

BOCC MINUTES-04/03/17

078801 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 3, 2017 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Mark Storey (9:00 a.m.), Bob Reynolds and Melissa Leinweber (9:50 a.m.).

078802 1. The following items were discussed but no action was taken.

- Martin Hall
- Inland NW Partners
- EWCOG
- Solid Waste Loan
- Prepaid E-Cards
- Rezones
- WSAC LSC Webinar
- Solid Waste Issues
- St. John-Endicott Guardrail
- Sole Source Baler
- BCPT Water Damage
- CIP Committee
- Departmental Budget Forecasts
- Board of Equalization
- UTBA
- BRATC
- Public Records Request

10:00 a.m. - Flag Salute.

Present: Kara McMurray.

D078802A 2. Pledge of Allegiance.

10:00 a.m. - Melissa Leinweber, Bob Reynolds, Kelli Campbell, Gary Petrovich, Gordon Forgey and Kara McMurray.

Consent Agenda:

D078802B 23A. Motion by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to accept the consent agenda.

078803 3. Treasurer's Wire Transfers and Check Report in the amount of **\$89,121.07**, Payroll warrants numbered **328503-328508** for **\$384,787.11** and General Claims-Veterans' Relief warrants numbered **328619-328712** for **\$324,512.74** approved.

078804 4. March 20, 2017 minutes approved.

078805-078807 5. Personnel change orders approved.

078808 6. A recommendation from the Lodging Tax Advisory Committee (LTAC) was received for the Palouse Empire Fairgrounds RV Park. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the LTAC expenditure of \$22,000 for the Palouse Empire Fairgrounds RV Park Restroom project.

078809 7. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to adopt the updated Compensating Employees-Non-Represented policy as presented.

**RESOLUTION NO. 078809
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Compensating Employees - Non-Represented;**

WHEREAS, this policy has been amended for clarification purposes and,

WHEREAS, this policy reflects updated hiring and promotion wages and,

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-0825-HR COMPENSATING EMPLOYEES – NON-REPRESENTED.

Dated this 3rd day of April 2017 and effective as of April 1, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur Swannack, Chairman

Dean Kinzer, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board



COMPENSATING EMPLOYEES – Non-represented

Policy: POL-825-HR Effective Date: 04/01/2017 Res. # **078809**
Cancels: Res. 078295 – Reference: None

This policy applies to all non-elected positions designated to the primary compensation system unless otherwise covered by a collective bargaining agreement.

Definitions:

BOCC – Board of County Commissioners

Classification – a set of positions connected by similar purpose, function, responsibility, authority and qualifications

Current Salary – the total compensation an employee has been receiving for a period of not less than six months

Rounded Step Date – a date indicating eligibility for some wage and benefit increases. The rounded step date for employees beginning a new position between the 1st and 15th of the month will be the first of that month. Start dates between the 16th and end of the month indicate a rounded step date on the first of the following month.

1. A Compensation Plan Shall be Maintained for all Classifications

A compensation plan shall be maintained on all classifications for the following purposes:

- Equal pay for equal work as provided by law
- Create an appropriate salary structure for recruitment and retention
- Provide a means of rewarding employees for good performance

- Establish internal equality between classifications
- Review and establish external equitable relationships

The compensation plan shall consist of job classifications and the approved salary range for each classification. It shall include a description of premium pay, opportunity for movement through a salary range, and the effects of personnel movement such as promotion, demotion, transfer, and reassignment.

2. Salary Ranges are Determined Using External Market Sources and Internal Alignment

Salary ranges are determined using a comparison of similar classifications found in external market entities. External entities shall be made primarily of five to seven Eastern Washington counties comparable in population, assessed value and General Fund revenue, but may be adjusted to include other entities (public or private) when a sufficient position comparison cannot be made. A sufficient comparison includes similar classification in at least three market entities.

Classifications will not necessarily be tied directly to external market data. Significant emphasis is placed on internal alignment in order to maintain equity between classifications and meet legal requirements.

Human Resources shall conduct classification surveys and reviews for each classification every three to five years. Classifications may be surveyed all at once, divided by employee group or on an individual basis when necessary.

Surveys are used for various purposes including salary range placement, classification and re-classification, negotiations, and as a consideration in wage adjustments.

3. A Salary Range is Assigned to Each Classification

Salary ranges are set in 2% steps and are identified using the job family title. Steps are labeled using a numerical system.

Pending a satisfactory performance review, employees are eligible to move one step every January 1st. Employees not receiving a satisfactory performance review are step eligible the next following January pending a satisfactory performance review.

New hire probationary periods are unrelated to step progression, except that an employee must pass his/her probationary period, documented by a performance review, before being eligible for a step increase. New hires are eligible to move one step the 1st January following a successful probationary period.

Employees reaching the last step for a period of three years are eligible to receive a onetime 2% longevity increase.

4. Employees Must Pass a Performance Review Before Step Movement

Employees must receive a satisfactory performance rating of at least "Meets Expectations" before receiving a step increase. Performance reviews related to step increases must be completed prior to the scheduled step date.

Employees not receiving a satisfactory review will be evaluated no later than every six months. Employees may move forward one step after a satisfactory evaluation is achieved, as determined by the elected official/department head. Employees not passing a performance review will have their step delayed until a satisfactory evaluation is reached. The following step remains January 1st of next year. If a full year passes before a satisfactory review is achieved, the employee receives one step. The steps are not cumulative from the prior year.

5. New Hires Shall be Compensated within the Appropriate Salary Range

New employees may be hired at step one (1). Elected officials and department heads may request permission from the BOCC to hire a candidate at up to step three (3) if the candidate exceeds the qualifications listed in the

job advertisement. Candidates who apply for a position and can demonstrate qualifications and/or certifications relevant to the position exceeding the advertised job skill requirements shall provide the elected official or department head with written documented evidence of the qualifications. Such evidence includes test results, licenses or certifications as appropriate. Experience may be considered if references and documentation of past success in a relevant job demonstrates skills exceeding the minimum requirements in the advertisement. Such written documentation, along with the Elected official or department head's written request and justification including the reasoning that it is necessary to hire above step one (1) shall be received by the BOCC prior to a meeting where the BOCC hears the request. The request shall be presented by the Elected Official or department head.

With approval of the Board of County Commissioners, classifications may be designated "Critical" or "Essential." After meeting specific criteria Critical classifications may be placed at a higher salary range than the current placement in accordance with task TSK-825-5-HR. Classifications deemed Essential may be moved to a higher starting wage within the current salary range in accordance with task TSK-825-6-HR. Current positions within the adjusted classification are also moved to meet the new placement. HR calculates each Critical & Essential position's new step eligibility as the following January 1st. Critical & Essential job family adjustments apply only to the specific job family in question.

The Essential status of each classification will be reviewed every five years to determine if the designation for new hires is still necessary. Upon BOCC agreement, the designation may be removed for new hires. Removal of Essential status has no effect on existing employees.

Critical criteria:

- The classification must affect all Whitman County governmental operations or be a required position under State or Federal law.
- The classification must have had at least two (2) recruitment attempts involving at least two (2) weeks in a minimum of two (2) area newspapers, concurrently, fail to produce any successful candidates.
- All other county resource options must be fully explored with Human Resources (i.e.-cross training, reorganization, etc.).
- The county must have a long-term need for the classification.

Essential criteria:

- The classification must affect countywide services.
- The position must have remained unfilled for at least six months.
- At least five (5) recruitment attempts involving at least two (2) weeks in two (2) area newspapers concurrently must fail to produce any successful candidates.
- All other county resource options must be fully explored with Human Resources (i.e.-cross training, reorganization, etc.)
- The county must have a long-term need for the classification.

6. Employees May be Transferred, Promoted, Demoted or Reassigned

Transfers occur when an employee is moved between positions in the same classification or between classifications contained in the same salary range. In the case of a transfer, the employee shall remain at the same range and step. Service time since the employee's last step continues to be counted toward a movement to the next step.

A promotion occurs when an employee is moved to a position in a classification with a higher maximum salary rate and involves a change in job responsibilities. Human Resources moves the promoted employee from the current step to the same step in the promotion range. . The service requirement of the new step then begins in accordance with provisions three (3) and four (4) of this policy.

Demotions are a disciplinary move from a position of higher classification and maximum salary rate to one of lower salary range. Reassignments are also movement to a lower classification but are done so voluntarily and unrelated to disciplinary action. Employees are moved to the lower salary range but remain at their current step. The service time since the employee's last step will continue to be counted toward a movement to the next step in the salary range. If the demotion/reassignment is reversed by the department head/elected official within six months, and the employee returns to the same position previously held, he/she will remain at the same step.

7. Positions May be Re-classified

Positions re-classified in accordance with policy POL-820-HR have changed substantially enough to warrant a different salary range. Employees shall be moved to the higher or lower range, as determined by the re-classification, but remain at their current step.

8. Lead Workers Receive a Six Percent Increase for Duration of Designation

Department heads/elected officials may assign the designation of “lead worker” to employees leading teams or specific projects that are not a normal part of their classification. During the designation period employees receive a six percent (6%) increase in pay for the hours spent working on the project. When employees cease to function as lead workers, their pay will return to base pay.

9. Employees Working Out-of-Class Receive Additional Pay

It is the responsibility of the elected official/department head to assign work to employees which is within the scope and level of classification of the employee’s position. Whitman County recognizes that rare circumstances may occur in which an employee must perform work of a higher classification on a temporary basis.

Employees assigned, in writing, to perform work from a higher classification for longer than thirty calendar days shall be compensated on an hour-by-hour basis at the higher classification’s hourly wage based on the employees current step placement. The compensation shall be based on the employee’s current step and be retroactive to the beginning of the pay period in which the employee began performing such duties. Out-of-class pay is a temporary arrangement. When an employee ceases to perform out-of-class, his/her pay returns to its normal rate.

Out-of-class pay does not apply to situations where employees are expected to fill in on an interim basis for co-workers due to employee breaks, vacations less than thirty days long, training, troubleshooting, increased work load, short illnesses/injuries, etc.

Out-of-class pay requiring a budget amendment must be reviewed by Human Resources and approved by the Board of County Commissioners.

10. HIPAA Privacy and Security Officer(s)

The County Commissioners appoint one or more individuals to act as the Whitman County HIPAA Privacy and Security Officer(s).The HIPAA Privacy and Security Officer is responsible for overseeing all ongoing activities related to development, implementation and maintenance of Protected Health Information in accordance with Whitman County policy, state and federal regulations. A more detailed description of responsibilities may be obtained through Human Resources. With the approval of the Board of County Commissioners, the HIPAA Privacy and Security Officer is paid a premium wage of \$5,000 per year.

11. Temporary Employees are Paid Hourly

Temporary employees are employed at the discretion of the department head/elected official. Wages shall be no lower than Washington State minimum wage and paid on an hourly basis as determined by the department. Temporary employees are not part of the compensation system and are not subject to other provisions of this policy, except they may be promoted to regular positions in accordance with county policy and the appropriate collective bargaining agreement.

12. The Whitman County Classification Committee May Make Recommendations Concerning the Compensation System

The Classification Committee serves as a source of representation, information and appeal for county employees.

The Committee is run by a quorum vote of 50% + 1 of the membership and is comprised of volunteer employees from all areas of Whitman County employment. Members are selected from the following categories and may be changed by a vote of the committee and BOCC approval:

Elected Official	1 member
Management/Non-Represented	4 members
Management/Professional/Non-Represented	1 member
Non-Management/Non-Represented	1 member
Non-Management/Professional/Non-Represented	1 member

Bargaining units who participate in the County's classification system may each have one member on the committee.

The Human Resources Director is responsible for the compensation system and acts as a resources/advisor to the Committee. All other members are appointed by the BOCC to staggered 2-year terms. Members may volunteer to sit for an additional 2-year term before stepping down from membership for a minimum of one year.

During the "step down" time, past members may volunteer to serve as one of the two official advisors (non-voting) positions. In the case where more than two past members volunteer for advisor positions, the Committee members make the appointments with preference given to the past Committee office holders.



EVALUATING EMPLOYEE PERFORMANCE: STEP INCREASE

Procedure: PRO-825-1-HR • Effective Date: 4/1/2017 • Res. #: 078809
Cancels: 077275 • Reference: None

Action by:

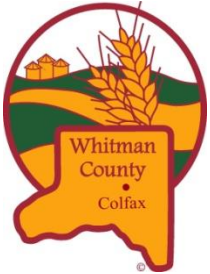
HR
Elected Official/Dept. Hd.

Action:

1. Notifies the department of the upcoming eligibility
2. Reviews the employee's current job description for accuracy.
3. Schedules date, time, location for the performance review
4. Performs the performance evaluations and gives an overall performance rating.
 - 4a. If the overall performance rating is "meets expectations" or above, grants the employee their next salary step.
 - 4h. If the overall performance rating is "needs improvement" or "unsatisfactory", denies the employee their step and continues to evaluate the employees' performance (at no longer than 6 month intervals) until the overall performance rating is "meets expectations" and the next step increase may be granted.
5. Completes and Submits a board order and performance evaluation to

Human Resources for the step increase.

- HR
 - 6. Completes board order form and Presents to BOCC for approval.
 - 7. Files the performance evaluation in the personnel file.
- BOCC
 - 8. Approves the board order and returns it to HR for processing.



DETERMINING CRITICAL AND ESSENTIAL JOB FAMILIES

Procedure: PRO-825-2-HR • Effective Date: 4/1/2017 • Res. #: 078809
 Cancels: 077275 • Reference: None

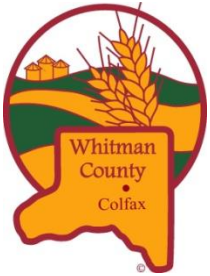
Action by:

Action:

- | | |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Head or Elected Official | 1. Meets with the BOCC and discusses a need to adjust job family placement to either retain or recruit employees. |
| BOCC | 2. Determines the need for a job family evaluation. <ul style="list-style-type: none"> 2a. If a job family evaluation is not needed, informs Department Head or Elected Official their request has been denied. 2b. If a job family evaluation is needed, forwards a written request to Human Resources for evaluation. |
| HR | 3. Evaluates the job family. <ul style="list-style-type: none"> 3a. If the job family does not qualify for “critical” or “essential” status, forwards an explanation of the decision to the BOCC and department. 3b. If the job family qualifies for a “critical” or “essential” status, notifies the Classification Committee Chair. |
| Classification Committee Chair
Classification Committee | 4. Schedules a meeting of the Classification Committee for further evaluation.
5. Evaluates the job family.
6. Presents a job family status recommendation to HR and the BOCC. |
| BOCC | 7. Decides whether or not to approve the Classification Committee’s recommendation. <ul style="list-style-type: none"> 7a. If the job family status change is denied, notifies the Department Head or Elected Official. 7b. If “critical” or “essential” job family status is approved, notifies Human Resources and Department Head or Elected Official. |

HR

8. Processes Commissioners' decision
 - 8a. If "critical" status is approved, adjusts job family, current, and new employee placements.
 - 8b. If "essential" status is approved, adjusts job family, current, and new employee placements.



TASK: EVALUATING CRITICAL JOB FAMILY STATUS: HR

Task: TSK-825-1-HR • Effective Date: 4/1/2017 • Res. #: 078809
Cancels: #077275 • Reference: None

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a critical evaluation request from the BOCC, Human Resources:

1. Determines if the job family affects all Whitman County governmental operations or is a required position under State or Federal law.
 - 1a. If the job family does not affect all Whitman County governmental operations, goes to TSK-0825-2-HR.
2. Determines if critical status guidelines have been satisfied.

Critical Status Guidelines

- Have at least 2 recruitment attempts, as defined above, been made with no successful candidates? (This does not apply if the position is currently filled.)
 - Have County resource options been fully explored with Human Resources? (i.e. – Cross training, reorganization, etc.)
 - Is this a long-term County need?
- 3a. If the critical status guidelines have not been satisfied, determines the job family status is not critical at this time and forwards written recommendation to the BOCC.
 - 3b. If the critical status guidelines have been satisfied, notifies the Classification Committee Chair for further evaluation.



TASK: EVALUATING ESSENTIAL JOB FAMILY STATUS: HR

Task: TSK-825-2-HR • Effective Date: 4/1/2017 • Res. #: 078809
Cancels: 077275 • Reference: None

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving an essential job family evaluation request from the BOCC or is referred here by TSK-0825-1-HR, Human Resources:

1. Determines if the job family affects countywide services.
 - 1a. If the job family does not affect countywide services, determines the job family status is not essential at this time and forwards written notification to the BOCC.
2. Determines if essential status guidelines have been satisfied.

Essential Status Guidelines

- Has the position remained unfilled at least 6 months?
 - Have at least 5 recruitment attempts, as defined above, been made with no successful candidates?
 - Have County resource options been fully explored with Human Resources? (i.e. – Cross training, reorganization, etc.)
 - Is this a long-term County need?
- 3a. If the essential status guidelines have not been satisfied, determines the job family is not essential at this time and forwards written recommendation to the BOCC.
 - 3b. If the essential status guidelines have been satisfied, notifies the Classification Committee Chair for further evaluation.



TASK: EVALUATING CRITICAL JOB STATUS: CLASSIFICATION COMMITTEE

Task: TSK-825-3-HR • Effective Date: 4/1/2017 • Res. #: 078809
Cancels: 077275 • Reference: None

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a critical evaluation review from Human Resources, the Classification Committee:

1. Determines if the job family affects all Whitman County governmental operations or is a required position under State or Federal law.

1a. If the job family does not affect all Whitman County governmental operations, goes to TSK-0825-4-HR.

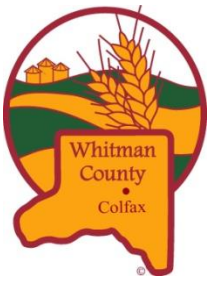
2. Determines if critical status guidelines have been satisfied.

Critical Status Guidelines

- Have at least 2 recruitment attempts, as defined above, been made with no successful candidates? (This guideline does not apply if the position is currently filled.)
- Have County resource options been fully explored with Human Resources? (i.e. – Cross training, reorganization, etc.)
- Is this a long-term County need?

3a. If the critical status guidelines have not been satisfied, determines the job family status is not critical at this time and forwards written notification to the BOCC.

3b. If the critical status guidelines have been satisfied, notifies the BOCC of the critical status determination.



TASK: EVALUATING ESSENTIAL JOB FAMILY STATUS: CLASSIFICATION COMMITTEE

Task: TSK-825-4-HR • Effective Date: 4/1/2017 • Res. #: 078809
Cancels: 077275 • Reference: None

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a status evaluation review from Human Resources or is referred here by TSK-0825-3-HR, the Classification Committee:

1. Determines if the job family affects countywide services.

1a. If the job family does not affect countywide services, determines the job family status is not essential at this time and forwards written notification to the BOCC.

2. Determines if essential status guidelines have been satisfied.

Essential Status Guidelines

- Has the position remained unfilled at least 6 months?
- Have at least 5 recruitment attempts, as defined above, been made with no successful candidates?
- Have County resource options been fully explored with Human Resources? (i.e. – Cross training, reorganization, etc.)
- Is this a long-term County need?

3a. If the essential status guidelines have not been satisfied, determines the job family is not essential at this time and forwards written notification to the BOCC.

3b. If the essential status guidelines have been satisfied, notifies the BOCC of the essential status determination.



TASK: ADJUSTING SALARY STEPS – CRITICAL EMPLOYEES AND NEW HIRES

Task: TSK-825-5-HR • Effective Date: 4/1/2017 • Res. #: 078809
Cancels: 077275 • Reference: None

After receiving notification of an approved critical status evaluation from the BOCC, Human Resources:

1. Prepares and submits a board order adjusting all current critical position employees' to the higher salary range at their current step. The adjustment is made effective the 1st of the month following the critical status determination or when a new employee is hired, whichever comes first. Next step eligibility is January 1st of the following year.



TASK: ADJUSTING SALARY STEPS – ESSENTIAL EMPLOYEES AND NEW HIRES

Task: TSK-825-6-HR • Effective Date: 4/1/2017 • Res. #: 078809
Cancels 077275 • Reference: None

After receiving notification of an approved essential status evaluation from the BOCC, Human Resources:

1. Prepares and submits a board order adjusting all current essential position employees' salaries to the approved step of the current salary range. The adjustment is made effective the 1st of the month following the essential status determination or when a new employee is hired, whichever comes first. Next step eligibility is January 1st of the following year.

If an employee's current step is at or above the approved step, no adjustment to either their step or next step eligibility is made.

2. Monitors new hire placement at the approved step of the current grade.

If an employee's current step is at or above the new hire's step, no adjustment to either their step or next step eligibility is made.

078810 **8.** **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize the Chairman to sign the Endicott Gun Club special occasion liquor license request.

CORRESPONDENCE:

D078810A **9.** The following correspondence was received:

078811 **9A.** A letter was received from Duane Mickelsen of Pullman regarding county roads.

078812 **9B.** Information regarding the proposed preliminary plat of Sundance South Subdivision was received from the City of Pullman.

078813 **10.** Commissioners' pending list reviewed.

BOCC MINUTES-04/03/17

078814 11. The following bids were received for 2017-18 legal printing.

BIDDER	AMOUNT
Jointly-Whitman County Gazette/Moscow-Pullman Daily News	\$10.14 per column inch

078815 11A. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to award the joint bid for 2017-18 to the Whitman County Gazette/Moscow-Pullman Daily News in the amount of \$10.14 per column inch. A letter of award and agreement was forwarded to the successful bidders.

10:25 a.m. - Recess.

11:00 a.m. - Public Works.

Present: Mark Storey, Alan Thomson, Katrin Kunz and Garth Meyer.

078816 11B. The following Public Works related issues discussed/approved:

ACTION ITEMS:

D078816A 12. The sole source baler repairs resolution was tabled to April 17th.

078817 13. The official transmittal for the proposed Grand J Unlimited, LLC rezone was received and explained by Katrin Kunz.

078818 14. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to set a public hearing to take public comment on amending the Whitman County Zoning Map for the proposed Grand J Unlimited, LLC zone change from the from the Agricultural District to a Limited Heavy Commercial District for a .06 acre parcel at 4522 SR 272, Colfax, WA 99111 in Section 4, Township 16N., Range 44 E.W.W. Whitman County, Washington, to be held in this room at 11:30 a.m. on April 17, 2017.

DIVISION UPDATES:

D07818A 15. The following division updates provided by Public Works staff.

Maintenance Division:

078819 15A. Materials for the 2017 Road Stabilization Project was awarded through the small works process to EnviroTech Services, Inc., Greeley, Colorado in the amount of \$135.00/ton totaling \$36,450.00 less tax.

D078819A 15B. Some Road Department crew members worked overtime last Friday trying to catch up with road grading.

D078819B 15C. The Clear Creek Road pipe replacement suffered a minor setback due to machinery problems the factory making the culvert. It will be 1-2 weeks before the pipe can be installed.

D078819C 15D. Road restrictions are still in place on some roads in the county.

11:25 a.m. - Recess.

11:30 a.m. - Reconvene/Board Business Continued.

Present: Jeff Guyett and Gary Petrovich.

078820 16. At 11:30 a.m. the regular meeting was recessed and the 2016-2018 CDBG-PS grant hearing convened. Handouts for the hearing were distributed and Jeff Guyett of Community Action provided the following report:

BOCC MINUTES-04/03/17

The Community Action Center (CAC) of Whitman County has provided services in Whitman County through funding from the CDBG-Public Service grant, July 1, 2016 - June 30, 2017, in the amount of \$102,125, with \$99,125 used to provide services per our agreement with the County. During the calendar year of 2016, we served approximately 5,000 individuals throughout Whitman County and utilized the CDBG-PS as a critical support of programs without adequate funding to cover staff payroll and benefits, supportive administrative costs and/or space costs to fulfill the needed services to Whitman County residents with Low-to-Moderate income (LMI). The use of CDBG Public Service funds are outlined below:

•**The Community Food & Nutrition programs:** Community Action Center operates the Community Food Bank on a primarily donation basis. CDBG funds covered allowable direct staff costs, administrative & space costs to support the operations of the food bank & gardens. In 2016, the Food Bank operated with a *shopping model*, where visitors selected what the household will use, including fresh greens from the food bank garden hydroponics system, and commodities, such as meat & eggs. We had 2,790 household visits, serving over 5,000 individuals, with an estimated 2,000 visits for freely distributed "bread room" foods.

•**Permanent Housing Assistance:** CAC used CDBG funds for allowable direct staff, administrative and space support to develop affordable housing, home ownership and rental property resources for LMI households in Whitman County. CAC is completing a self-help housing project with sites in Colfax, Palouse and Uniontown, with 16 affordable homes completed, and 3 more being built in Rosalia in 2017.

•**Emergency/Crisis Assistance:** CDBG funds were used for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services, as well as case-by-case legal referral services. We field approximately 7,500 phone calls for information and referrals to vital services through the course of a year and served 1,462 households with Energy Assistance services in 2016.

•**Community Coordination/Collaboration:** CAC used the CDBG funds for allowable direct staff, administrative and space support engage with over 60 Community Partners to enhance our service delivery. The results of the 2015 Whitman County Community Needs Assessment has led to key initiatives starting in 2016: A Whitman County Food Coalition was formed to address, in a collaborative way, the food insecurity in the County, with over 25 member partners; A Palouse Resource Guide workgroup was also started, resulting in a robust, online service resource directory to be announced shortly.

•**Case Management/Continuum of Care:** CAC used the CDBG funds for allowable direct staff, administrative and space support to provide continued and consistent case management to over 1,500 households utilizing energy and rental assistance programs offered by CAC throughout all of Whitman County. The funds also allow staff to maintain collaborative relationships with other service providers to ensure we have the most up to date resources when referring people to other community services.

D078820A 16A. The CDBG-PS grant for July 1, 2017- June 30, 2018 is in the amount of \$101,288, with \$98,288 dedicated to provide program support and services for nearly 12,000 accesses to services during that timeframe. We will continue to utilize the CDBGPS funds as allowable for staff salaries, benefits and taxes, as well as administrative and space costs, as outlined below:

•**The Community Food & Nutrition Program:** CDBG funds will cover allowable costs & space support to operate the food bank, gardens, and kitchen. We anticipate approximately 3,000 visits to the Community Food Bank, and distributing over 200,000 pounds of food & commodities, providing enhanced cooking & nutrition education in a commercial kitchen at CAC, and in local schools.

•**Permanent Housing Assistance:** CDBG funds will cover allowable costs, develop affordable housing, home ownership, and rental property resources for low to moderate income households in Whitman County. We recently closed on the last of 4 self-help, affordable

new homes in Palouse and will begin work on 3 Rosalia self-help homes this spring. We anticipate assisting 8-20 households with the home buyer application process on that project. We also anticipate assisting nearly 400 households with the Section 8HUD housing assistance. CAC has begun preliminary planning for another affordable rental housing project, the River View Apartments in Pullman, which will provide another 56 low income apartments, prioritized for residents who are homeless, disabled, seniors, veterans, or extremely low income.

•**Emergency/Crisis Assistance:** CDBG funds will be used for allowable costs to provide critical emergency, energy and shelter services, as well as legal referral services, despite the loss of that program in Whitman County. We field approximately 8,500 phone calls for information and referral through the course of a year and anticipate serving 1,200 households with Energy Assistance services in 2017-18.

•**Washington State Low Income Weatherization and Improvement:** CAC will use CDBG funds for allowable direct staff, administrative and space support to provide weatherization, lead testing, and healthy home repair services to around 30 homeowners with low income in Whitman County.

•**Community Coordination/Collaboration:** CAC will use the funds for allowable direct staff, administrative and space support to provide continued involvement a growing number of community partners to continue to update and enhance our delivery of services, such as local food growers and school districts for fresh food and nutrition education to school districts with more than 50% enrollment in the free and reduced lunch program. We are building a partnership in the Rosalia School District and see opportunities to work in Tekoa, Endicott, and Garfield in late 2017.

•**Case Management/Continuum of Care:** CDBG funds are applied to allowable costs to provide continued and intensive case management to approximately 600 low to moderate income households utilizing energy and rental assistance programs offered by CAC throughout Whitman County. The funds also assist our staff in maintaining collaborative and up-to-date relationships with other local service providers.

The Chairman thanked Mr. Guyett and opened the hearing to public comments. There being none, the hearing was adjourned and the commissioners' regular meeting reconvened.

078821 **17. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize the Chairman to sign the 2017-18 CDBG-PS grant Project Summary.

078822 **18.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 2017-2018 CDBG-PS grant resolution Certificate of Compliance.

RESOLUTION NO. 078822
RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE
(FOR CDBG PUBLIC SERVICES GRANT ONLY)

WHEREAS, Whitman County is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, Whitman County has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary that certain conditions be met to receive CDBG funds;

NOW, THEREFORE, be it resolved that the (Name of county) authorizes submission of this application to the state Department of Commerce to request **\$101,288** and any amended amounts to fund public service activities in coordination with (name of subrecipient), and certifies that, if funded, it:

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Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted and enforce a policy to prohibit the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy to enforce existing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended;

Certifies to meeting the National Environmental Policy Act (NEPA) through a determination the CDBG-funded public services will not have a physical impact or result in any physical changes and are exempt under 24 CFR 58.34(a), and are not applicable to the other requirements under 24 CFR 58.6; and are categorically exempt under the State Environmental Policy Act (SEPA) per WAC 197-11-305 (2); and

Whitman County designates Arthur D Swannack as the authorized Chief Administrative Official and authorized representative to act in all official matters in connection with this application and Whitman County's participation in the Washington State CDBG Program.

Signature _____ Date April 3, 2017
Name Arthur D Swannack
Title Chairman, Whitman County Board of Commissioners

Attested _____ Date April 3, 2017
Name Maribeth Becker, CMC
Title Clerk of the Board

078823 19. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 2017-2018 CDBG-PS Title VI certification.

078824 20. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign the 2017/2018 Public Service NEPA/SEPA exemption.

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078825 **21.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** that the 2017-2018 CDBG-PS grant application be submitted to the WA State Department of Commerce.

D078825A **22.** Approved documents were signed throughout the course of today's meeting.

11:40 a.m. - Recess.

1:00 p.m. - Call to Order/Board Business/BOCC Workshop.

Present: Kelli Campbell

078826 **23.** The Parks and Developmental Services Departments were discussed but no action was taken.

2:00 p.m. - Recess.

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

Present: Mark Storey.

078825 **24.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 4:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

4:00 p.m. - Return to Open Session/Recess.

D078826A **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, April 4, 2017 at 8:30 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

8:30 a.m. - Reconvene/Board Business Continued/Executive Session.

Present: Bill Tensfeld (8:30 a.m.), Kelli Campbell (9:00 a.m.), Troy Henderson (9:30 a.m.), Maribeth Becker (10:00 a.m.), Chris Nelson (10:30 a.m.), Gary Petrovich (11:00 a.m.), Bob Reynolds (11:30 a.m.).

078827 **25.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 12:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

12:00 p.m. - Return to Open Session/Recess.

1:00 p.m. - Reconvene/Board Business Continued/Executive Session.

Present: Troy Henderson (1:00 p.m.).

078828 **26.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 1:30 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

1:30 p.m. - Return to Open Session/Recess.

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D078828A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 10, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

D078828B 26. Approved consent agenda items signed.

078829 27. Treasurers Wire Transfers and Check Report in the amount of **\$298,249.91** and General-Veterans' Relief warrants numbered **328719-328856** for **\$321,070.86** approved.

078830-078841B 28. Personnel change orders.

9:05 a.m. - BOCC Workshop.

Present: Gary Petrovich and Kelli Campbell.

078842-078843 29-30. The following items were discussed but no action was taken.

- Growth Mgmt. Hrngs. Board Nom.
- Solid Waste Loan
- Parks/DS Structure
- Planning Comm. Resignation
- Palouse Church/Paint Ball
- Election Drop Boxes Legis.
- SEWEDA/ADO
- Planning Comm. Membership
- WSAC LSC Meeting
- Cluster Resid. Appeal
- CIP Committee/Process
- Palouse Basin Aquifer Comm.
- Latah County Joint Meeting
- WACCC's Conference
- Budget Forecasting

11:00 a.m. - Recess.

D078843A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Wednesday, April 12, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Tim Myers.

078844 31. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 10:30 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

10:30 a.m. - Return to Open Session/Board Business Continued/BOCC Workshop.

078845 32. This workshop was dedicated to strategic planning but no action was taken.

12:00 p.m. - Recess.

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

Present: Kelli Campbell (1:55 p.m.).

078846 33. Continued discussion regarding strategic planning was held, but no action was taken.

D078846A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Friday, April 14, 2017** at **9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Bob Reynolds and Gary Petrovich.

078847 34. Continued discussion regarding strategic planning was held, but no action was taken.

11:30 a.m. - Adjournment.

D078847A Commissioner Kinzer **moved** to adjourn the **April 3, 4, 10, 12** and **14, 2017** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 17, 2017**. The foregoing action made this **14th** day of March **2017**.

ss/ DEAN KINZER, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners