,591			276,591		(15,000)	261,591
Prosecuting Attorney	754,265			754,265		49,630	803,895
Sheriff	4,190,975			4,190,975	286,650	286,650	4,477,625
Superior Court	244,596		6,113	250,709		(1,000)	249,709
Treasurer	481,159			481,159			481,159
Weed	109,167			109,167	3,000	(2,000)	107,167
Fund Balance Adjustment		176,857		-	1,357,984		
	17,112,949	181,382	181,382	17,294,331	3,614,050	3,614,050	20,908,381

Not e 4

Not e 1

Not e 10

Note 1-Adjustments in Expense only, zero net effect BA #1 2020

Note 2-BA#2 Expense amount shown is a net amount. An increase in CARES expenses (\$66,624) and a decrease in travel and professional services (\$15,000)

Note 3-BA #2 Expense amount shown is a net amount. An Increase in CARES expenses (\$8,770) and a decrease in travel and small tools and equip (\$10,000)

Note 4-BA #2 Expense amount shown is a net amount. An increase in CARES expenses (\$55,000) and a decrease in professional services (\$10,000)

Note 5-BA #2 Revenue amount shown is a net amount. An increase in CARES revenue (\$1,500,000) and a decrease in general revenues (\$10,325)

Note 6-BA #2 Expense amount shown is a net amount. An increase in CARES expenses (\$1,500,000) and an increase in general expenditures (\$1,572,297)

Note 7-BA #2 Revenue amount shown is a net amount. An increase in CARES and Public Health Revenue (\$14,300) and in autopsy reimbursements (\$1,900)

Note 8-BA #2 Expense amount shown is a net amount. An increase in CARES and Public Health Expenses (\$7,300) and a decrease in wages (\$10,000)

and an additional increase in supplies (\$1,000)

Note 9-BA #2 Expense amount shown is a net amount. An increase in CARES and/or AOC (\$34,627) and a decrease in salaries, benefits, and travel (\$20,317)

Note 10-BA #2 Expense amount shown is a net amount. An increase in BPA Expenditures (\$3,000) and a decrease in salaries (\$5,000)

DEPARTMENT	2020 Adopted Budget	BA #1 2020 Revenues & Expenditures	2020 Amended Budget BA #1	BA #2 2020 Revenues & Expenditures	2020 Amended Budget BA #2	
Self-Insurance	30,000		30,000		30,000	101.012.000
Building & Devel.-PW	249,250		249,250		249,250	102.400.000
Countywide Plan.-PW	618,353		618,353		618,353	103.400.000
Developmental Svcs.	954,304		954,304		954,304	104.340.000
Extension Public.	200		200		200	106.240.000
Veterans Relief	145,500		145,500		145,500	108.060.000
Homeless Housing Plan	275,000		275,000		275,000	109.012.000
County Road-PW	19,022,278	1,574,174	20,596,452		20,596,452	110.400.000
Public Facil. Improve.	2,686,242		2,686,242	54,961	2,741,203	112.010.000
Hotel/Motel Tax	28,000		28,000		28,000	115.300.000
Domestic Violence Svc.	1,100		1,100		1,100	116.010.000

Not e 1

BOCC Minutes-08/17/20

Boating Safety	125,000		125,000		125,000	117.140.000
Inmate Welfare	35,000		35,000		35,000	118.140.000
Historic Preser./Prog.	60,000		60,000		60,000	120.010.000
Sheriff K-9 Unit	13,500		13,500		13,500	122.140.000
Paths & Trails-General	242,196		242,196		242,196	123.310.000
REET Technology	195,381		195,381		195,381	124.050.000
Donations/Planned Giving-Fair	5,650		5,650		5,650	125.300.000
Donations/Planned Giving-Parks	351,700		351,700		351,700	125.310.000
Treasurer M&O	155,000		155,000		155,000	126.050.000
Quad-City	401,000		401,000		401,000	127.140.000
Crime Victims/Witness	107,452		107,452		107,452	128.100.000
Juvenile Special Rev.	86,035		86,035		86,035	129.170.000
Inter-Local Drug Fund	18,500		18,500		18,500	130.140.000
Auditor's Doc. Preser.	266,600		266,600		266,600	132.060.000
Commiss. Special Rev.	529,664		529,664		529,664	133.010.002
Elections Reserve	81,000		81,000	273,441	354,441	134.060.00x
Prosecutor Stop Grant	24,119		24,119		24,119	135.100.000
District Court-Elect. Monitoring	90,524		90,524		90,524	136.030.001
Fed. Equitable Sharing	250,500		250,500		250,500	138.140.000
WA Housing-SHB 2060	36,000		36,000		36,000	141.010.000
Trial Court Improvement-Superior	51,445		51,445	6,701	58,146	143.020.000
Trial Court Improvement-District	106,717		106,717		106,717	143.030.000
Emergency Communications	1,132,856		1,132,856		1,132,856	144.260.001
Debt Svc. Ext.-PSB Bond	166,892		166,892		166,892	200.010.003
Debt Service	86,890		86,890		86,890	210.010.001
Capital Projects	2,531,990		2,531,990	1,584,097	4,116,087	300.010.00x
Capital Projects-Fair	175,094		175,094	54,961	230,055	310.300.000
Cap. Proj/Outside Source	113,830		113,830		113,830	320.010.00x
Solid Waste - PW	6,917,500		6,917,500		6,917,500	400.400.000
Solid Waste Reserve - PW	1,816,000		1,816,000		1,816,000	410.400.000
Equipment Rental/ Revolv	6,571,000		6,571,000		6,571,000	501.400.000
Unemployment	140,000		140,000		140,000	511.012.000
	46,895,262	1,574,174	48,469,436	1,974,161	50,443,597	

Note 1 - Adjustments in Revenue only, zero net effect BA #1, 2020

083267 8. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve a two (2) year renewal of Time Clock Plus at a discounted rate as presented.

083268 9. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the revised 2020 Auditor signature delegation as presented.

083269 10. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the revised 2020 Facilities Management signature delegation as presented.

083270 11. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the credit card request for Administrative Service Director, Jessica Jensema, with a \$5,000 credit limit.

083271 12. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the resolution adopting the updated Whitman County Equal Employment Opportunity Policy as presented.

**RESOLUTION NO. 083271
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF updating the Whitman County Policy: **Equal Employment Opportunity;**

WHEREAS, this update is necessary to be compliant with state and federal regulations,

WHEREAS, this policy is necessary to be compliant with state and/or federal grants received by the County,

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached policy **POL-417-HR Equal Employment Opportunity.**

Dated this 17th day of August 2020 and effective as of August 17, 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



EQUAL EMPLOYMENT OPPORTUNITY

Policy: POL-417-HR • Effective Date: 8/17/20 • Res. #083270
Cancels: Res #072432 • Reference:

Unless otherwise stated in a union contract, this policy applies to all Whitman County employees, applicants and program participants.

Definitions:

Bona Fide Occupational Qualification - A legitimate, reasonable and proven reason to have job qualifications that would normally be illegal.

1. Whitman County Is An Equal Opportunity Employer.

Whitman County is an equal opportunity employer and will not discriminate against any employee, applicant or program participant in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religion, creed, color, national origin, gender, sexual orientation, age, disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. All activities related to employment such as recruitment, selection, transfer, promotion, termination, and training shall be conducted in a non-discriminatory manner.

It is also the policy of this County to foster and maintain a harmonious non-discriminatory working and program environment for all individuals. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

2. Otherwise Illegal Inquiries May be Made Under Specific Circumstances.

Whitman County may create and implement bona fide occupational qualifications for any position. Whitman County may make inquiries in to otherwise protected classes only if the questions pertain to a bona fide occupational qualification or are specifically required by the federal government. Such qualification and questions must be reviewed with the Human Resources Director before implementation.

Human Resources collects information about applicant gender and ethnicity, prior to review of the hiring authority, in accordance with federal reporting regulations. The information collected is provided by the applicant on a voluntary basis and kept confidential, except to the extent necessary to implement an EEO Plan as authorized by law. It is maintained separately from an individual's application and employment file and is not used in a discriminatory manner.

3. Copies of This Policy May Be Obtained Through the Human Resources Department.

Copies of this policy may be obtained through the Human Resources Department.

4. Violations of This Policy Are Cause for Discipline.

New Violations of this policy will be cause for disciplinary action up to and including termination.

Any individual who feels he or she has been a victim of discriminatory treatment in violation of this policy should bring this concern to his/her department head/elected official or the Human Resources Department for appropriate action. An immediate investigation shall be conducted. While complete confidentiality cannot be guaranteed, it will be provided to the extent possible. When the investigation is complete the complainant will be informed of the outcome.

Individuals who are not employed by Whitman County need to submit in writing a formal complaint detailing the alleged discrimination to the Human Resources Department.

Retaliation for filing a grievance, or acting as a witness, is strictly prohibited.

Complaints may be addressed to:

BOCC Minutes-08/17/20

Whitman County Human Resources
400 N. Main St.
Colfax, WA 99111
(509) 397-5243
FAX: (509) 397-6355
www.whitmancounty.org
kellie@co.whitman.wa.us

OR

The U.S. Department of Justice Office for Civil Rights
<https://civilrights.justice.gov/>

083272 **13.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the long term Forestry Management Plans for Kamiak, Elberton, and Klemgard Parks as presented.

083273 **14.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the CARES Sub-Recipient Agreement between Whitman County and Southeast Washington Economic Development Association (SEWEDA) for the amount of \$575,000 as presented.

083274 **15.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the CARES Sub-Recipient Agreement between Whitman County and Community Action Center for the amount of \$300,000 as presented.

083275 **16.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to sign the CARES Sub-Recipient Agreement between Palouse River Counseling for the amount of \$100,000 as presented.

083275 **17.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to authorize the publishing of a public hearing on the CARES Act CDBG-CV1 grant to be held on Wednesday, August 26, 2020 at 8:30 a.m.

CORRESPONDENCE:

D083275A **18.** The following correspondence was received:

083276 **18A.** Notification was received from the Washington State Liquor and Cannabis Board stating Bozman and Associates received domestic winery under 250,000 liters and farmer's market wine sales privileges to end November 30, 2020.

083277 **18B.** An executed copy of the agreement between the City of Pullman and Whitman County for misdemeanor and gross misdemeanor prosecution, indigent defense, adjudication and incarceration costs was received.

083278 **18C.** An executed copy of the Washington State Military Department EM Performance Grant COVID-19 Supplemental Agreement #E20-262 was received.

083279 **18D.** An executed copy of the interagency agreement between Washington State Department of Commerce and Whitman County for Coronavirus Relief Funds Contract Number 20-6541C-038 was received.

083280 **19.** Commissioners' pending list reviewed.

10:40 a.m. - Public Works.

Present: Mark Storey (10:35 a.m.).

BOCC Minutes-08/17/20

Remotely: Jody Opheim, Mark Storey, Ellary Holliday, Brandon Kruger, Paul Spencer, Tom Handy, Jessica Jensema, WC Gazette, Dean Cornelison, and Telephone (10:40 a.m.).

083281 19A. The following Public Works related issues approved/updated:

D083281A 20. Seubert Excavators, Inc. contract not available for Glorfield Quarry crushing project. Item is continued to August 31, 2020.

DIVISION UPDATES:

D083281B 21. The following division updates provided by Public Works staff.

Engineering Division:

D083281C 21A. The Trestle Creek Bridge collapsed on Crow Road as a combine crossed it. The road is now temporarily closed. Mark Storey noted the county was looking at vacating it approximately 10 years ago, but decided against it. He requested the commissioners to revisit the idea as there is a good alternate route only $\frac{1}{4}$ of a mile away.

D083281D 21B. The Almota Road phase 4 project is nearing completion. Most of the paving was done last week. The "main line" paving will be complete today. There are a couple of weeks of clean-up left.

Maintenance Division:

D083281E 21C. The McKivor Bridge replacement will be finished this week.

D083281F 21D. County road paint striping is finished for the year.

Solid Waste Division:

D083281G 21E. Demolition has begun on the old infrastructure of the moderate risk waste facility building.

10:50 a.m. - Recess.

11:00 a.m. - Reconvene/Board Business Continued/Executive Session.

Remotely: Bailey Wiedmer, Gary Hunt and Valerie Hunt (11:00 a.m.).

083282 22. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to go into executive session with the above individuals until 11:30 a.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

11:30 a.m. - Return to Open Session/Reconvene/Board Business Continued.

D083282A 23. Approved documents signed.

11:45 a.m. - Recess.

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

Remotely: Mike Berney, Greater Columbia Behavioral Health (GCBH), Ellary Holliday, Tom Handy, and Jana Mathia (1:30 p.m.).

083283 24. Mr. Berney reviewed the regular Executive Committee Board meeting held on July 2 and August 6, 2020 of the Greater Columbia Behavioral Health Administrative Service Organization (GCBH-ASO).

D083283A 24A. ASO Issue: Executive Session(s):
No executive session was needed.

D083283B 24B. ASO Issue: Approval of warrants and vouchers:

Warrants and vouchers for June (\$1,849,877) and July (\$798,394) relating to ASO operations were approved. Whitman County voted in favor for both months. The votes were unanimous.

D083283C 24C. ASO Issues: State Updates:

The State opened an RFP to allow qualified Managed Care Companies (MCOs) are not in all regions (United Health Care) to operate in those regions. No new MCOs will be added in Greater Columbia.

D083283D 24D. ASO Issues: ASO Updates:

The Executive Committee (Board) continues to meet monthly. The new Rain Tree Information System for GCBH should be going live soon. The Greater Columbia Accountable Community of Health provided a presentation during the public comment period of the July meeting. The Health Care Authority (HCA) will conduct an audit of GCBH-ASO on October 6, 2020. The MCO audit of Greater Columbia's credentialing process went very well. ASO financial statements are complete through July. They are still trying to clear liabilities for inpatient stays from 2019 and part of 2002. There are no significant compliance issues to report.

D083283E 24E. ASO Issue: Criminal Justice Treatment Account:

There are two categories of funds in this account: treatment funds and therapeutic courts. Last year all the GCBH member governments decided to have the treatment dollars flow through the ASO. Unexpectedly, HCA wants to pass some additional therapeutic court funding through the ASO. If Whitman County wanted to claim their share of these funds, it would be approximately \$3,400/month or a little under \$41,000/yr. The requirements associated with these funds would be to establish a county CJTA panel and come up with a strategic plan. County Commissioners requested Mr. Berney proceed by visiting with the District and Superior court judges to see if there was interest.

D083283F 24F. ASO Issue: Other Business.

Palouse River Counseling continues to provide most services via tele-health or telephone. Requests for services are starting to increase.

1:50 p.m. - Recess.

2:30 p.m. - Reconvene/Board Business Continued/Executive Session.

Remotely: Bill Tensfeld (2:30 p.m.).

083284 25. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to go into executive session with the above individual until 3:00 p.m. in accordance with RCW 42.30.110(1)b) for matters related to real estate acquisition.

2:40 p.m. - Return to Open Session/Reconvene/Board Business Continued.

083285 26. There were no decisions made as a result of the Executive Session.

2:45 p.m. - Recess.

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

Remotely: Ellary Holliday, Brady Dean, Maribeth Becker, and Tom Handy (3:00 p.m.).

083286 27. The following items were discussed but no action was taken.

- Capital Improvement Plan Ranking

3:20 p.m. - Reconvene/Board Business Continued.

BOCC Minutes-08/17/20

083287 **28.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and **carried** to approve the 2021 Capital Improvement Plan (CIP) ranking list as presented. No funding decisions were made.

083288 **29.** The consensus was there were no COVID-19 updates.

083289 **30.** There were no COVID-19 decisions made.

3:30 p.m. - Recess.

D083289A **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 24, 2020** at **9:00 a.m.** Arthur D Swannack and Dean Kinzer (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Connie Ellis, Deputy Clerk of the Board attended. Commissioner Michael Largent was absent.

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

D083289B **31.** Approved consent agenda items signed.

083290 **32.** Treasurers Wire Transfers and Check Report in the amount of **\$531,073.63**, Payroll warrants numbered **350607-350620** for **\$476,717.94** and General/Veterans' Relief/Payroll warrants numbered **350624-350728** for **\$1,546,553.72** approved.

083291-083297 **33.** Personnel change orders approved.

D083297A **33A.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to amend the agenda to add items #37, #38 and #39.

9:05 a.m. - BOCC Workshop.

Remotely: Ellary Holliday, Annie Pillers, Tom Handy, Whitman County Gazette, Bill Tensfeld, Jessica Jensema, Chris Nelson, Telephone, and Sandy Jamison (9:05 a.m.).

083298 **34.** The following items were discussed but no action was taken.

- County Broadband Survey
- County Employees' Children/Online Schooling
- Preliminary Study/Economic Downfall
- Almota Phase 4 Project
- New Governor Guidelines
- Little Goose Dam Master Plan
- CDBG Updated Funding Plan
- McKivor Bridge Update
- County Roads Update
- Trestle Creek Bridge
- County Fires Update
- Primary Election
- SHB 1406
- CDBG-CV1 Hearing

9:30 a.m. - Recess.

D083298A **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Wednesday, August 26, 2020** at **8:30 a.m.** Arthur D Swannack (remotely) and Dean Kinzer (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Connie Ellis, Deputy Clerk of the Board attended. Commissioner Michael Largent was absent.

083299 **35.** The regular meeting was recessed and the hearing convened by Commissioner Swannack for the CDBG-CV1 grant hearing.

Jody Opheim provided a brief overview on the CARES Act Community Development Block Grant (CDBG-CV1). The CDBG-CV1 grant will fund CDBG public services and local microenterprise assistance programs. It will provide subsistence and housing support for low and moderate income persons who meet the objective criteria. Ms. Opheim reported all but two Whitman County cities/towns have agreed to join the consortium. She has reached out to, but is waiting to hear back from Albion and Malden. The county will take the lead with support from Community Action Center (CAC). Jeff Guyett, Executive Director for CAC, added the funding will truly benefit the small towns. CAC continues to see a growing need and this funding provides a little more flexibility. He added CAC will see the money gets to where it is needed most. Ms. Opheim ended by stating the county's allotment is approximately \$102,000. She recommended giving each participating city/town an additional \$3,000, as well as some for microenterprise support. If unused, these funds would go back into the general pool. Ms. Opheim will prepare a one page flyer for participating cities and towns to post locally. She will also prepare a short statement for cities/towns to print on their water bills. August 31, 2020 is the deadline for the pre-application. If approved, Ms. Opheim will submit it to the Washington State Department of Commerce.

There being no further comments the hearing was adjourned at 8:40 a.m. and the regular meeting reconvened.

083300 **36.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and carried to sign the resolution adopting the grievance procedure for projects funded with Community Development Block Grant - CV1 funds.

RESOLUTION NO. 083300
GRIEVANCE PROCEDURE FOR PROJECTS FUNDED
WITH COMMUNITY DEVELOPMENT GRANT-CV1 FUNDS

WHEREAS, Whitman County periodically applies for Community Development Block Grant (CDBG) funding for specific projects; and,

WHEREAS, a grievance procedure is required as a condition of receiving CDBG-CV1 funds.

NOW, THEREFORE, BE IT RESOLVED that the following grievance procedure is hereby established for all projects funded by Whitman County with CDBG-CV1 funds:

1. Any resident of Whitman County may submit complaints in writing to the Clerk of the Board, Whitman County Commissioners' Office, 400 N. Main Street, Colfax, WA 99111, (509) 397-5240, stating the nature of the complaint. A record of the complaint and action taken will be maintained. A decision by the designated official will be rendered within 15 business days.

2. If the complaint cannot be resolved to the complainant's satisfaction by the Clerk of the Board:

The complaint will be heard and discussed by the county commissioners, at an open, public meeting. A written decision will be made within 30 business days. The decision of the county commissioners is final.

3. A record of action taken on each complaint will be maintained as part of the records or minutes at each level of the grievance process.

Done at Colfax, Washington this 26th day of August 2020 and effective upon signatures as of this date.

ATTEST:

Michael Largent, Chairman

Maribeth Becker, CMC
Clerk of the Board

Arthur D Swannack, Commissioner

BY: Connie Ellis
Deputy Clerk of the Board

Dean Kinzer, Commissioner

083301 37. There is no need for this item.

083302 38. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and carried to authorize the CARES CDBG-CV1 grant pre-application be submitted for approval.

083303 39. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and **carried** to approve the Whitman County Consortium Program information plan as presented.

8:50 a.m. - Adjournment.

D083303A Commissioner Kinzer **moved** to adjourn the **August 17, August 24, and August 26, 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 **August 31, 2020**. The foregoing action made this **26th** day of **August 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