

**BOCC MINUTES-04/04/16**

**077649 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 4, 2016 at 9:00 a.m.** Chairman Michael Largent, Arthur D Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Chairman Largent requested Vice-Chairman Arthur D. Swannack preside over today's meeting.

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

Present: Gary Petrovich, Cinnamon Brown, Dan Boone, Joe Poire, Bob Reynolds, Paul Spencer, Chris Nelson (9:00 a.m.), Mark Storey (9:15 a.m.), Alan Thomson, Mark Clinton (9:35 a.m.) and Gordon Forgey (9:45 a.m.) and Kara McMurray (9:55 a.m.).

**077650 1.** The following items were discussed but no action was taken.

- Pullman-Moscow Airport Funding
- McKinstry-Phase II
- Tekoa P&R Loan
- Colfax TIGER Grant
- Columbia River Assessment
- SEWEDA
- Solid Waste Staffing Level
- Whitman County GIS
- Whitcom/Spillman Upgrades
- Whitman County Email
- Planning Code Revisions

**10:00 a.m. - Flag Salute.**

Present: Gordon Forgey, Kelli Campbell, Bob Reynolds, Paul Spencer and Kara McMurray.

**D077650A 2. Pledge of Allegiance.**

**Consent Agenda:**

**D077650B 3. Motion** by Commissioner Kinzer to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

**077651 4.** General Claims/Veterans' Relief/Payroll warrants numbered **322361-322433** for **\$81,093.19** approved.

**077652 5.** March 21, 2016 minutes approved.

**077653-077660 6.** Personnel change orders approved.

**077661 7.** The following joint bid was received for 2016-2017 legal printing.

**BIDDER**

**AMOUNT**

Whitman County Gazette/Moscow-Pullman Daily News \$10.14 per column inch.

**077662 8.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to award the bid for 2016-2017 legal printing jointly to the Whitman County Gazette/Moscow-Pullman Daily News in the amount of \$10.14 per column inch.

**077663 9.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign the 2016 - 1<sup>st</sup> quarter Public Disclosure Commission report for lobbyist services.

**077664 10.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to appoint Jean Brandt to her 1<sup>st</sup> 4-year term, expiring 12/31/19, on the Citizens' Commission on Salaries for Elected Officials.

**077665 11.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a proclamation proclaiming May 2016 as Older American month.



BLAZE A TRAIL: MAY 2016

Older Americans Month 2016  
Proclamation

**Whereas, Whitman County,** includes a thriving community of older Americans who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and,

**Whereas, Whitman County,** recognizes that older adults are trailblazers advocating for themselves, their peers, and their communities—paving the way for future generations; and,

**Whereas, Whitman County** is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and,

**Whereas,** since 1965, the Older Americans Act has provided services that promote community volunteerism and help older adults remain active, healthy and independent; and,

**Whereas,** we appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and,

**Whereas,** our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion.
- Emphasizing home and community-based services that support independent living.
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

**Now therefore,** we, the Board of Commissioners of Whitman County, Washington, do hereby proclaim May 2016 as Older Americans Month. We urge every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to this community.

Dated this 4<sup>th</sup> day of April, 2016.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

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Michael Largent, Chairman

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Arthur D Swannack, Commissioner

\_\_\_\_\_  
Dean Kinzer, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

077666 12. The Columbia River assessment was before the Board for consideration. The commissioners chose not to take any action at this time.

077667 13. Commissioner Kinzer moved Commissioner Largent seconded the motion and it carried to approve the interagency with the Department of Enterprise Services (DES) providing for ESCO professional services and construction contract with ESCO, McKinstry Essention.

077668-077669 14. Commissioner Kinzer moved Commissioner Largent seconded the motion and it carried to approve the fund forms proving for ESCO professional services and construction contracts #2016-087B(2) and #2016-087G(2-1) with ESCO McKinstry Essention.

077670 15. Commissioner Kinzer moved Commissioner Largent seconded the motion and it carried to sign a resolution approving the Tekoa Parks and Recreation District loan for \$70,000.

**RESOLUTION NO. 077670  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 4<sup>th</sup> day of April 2016; and,

WHEREAS, Tekoa Park & Recreation District #6 has requested a loan in due to their levy failing on November 3, 2015, resulting in no levy collection for 2016; and,

WHEREAS, this request complies with R.C.W.'s regarding loan agreements and debt limitations; and,

WHEREAS, a special tax levy election was passed by Tekoa Park and Recreation #6 voters in a special election held on February 2, 2016, to be assessed in 2017; and,

WHEREAS, the interfund loan will be repaid with interest no later than Dec 1, 2017, at an interest rate equal to two percent greater than the monthly average of the Local Government Investment Pool (LGIP) of the State of Washington for the month immediately preceding the month during which the interfund loan is authorized.

NOW, THEREFORE, BE IT HEREBY RESOLVED that a loan of \$70,000.00 is loaned to Tekoa Park & Recreation District #6 from the Whitman County Current Expense Fund at an interest rate of 2.4201%, to be repaid as stated.

PASSED, APPROVED AND ADOPTED this 4<sup>th</sup> day of April, 2016.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

\_\_\_\_\_  
Arthur D Swannack, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Dean Kinzer, Commissioner

077671 16. Commissioner Kinzer moved Commissioner Largent seconded the motion and it carried to sign a resolution adopting the Whitman County Department Head Performance and Development Plan guide as presented.

RESOLUTION NO. 077671  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of adopting the Whitman County Department Head Performance and Development Plan Guide.

WHEREAS, Whitman County recognizes a need for standardized guidance concerning effective department head evaluations and,

WHEREAS, evaluations may lead to improved county services and,

WHEREAS, improved county service is necessary and in the best interest of Whitman County citizens and employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached Whitman County Department Head Performance and Development Plan Guide.

Dated this 4th day of April 2016 and effective as of May 1, 2016.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Dean Kinzer, Commissioner

**Whitman County  
Department Head Performance and Development Plan Guide  
Adopted April 4, 2016**

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### Definitions

- **Assessment/Evaluation:** the evaluation or estimation of the nature, quality or ability of someone to perform a particular set of responsibilities
- **Competencies:** those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function
- **Core Competencies:** those competencies that an organization's leaders expect all department heads to model
- **Evaluation Period:** the period of time in which a money manager's performance is evaluated against specific criteria
- **Goal:** the aim or desired result to be accomplished
- **Interim Review:** a less formal assessment of PDP set at interval times within the evaluation period
- **Job Analysis Process:** a detailed examination of the (1) tasks making up a job; (2) conditions under which the tasks are performed; and (3) what the job requires in terms of aptitudes, attitudes, knowledge, skills and physical demands.
- **Job Specific Competencies:** those competencies that are most critical for a particular position.
- **Key Competencies Expected:** the most important competencies expected during the evaluation period
- **Key Results Expected:** the most important outcomes for the job expected during the evaluation period
- **Measurable:** ability to be measured and observed
- **Objectives:** concrete attainments achieved by following specific steps to reach a goal
- **PDP:** Performance and Development Plan
- **Performance Measures:** a regular measurement of outcomes and results, generating reliable data on the effectiveness and efficiency of programs. Performance Measurement is the process of collecting, analyzing, and /or reporting information regarding the performance of an individual, group, organization or system.

### Chapter 1. Department Head Performance Management Introduction

This guide is intended for use by the Board of County Commissioners in conducting Performance and Development Plans (PDP) for Whitman County department heads.

Performance management aligns the organization's mission, vision and values with individual performance. In an effective performance management system, the overall strategic plan is cascaded down so that, ultimately, there is a clear path connecting each employee's job to that plan. Performance management is an on-going process of creating and sustaining a workplace environment where both an organization and its staff succeed in fulfilling business objectives.

At the **organizational level**, performance management takes the form of planning and tracking of results. It involves the development and communication of:

- Agency mission, vision and values
- Development of goals and objectives focused on results or outcomes
- Performance measures and targets
- Strategies to achieve targets

At the **department head level**, performance management is a comprehensive approach to:

- Establishing expectations
- Supporting employee efforts
- Providing assessment and feedback
- Following through with appropriate recognition or correction

Some common characteristics of organizations where performance management is being done well are:

- High percentage of completed performance appraisals.
- Clear linkage between employees' jobs and the organization's mission.
- Open sharing of performance measures.

- Communication and feedback are continued.
- Employees know what is expected of them.
- Investment of dollars and time in training and development activities.
- Good performance is recognized.
- Poor performance is quickly addressed.

## **Chapter 2. Roles and Responsibilities**

### **Commissioners' Role**

Commissioners provide the link between agency goals and individual departments. Through their actions and attitudes, they help to create a culture that supports performance management.

Commissioners have the following responsibilities within performance management:

- To effectively use the performance management process:
  - Establish clear expectations at the organizational level
  - Provide honest and timely feedback – both formal and informal
  - Support department head growth and development
  - Recognize desired performance
  - Correct undesirable performance
  - Remain focused on helping departments succeed
- To provide leadership to department heads and create a supportive performance management culture
  - To be fair, reasonable, accountable, consistent, and timely
  - To communicate honestly and directly
  - To follow the organization's policies, procedures and guidelines for performance management
  - To ask for assistance when needed

### **Department Head's Role**

Department heads are responsible for communicating and carrying out department goals and objectives in relation to the department's purpose within the county structure. They seek clarification when needed to maintain an understanding of what's expected and for performing the work in a way that meets expectations. Department heads are also responsible for participating in the performance evaluation process and for communicating successes and problems to Commissioners so progress can be better measured and assistance can be provided where needed.

## **Chapter 3. Beginning the Process**

The PDP process starts as soon as a new Department Head comes on board. This ensures the employee understands his/her role and expectations during the probationary period. Commissioners meet with the department head within the first week of employment to establish the PDP process. The PDP is then reviewed and adjusted for each future performance period.

The PDP is organized as follows:

### **Performance Planning**

1. Performance expectations
2. Training and development needs
3. Organizational support

### **Performance Assessment**

4. Interim reviews
5. Performance feedback

## **Chapter 4. PDP Instructions**

The Performance and Development Plan (PDP) includes a form describing expectations and evaluation to support effective employee performance management. The form is formatted to facilitate both performance planning and feedback during and at the end of the performance period. The PDP form is organized as follows:

- |                          |  |
|--------------------------|--|
| Performance Expectations | 1. Performance Expectations (Results and Competencies) |
|                          | 2. Training and Development Needs/Opportunities        |
|                          | 3. Organizational Support                              |
| Performance Evaluation   | 4. Interim Reviews (Optional)                          |
|                          | 5. Performance Assessment (Results and Competencies)   |

1. *Before the Commissioners and department head begin work on the PDP, the following basic steps are taken:*

- The Commissioners and department head update the position description
- The Commissioners complete the data section at the top of the PDP form
- The Commissioners identify the link between the department head’s position and the organizational mission. Involvement of the department head may be requested.
- The Commissioners determine timing and outline the process that will be followed in completing the PDP forms.

In determining the linkage between the position and organizational mission, answer the question: “What is the organization’s mission and how do the duties and responsibilities of this position contribute to the achievement of that mission?” If appropriate, the same question could be asked of the organization’s goals and objectives. This question: identifies the purpose of the position; identifies changes in its purpose since the last evaluation period; and assists in determining appropriate key expectations for the upcoming period.

Position Linkage Examples:

Position: Public Health and Social Services Director  
Organization: Thurston County  
County Mission: Continuously improve services that sustain and enhance safe, healthy, diverse and vital communities  
Department: Public Health and Social Services  
Position Linkage: The Public Health and Social Services Director provides administrative and leadership experience in public policy, coalition building, communication, public health and housing to strengthen the County’s execution of public health benefits. Thus, the position contributes to the continuous improvement of a safer, healthier community.

Position: Office Assistant Senior  
Organization: State Auditor’s Office  
Agency Mission: To independently serve the citizens of Washington by promoting accountability, fiscal integrity and openness in state and local government.  
Department: Local Audit Services  
Position Linkage: This position supports the mission by providing the sole secretarial, clerical and general office support to a local audit manager, three assistant audit managers, and eleven other audit staff. This support assists the staff to conduct efficient and effective audits of all local governments in a four-county area.

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2. *Establish performance expectations based on key results and key competencies.*

Performance expectations are determined by the Commissioners with input from department heads.

Expectations should be limited to two to five key expectations that are most important to successful job performance in each performance period.

The PDP calls for two categories of performance expectations: Key Results Expected and Key Competencies Expected.

**Results** refer to the “what” of the job. Based on the primary areas of responsibility, what are the most important outputs or outcomes expected during the performance period? These expected results are to be stated in measurable or observable terms.

**Competencies** refer to the “how” of the job – the behavior that the employee engages in when carrying out the “what” of the job. Competencies are those measurable or observable knowledge, skills, abilities and behaviors critical to success in a key role or function. Key competencies that are specific to the job should be included. Competencies that are core to the organization might also be included.

Key Results Expected

The Key Results Expected area on the PDP form documents the *most important outcomes* for the job expected during the evaluation period.

- For some positions, this may mean documenting some special assignments or goals to be achieved.
- For other positions with generally the same job duties and expectations from year to year, this may mean documenting the performance standards for the position’s key responsibilities.

- And for others, the key results expected might reflect a combination of performance standards for key responsibilities and special assignments or goals.

Whatever approach is most appropriate for a position, Commissioners should focus on the most critical expectations – generally between two and five total is sufficient for most jobs. If too many "critical" expectations are laid out, then *none* of them seem critical.

The Key Results Expected section is focused on the requirements of the *particular job*. Key Results Expected should be the same for a job regardless of *who* is in the position.

### **Writing Key Results Expected**

How do you describe Key Results Expected? There are two important questions to ask yourself about Key Results Expected:

1. What's important to get done in this job?
2. How will we know when the employee gets there?

In answering these two questions, consider the following.

**Focus on outcomes.** What is the desired end result of the key job responsibility or special assignment? What is the goal? Strive to state Key Results Expected as an *outcome* expectation – rather than an *output* or task. While outputs (number of meetings, number of responses, etc) or completion of specific steps may be easier to measure than outcomes, they often don't speak to the true purpose of the work, although there are some situations where measurement of outputs *is* meaningful.

**Explain how you will know if the Key Result has been achieved.** Make the Key Result Expected measurable or observable. Think ahead to the assessment process. What information will need to be gathered and used in writing the assessment? How might the conversation between the Commissioner and department head go? This will help the Commissioner think about the information that will need to be gathered and how that information might be gathered. The department heads may also have insight on the best way to identify achievements.

**Keep the list short.** To make the Performance and Development Plan meaningful and manageable, it's important to focus on the top priority key responsibilities and/or special assignments. Keep this list to just a handful if possible. Ask:

- Which responsibilities weigh most heavily when deciding how well the employee is doing the job?
- What responsibilities matter most?
- Which responsibilities must an employee excel at to be considered a top performer?
- What special assignments are most significant and have the most impact?

**State them simply.** Use clear, everyday language when describing Key Results Expected. The goal is that both Commissioner and department head will have the same understanding of the expectation. The simpler the language the better.

**Beware of subjective terms** such as: "Thorough", "Excellent", "Effective", "Frequently". Ask yourself: What does "Effective" look like in this job? And state this instead.

**Be SMART!** Check the Key Results documented against the following SMART criteria:

Specific  
Measurable or observable  
Action-oriented  
Realistic (Within the employee's authority and resources)  
Time-oriented (Is a goal date included where appropriate?)

Consider the following format for writing Key Results Expected:

<b>What action?</b>	Reduce; complete; increase; eliminate; maintain...
<b>...will achieve what result?</b>	Strategic plan; response time; software installation...
<b>...by when?</b>	End of 2nd quarter; June '03; Tuesday by 5 p.m.; immediately...
<b>...to what end?</b>	Priorities will be clear; permits will be approved on time; lost time will be reduced...

Key Results Expected Examples:

<b>What action?</b>	Complete
<b>...will achieve what result?</b>	Testing and implementation of the new payroll system

...by when?	By the end of the third quarter
...to what end?	So the new system is ready to run January 1 <sup>st</sup> of next year
What action?	Create and Implement
...will achieve what result?	Quarterly financial review policies and procedures
...by when?	By July 1st
...to what end?	So quarterly reviews and trial balances may be monitored during the year; time worked on the annual reports is reduced by 5 percent

### **Key Competencies Expected**

The Key Competencies portion of the PDP form documents the most important competencies expected during the evaluation period.

### **What are Competencies?**

Competencies are the "how" for each result.

**Competencies** are those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.

In the Performance and Development Plan (PDP) process, there are two primary steps for the Key Competencies Expected section:

1. Pick the most important competencies to include in the plan, and
2. Describe the competencies in behaviorally specific terms.

### **Different Types of Competencies**

Two types of competencies should be considered for inclusion in the Key Competencies Expected section for performance planning.

**Job-specific competencies** are those that are most critical for a particular position. Positions in the same occupational category (job classification) will generally have very similar competency needs, but they may also have unique needs depending on the work being performed.

Job-specific competencies are typically identified through a job analysis process. An organization's Human Resources staff can help supervisors with information about identified competencies and the job analysis process.

**Core competencies** are those competencies that an organization's leaders expect *all* department heads to model. This might be done at the very top level of an organization and apply to every employee, perhaps for a division or department, or maybe not at all. If core competencies are identified, it is important to consider these in the PDP process.

### **How does a Commissioner choose which competencies to use?**

Commissioners focus on some basic questions to determine which competencies to include in the Key Competencies Expected section. What are the competencies critical to *this* job? What core competencies do I need to include? What are the few competencies critical for *this person* to focus on during this period?

While both the Key Results Expected and Key Competencies Expected are built based on the requirements of the job, the Key Competencies Expected should also be influenced by the abilities of the employee and areas of skill, knowledge, and behavior that you need them to focus on during the performance period.

**Keep the number small.** Choose only those competencies most critical for the person in the job for the specific performance period. Use enough to identify what really matters. Keeping the number small keeps the focus on those most important competencies and keeps the process more manageable.

**Check in with Human Resources.** The organization's Human Resources office will likely be able to provide information about the following competency considerations:

- Have Core Competencies been identified for the organization? If they have, are there instructions or expectations regarding their use in the PDP process?
- Has a set of competencies been identified for the position through a job analysis process?
- Are there other competency sets that need to be considered or included? Such as a standard set for all department heads?

**Review competency lists.** Sometimes it's helpful to use established lists of competencies to generate some ideas around competency identification, what to call them, and how to describe them. Lists might be found in a number of places, including management publications and on the web.

Examples of key competencies may include, but are not limited to:

Problem solving  
Teamwork  
Flexibility  
Creative thinking  
Strategic planning  
Communication  
Safety

### **Writing Competency Descriptions**

A one or two word competency "title" isn't enough for the Key Competencies Expected section of the PDP. What one person thinks of when they see "Teamwork", for example, might be very different from what the next person thinks of. Neither will a dictionary or generic definition typically be sufficient. The description needs to be more specific and tailored to the job.

What's important is to describe in behaviorally specific ways what the competency would look like when demonstrated by someone who has mastered it in that job. One way for a supervisor to get clear about what they are looking for is to think of an employee who has mastered that particular competency. What behaviors does that employee demonstrate around that competency that result in them being considered a "master"? Describe these behaviors in the Key Competencies Expected section.

The description needs to be thorough enough and provide enough detail so that the supervisor and employee have a shared understanding of what success in that competency looks like in the employee's job. But just as with choosing the number of competencies or key results to include in the PDP, it's important to limit the number of behaviors chosen to describe the competency – to determine which are the most important indicators of success. Including every possible way that competency might be demonstrated will result in information overload, and loss of focus on the most important behaviors.

### **Key Competency Examples:**

#### *1. Business Alignment*

##### **Definition**

Aligns the direction, products, services, and performance of a business line with the rest of the organization.

##### **Performance Statement Examples**

- Seeks to understand other programs in the organization, including their services, deliverables, and measures.
- Integrates executive direction into every decision and consultation.
- Advocates for and positively represents other programs and services within the organization when working with customers and stakeholders.

#### *2. Creative & Innovative Thinking*

##### **Definition**

Develops fresh ideas that provide solutions to all types of workplace challenges.

##### **Performance Statement Examples**

- Sees old problems in new ways and has novel approaches to solving those problems.
- Contributes original and resourceful ideas.
- Connects seemingly unrelated ideas, events, and circumstances to find global solutions to individual problems.
- Sees opportunities for creative problem solving while staying within the parameters of good practice. Generates unique but workable and useful solutions to difficult problems.
- Thinks in terms of desired outcomes, not just reactive, quick solutions. Finds ways to turn the ideal into reality. Experiments with new ideas, methodologies, and procedures.
- Visualizes potential problems and solutions without needing tangible, "real-life" examples. Can discuss and project the aspects and impacts of issues and decisions.

#### *3. Fiscal Accountability*

**Definition**

Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.

**Performance Statement Examples**

- Handles currency carefully and attentively. Verifies the authenticity of money, recognizes when it is suspect, and takes action to confirm its value before completing any transactions.
  - Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds. Remains alert to security breaches and reports problems. Seeks ways to improve internal controls.
  - Keeps current on fiscal procedures, principles, standards, rates, etc. Ensures all financial data is properly calculated and reported.
  - Responsibly allocates and accounts for the use of fiscal resources, weighing alternatives and their benefits. Monitors budget usage and ensures critical costs are covered. Seeks ways to reduce costs.
- 

*3. Identify training and development needs.*

Training and development needs are improvements the department head makes to achieve or sustain fully successful performance. Training and development opportunities for the present job and for career advancement are also identified.

Training and development needs may begin by reviewing Performance Expectations. Work with the department head to identify and list the knowledge, skills and behaviors *most critical* to assist in:

- Effectively carrying out day to day responsibilities and key results
- Prepare to assume further responsibilities and perform new tasks
- Develop career enhancement potential

Identify knowledge or skill areas that need further enhancement for success. Describe the outcomes desired and strategies for reaching those outcomes. Strategy may include training, mentoring, shadowing, special assignments, conferences, research, etc. Include by-when dates for each step in the plan.

Development Plan Examples:

**Position: Custodian**

• Participate in the short-term workgroup being formed to revise the cleaning and maintenance rotation schedule. This group will start meeting in August and should be done no later than the end of September. Supervisors will make sure the group is established within the next month, and will attend the first meeting to make sure outcomes are clear. Participate as a member of the group in the presentation of the revised rotation schedule.

• Attend the following DOP training classes: Interpersonal Conflict Management and Basic Principles for a Collaborative Workplace. Meet with supervisors within one week following each course to discuss what you learned and how you intend to apply what you learned.

**Position: Office Assistant**

• Attend Beginning and Intermediate Access Training before July 15th, and be able to demonstrate electronic audit file inventory skills on your next assignment.

• Meet with the IT development manager to be assigned short Access database development tasks. Before the end of this planning period obtain a written assessment of your database development performance from that manager.

• Shadow an auditor 75% time from beginning to completion of an 80-hour audit. Participate in the planning, entrance conference, on-site audit work, exit conference, etc. Prior to the end of this planning period be prepared to demonstrate your comprehensive understanding of the entire audit process by making a brief presentation to both your mentor and supervisor.

• Become the team leave rules expert through in-depth review of the rules, tools, and forms, and meetings with agency HR staff. Provide a presentation to the team at our fall retreat.

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*4. Include a section for department head comments.*

The department head writes suggestions about how the Commissioners, co-workers, and/or agency management can support him more fully in his/her present job and with future career goals.

Department heads should be encouraged to describe what they would observe if the Commissioners, or other people, were behaving as asked. Comments should:

- Be realistic.
- Be specific.
- Describe desired outcomes.
- Explain how you will both know outcomes have been achieved.
- Identify behaviors that will be seen if the suggestions are followed.
- Be willing to discuss his/her responses with the supervisor.

Whether or not it is discussed, and whether or not the Commissioners are in agreement, the department head's comments should appear unchanged in the final, signed PDP. If the employee's feedback is intended for someone other than the Commissioners, consider asking what the employee would like done with the information. Then act appropriately.

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#### 5. *Signatures for the performance expectations phase*

The Commissioners and department head sign the PDP expectations at the end of the performance planning phase. Typically the Commissioners retain the original form and provide a copy to the department head.

#### **Chapter 5. "Check In" with the Department Head Through Interim Reviews.**

Interim reviews provide an opportunity to do a "check in" with each department. Commissioners can use the interim review section of the evaluation form to document those discussions and adjust any performance expectations.

#### **Change in plans?**

It's vital the Performance Plan remains current and accurate if it is to truly serve as a blueprint. If the plan is outdated shortly after it's created, then the effort invested has been wasted. To effectively use the PDP as the source for the year-end performance appraisal, it's critical to keep it alive in the face of changing priorities, initiatives and resources.

#### **How can this be done simply?**

The Commissioners may clearly assign responsibility to the *department head* to ensure the Performance Plan remains current and accurate. The Commissioners may include the department head's responsibility for keeping his or her PDP current as one of the Plan's performance expectations.

In some positions, projects and special assignments begin and end during a performance period. When a significant new project or assignment is given, the Commissioners and department head work together to modify the PDP to reflect the change. Commissioners may consider doing a project debrief and assessment when it ends, rather than waiting for the end of the performance period.

When a department head notices a key result is not going to be met, he/she explains the obstacles involved and discusses a modified result with the Commissioners.

All changes to the PDP made during a performance period must be discussed, and signed, by both the Commissioners and the department head.

#### **Chapter 6. Commissioners Provide an Assessment of the Department Head's Performance in Relation to the Key Results and Competencies Outlined in the PDP.**

This step is the final performance review and is to be completed at the end of the performance period. The Commissioners schedule a performance feedback session with the department head. It's here on the PDP that the Commissioners provide assessment of the department head's performance in relation to the Key Results and Competencies outlined in the Plan. Assessments answer the following questions:

- To what degree did the employee accomplish the expected results?
- Did the employee demonstrate the expected knowledge, skills and behaviors

The performance evaluation should be based on observed or verified performance. The aim of the feedback session is to have an open and constructive discussion that leads to an understanding of how well the department head did in meeting expectations during the course of the performance period.

Consider discussing the following:

### 1. Current Plan

If the plan was updated during the year, ensure both parties have the most current version.

### 2. Share Process Expectations

For example:

- The meeting will be collaborative, not one person reacting to the comments of the other.
- Share the draft document before meeting.
- Focus the process on learning, and on the department head's success. This doesn't mean that missed expectations and areas for growth and change won't be included. Keep in mind that accomplishments, not failures, make the best building blocks for future successes.
- The assessment is intended as a summary of conversations about accomplishments and issues held between the Commissioners and department head throughout the performance period. There should be no surprises.

### 3. Draft Assessment

Share a draft assessment of expectations and competencies and give the department head an opportunity to provide comment and feedback. Sharing the draft before the assessment meeting may avoid the need to meet again for signatures.

#### Writing the Assessment

The following steps will help formulate the information needed and the questions to prepare.

**Review all performance information for the department head, including:**

- The most recent Plan, including Key Results Expected, Key Competencies Expected, and the Training & Development Plan
- Feedback from customers, team members, and others.
- Any data gathered related to the key results or key competencies expected.
- Your notes – accomplishments, meetings with the department head, coaching, feedback.

**Decide what went well, what didn't go as well as expected, and what are the most important development needs.** Consider:

- What were the most significant accomplishments?
- What were the greatest strengths?
- What were the most serious challenges?
- What are the greatest needs for improvement?
- Where does the department head need to strengthen competencies?
- Where can the department head take well-done competencies to the next level of mastery?

Determine the one message or 'core theme' to communicate to the department head with this appraisal. This will help keep the conversation focused on the most critical matters.

*The following appendixes contain additional information to assist with writing the evaluation.*

Appendix A – Potential Influences on What Supervisors Write

Appendix B – An Assessment Writing Checklist

Appendix C – Tips for Writing Effective Performance Feedback

### **Chapter 7. Planning and Holding the Feedback Session**

The purpose of the feedback session is to wrap up the performance period, summarizing all that's been discussed during the period and provide an overall assessment of performance. The goal is to create:

- Shared understanding about the core issues: expectations, competencies, performance assessment, steps to correct performance.
- Commitment to follow through with the steps to correct performance.
- Demonstrated willingness to learn together and work collaboratively.

In preparation for the feedback session, consider the following:

- Be very clear about the core message
- Be prepared to discuss three specific topics:
  - The most valuable strengths;
  - The most critical areas where performance improvement is needed;
  - Competencies most in need of development.

- Make an effective session by being interactive, with both parties open to ideas, listening and looking for what has and hasn't worked.
- No surprises! Remember that this session should be just one moment in an ongoing process of guidance and feedback. So if it's historical and hasn't been discussed to this point, it doesn't belong in this conversation.
- Focus on successes. Accomplishments make better building blocks than do problems. Get the tough stuff out of the way first and then spend a lot of time on the successes.
- Practice what may be difficult to say.
- Envision a successful meeting.

*The following appendixes contain additional information to assist you with the feedback session.*

Appendix D – Clarifying the Core Message

Appendix E – When Performance Needs to Change

### **Chapter 8. Signatures for the Performance Evaluation Phase.**

The Commissioners prepare the PDP evaluation form and share it with the department head. Both sign the final PDP evaluation form. The Commissioners retain the original and provide the department head a copy.

A new performance cycle begins. The expectation phase of the evaluation is created for the next evaluation period.

## **APPENDICES**

### **Appendix A – Potential Influences on What Supervisors Write**

#### **Influence #1: Fear of Conflict**

##### **Supervisors who fear conflict in the performance feedback process may:**

- Think conflict is bad, with little likelihood of a positive outcome.
- Not be direct, and/or not entirely honest.
- Avoid mentioning contentious issues for fear of the outcome.
- Not disclose what's not working well in the hope the issue(s) will just go away.
- Fail to confront issue in their day-to-day interactions as well.

##### **This behavior results in:**

- Issues remaining unresolved.
- Inappropriate behavior being acknowledged as okay.
- Confusing messages being sent.
- Increasing conflict.

##### **To remedy this influence:**

The way we think about conflict, and then deal with it when it arises, will have a greater impact on the outcome than whatever the actual issue happens to be. Individual reflection on how you view conflict, and your patterns for dealing with it, may be valuable for you as a supervisor – or anyone. You can ask yourself, "Is this issue impeding the work? Is it affecting the employee's performance and/or my relationship with the employee?" If the answer is, "no" then perhaps letting it go is the best choice. If the answer is, "yes," then coaching and some training may help you create more effective personal patterns for the way you think about and deal with conflict.

#### **Influence #2: Your Memory...or Lack Thereof**

##### **Supervisors who struggle with trying to remember the performance period's events may:**

- Tend to write about most recent occurrences rather than thematically about the entire performance period.
- Describe recent events as if they were reflective of the entire period.
- Use a few highs or lows they recall to inaccurately reflect the entire period.
- Be unable to give specific examples to support their assessment.
- Be stuck with repeating the same general phrases they've used in the past.

##### **This lack of adequate records results in:**

- Diminished value of the assessment
- Incomplete performance records.
- Frustration with writing a thorough assessment.

**To remedy this influence:**

Create a simple, easy-to-use system for keeping track of events and interactions throughout the year. Choose a system that fits your personal style, for example:

- A journal with tabs for each employee.
- Brief, dated note stored in a box, file or bag to remind you of significant events.
- E-mail acknowledgements of events and achievements to the employee when they occur. Retain a copy of the e-mail for yourself.

**Influence #3: The Recurring Thought...If Only This Employee Was Like the Star Employee**

**Supervisors who compare one employee to another may:**

- Compare all employees' performance to one person's rather than having objective standards.
- Not have expectations based upon what it takes to succeed at the position regardless of who's in it.

**This comparison of individuals results in:**

- Unclear and/or unshared expectations at the beginning of a performance period.
- Resentment by employees of favorites who can do no wrong.
- Employees feeling "set up" by supervisors' judgments.
- Tense relationships among employees.

**To remedy this influence:**

Set performance expectations based upon what it takes to be successful in the position (competencies) and make sure expectations are behaviorally specific, observable or measurable. Consult with peers or your supervisor to make sure the expectations are clear, realistic and significant. Make sure the expectations are shared with the employee at the beginning of the performance period. Lastly, remember that if you can't describe expectations clearly you can't expect employees to achieve them.

**Influence #4: First impressions that Last**

**If first impressions influence a supervisor, it might mean:**

- Opinions formed at the start tend to stick with you regardless of the employee's performance.
- Anything that deviates from your first impression is seen as unusual, atypical or temporary.

**This influence can result in:**

- Difficulty for an employee to change your perception of his/her performance and/or potential ... and ultimately resentment or resignation on the part of the employee.
- Ultimately, the behavior you expect is what you'll get.

**To remedy this influence:**

- Acknowledge your first impressions.
- Ask yourself what the employee has specifically done during the performance period that would change, or substantiate, your first impression.
- Consider how you would assess this same performance achieved by an employee you consider a better performer.

**Influence #5: Blame**

**If blame influences a supervisor, it might mean:**

- Not acknowledging that performance, and interactions, are co-created. Tending to look for someone to blame when things don't go well rather than looking for learning.
- Confusing blame with taking responsibility.
- Not examining the supervisor's part in what hasn't worked well.
- Not acknowledging the supervisor's role in the employee's unsuccessful performance.

**Blaming can result in:**

- Defensiveness, reactivity, resistance, denial and perhaps conflict, rather than curiosity and an openness to learn.
- Employees modeling this same behavior. When something goes wrong they immediately look for someone else to blame.

**To remedy this influence:**

- Acknowledge that, in some way, all relationships and interactions are co-created, and you, as the supervisor, always have a part.
- Look for, and acknowledge, your role in what may not have gone well.
- Encourage the employee to do the same by modeling non-blaming behavior.
- Consider the difference between blaming and taking responsibility.

- Watch for "blaming" language.

### **Appendix B – An Assessment Writing Checklist**

**Before providing your draft assessment to the employee, review it against this checklist.**

- My central message is clearly stated. If the assessment were given to me I would understand clearly where my performance met, exceeded or fell short of expectations.
- Each of my statements regarding Expected Results or Competencies has been supported with specific facts, behaviors and actual examples.
- The assessment is consistent with other feedback I've provided throughout the performance period.
- The assessment reflects performance throughout the period, not just what occurred near the end.
- The assessment is honest, factual, direct and clear. I've told my truth in a straightforward way, not in vague terms.
- It reflects an analysis of performance versus expectations rather than a comparison to other employees.
- The assessment reflects the key themes of the entire performance period, not just the one huge momentary success or the one-time disaster.
- It's well balanced. I've praised accomplishments, solid performance and personal development with the same specificity and detail as missed goals and learning opportunities. I've avoided nitpicking insignificant events and topics.
- I've focused on demonstration of Competencies rather than on completion of individual steps in the development plan.
- I've considered - and removed - everything that might, unwittingly, have unfairly influenced my assessment.
- I have a plan for conducting the meeting so it's dialogue rather than a monologue.

### **Appendix C - Tips for Writing Effective Performance Feedback**

#### **TIP 1 – LANGUAGE IS POWERFUL**

It's critical to **be specific** when writing the assessment.

- State the assessment
- Support the assessment with facts and examples
- Focus on behaviors, NOT on your judgments

#### **Judgmental and inferential statement examples:**

- "Your record for employee performance reviews is dreadful."
- "You're probably incapable of doing a thorough employee performance review."
- "You don't seem to grasp the importance of getting these completed thoroughly."
- "You're great at monthly reports."

Notice that, without examples, POSITIVE judgmental or inferential statements are as useless as the negative ones. While they may be less hurtful, they still don't describe specific behaviors.

#### **Example of a behaviorally specific statement:**

"Each of your employees' performance reviews was at least one month late. One hasn't been submitted at all. We talked about your written assessments not being supported with facts a number of times over the past four months."

#### **TIP 2 – WRITING ABOUT PERFORMANCE GAPS**

There's a gap between what was desired (and agreed upon) and what has occurred. What's a direct and constructive way to say this in writing?

#### **Describe the gap between what's desired and what's occurred**

- This is the issue:
- This is what has or has not occurred:
- This is what's desired:

**This is the issue:** Completing and distributing the monthly team meeting notes.

**This is what has occurred:** The notes are routinely e-mailed about 7-10 work days after the meetings. Action items are not complete – not all assignments are included; sometimes the person responsible for the action is not named; due dates are not always stated. This is important because without this record assignments are lost or not completed.

**This is what's desired:** Before the end of each meeting, make sure you have accurate notes of all the action items, the outcomes intended, the person responsible and the due date. This information should be e-mailed to all attendees within three work days of the meeting.

#### **Appendix D – Clarifying the Core Message**

Capture the big picture. Decide the overall assessment, and that will help determine the desired meeting outcomes.

#### **Overall Assessment Options**

1. Performance has exceeded expectations; Employee's performance is exemplary

#### **Discussion Objectives**

- Recognize accomplishments
- Clarify the employee's future goals
- Discuss potential opportunities
- Explore assuming additional responsibilities
- Discuss what's needed to maintain present performance

2. Performance has met expectations; Employee's performance is fully satisfactory

#### **Discussion Objectives**

- Recognize accomplishments
- Clarify the employee's future goals
- Discuss what's needed to maintain and exceed present performance

3. Performance has not met expectations; Employee's performance is unsatisfactory

#### **Discussion Objectives**

- Determine if performance is or isn't correctable
- If it's correctable:
  - Recognize accomplishments
  - Plan what's needed to correct present performance
  - Obtain commitment to corrective plan
- If it's not correctable:
  - Determine the reason(s)
  - Consider options
  - Discuss potential outcomes of continued failure to meet expectations

#### **Appendix E – When Performance Needs to Change**

The goal is **COMMITMENT**, not **compliance**. Consider taking the following steps to prepare yourself for the discussion.

**Identify the gap** between what's desired and actual performance. Be prepared with specific examples.

**Decide how serious** this is for you.

- What are the real reasons for needing to change the current performance?
- What's the impact on the organization of the present performance?

**Determine the action you'll take.** What will be the consequences if performance doesn't meet expectations? What can you do? What actions will you have to take to indicate your intention that performance must change? What are you willing to do?

**Focus on obtaining agreement on the present situation.** This must happen before corrective action planning will be productive.

**Request a commitment to the new plan ...** which can only occur after the employee agrees with your view of the present situation

077672 17. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** for the Chairman to sign the Spokane County Greater Spokane Department of Emergency Management and Whitman County in conjunction with FY2015 Homeland Security Grant program agreement GSEM 1519.

077673 18. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** for the Chairman to sign the county 2016 grant application data form for the Spokane County Greater Spokane Department of Emergency Management and Whitman County.

**CORRESPONDENCE:**

D077673A 19. The following correspondence was received:

077674 19A. Not used.

077675 19B. An executed copy of the WA State Military Department 2016-2017 contract #E16-129 for E911 equipment was received.

077676 20. Commissioners' pending list reviewed.

10:30 a.m. - Gary Petrovich, Jeff Guyett, Barb Mays, Paul Spencer and Kara McMurray.

077677 21. At 10:30 a.m. the regular meeting was recessed and the 2016-2017 CDBG-PS grant hearing convened.

Jeff Guyett of Community Action provided the following report:

The Community Action Center (CAC) of Whitman County has provided services in Whitman County through funding from the CDBG-Public Service grant in the amount of \$102,317 for the **Fiscal Year July 1, 2015 to June 30, 2016**. During the calendar year of 2015 we served approximately 5,000 individuals throughout Whitman County and utilize 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 Bank:** CAC operates the Community Food Bank on a primarily donation basis. We used the CDBG funds for allowable direct staff costs, administrative and space costs to support the operations of the food bank. For 2015, the Food Bank distributed 4,061 food sacks and fresh greens from the food bank garden hydroponics system, as well as commodities such as meat and eggs, to 3,000 people accessing the service, with an estimated 2,000 additional visits to access freely distributed food in the daily "bread room" area.

**Permanent Housing Assistance:** CAC used the 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 has developed a self-help housing project in Colfax, Palouse and Uniontown with 16 affordable homes for homebuyers, and we will begin 3 more in Rosalia in 2016.

**Emergency/Crisis Assistance:** CAC used the CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as 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 1,424 households with Energy Assistance services in 2015.

**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 completion of the 2015 Whitman County Community Needs Assessment was developed by a partnership of 15 key stakeholders and more than 70 total entities &

partners and the results of the Assessment are widely available, which helps to inform program design & delivery, as well as to inform grant funding applications for school districts, hospital districts, nonprofits & local municipalities.

**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.

**077678 21A.** The CDBG-PS grant for **July 1, 2016 - June 30, 2017** is in the amount of \$102,125, with \$99,125 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 Bank & Gardens:** CAC will use CDBG funds for allowable direct staff costs, administrative and space support to operate the food bank & gardens. We anticipate approximately 3,500 visits to the Community Food Bank at CAC and distributing over 200,000 pounds of food & commodities, as well as providing cooking & nutrition education to individuals at CAC and in local school districts.

**Permanent Housing Assistance:** CAC will use the CDBG funds for allowable direct staff costs, administrative and space support to continue to develop affordable housing, home ownership and rental property resources for low to moderate income households in Whitman County. We are currently marketing 4 self-help affordable new homes in Palouse and will begin work on 3 Rosalia self-help homes in 2016. We anticipate assisting 8-20 households with the home buyer application process on that project. We also anticipate assisting 375 households with the Section 8 HUD housing assistance, which had a 5% increase in voucher count beginning January 1, 2016. CAC has begun preliminary planning for another affordable rental housing project to provide another 50+ low income tax credit apartments.

**Emergency/Crisis Assistance:** CAC will use CDBG funds for allowable direct staff, administrative and space support to provide critical emergency, energy and shelter services as well as legal referral services. We field approximately 8,500 phone calls for information and referral through the course of a year. We anticipate serving 1,560 households with Energy Assistance services in 2017.

**Washington State Low Income Weatherization and Improvement:** CAC will use CDBG funds for allowable direct staff, administrative and space support to provide weatherization and home rehabilitation 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 with over 65 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 anticipate growing partnerships in Rosalia and see opportunities to work in Tekoa, Endicott, Garfield, as well.

**Case Management/Continuum of Care:** CAC will use the CDBG funds for allowable direct staff, administrative and space support 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.

**BOCC MINUTES-04/04/16**

- Handout #1 - Summary of 2015/2016 fund usage and intended usage for 2016/2017
- Handout #2 - Community Development Block Grant Program Information
- Handout #3 - Federal Citizen Participation Requirements for WA State CDBG Program

The hearing was opened to public comment. There being none the hearing was adjourned and the regular meeting reconvened.

**077679**      **22.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 2016-2017 CDBG-PS grant resolution with Certificate of Compliance.

**RESOLUTION NO. 077679**  
**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 Whitman County authorizes submission of this application to the state Department of Commerce to request **\$102,125** and any amended amounts to fund public service activities in coordination with Whitman County Community Action Center, and certifies that, if funded, it:

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 Michael Largent 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 04/04/16

Name: Michael Largent

Title: Chairman, Whitman County Commissioners

Attested: \_\_\_\_\_ Date 04/04/16

**077680** 23. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the 2016-2017 CDBG-PS Title VI certification.

**077681** 24. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a resolution adopting a grievance procedure for projects funded with CDBG funds.

**RESOLUTION NO. 077681  
GRIEVANCE PROCEDURE FOR PROJECTS FUNDED  
WITH COMMUNITY DEVELOPMENT GRANT 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 funds.

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

1. Any resident of the unincorporated areas 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 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 works 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 4<sup>th</sup> day of April 2016 and effective upon signatures 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

\_\_\_\_\_  
Dean Kinzer, Commissioner

**077682**      **25.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** that the 2016-2017 CDBG-PS grant application be approved, signed and submitted to WA State Department of Commerce.

**10:45 a.m. - Recess.**

**11:00 a.m. - Public Works.**

Present: Mark Storey, Phil Meyer, Jeff Stehr, Alan Thomson, Jerry Basler, Paul Spencer, 3 bidders and Garth Meyer.

**ACTION ITEMS:**

**074683**      **26.**    The following bids were received for 1-New Diesel Powered, Articulated, 4-WD Loader and Trade.

<b>BIDDER</b>	<b>AMOUNT</b>
Western States, Spokane, WA	\$200,241.00 base bid w/trade
PacWest Machinery, Spokane, WA	\$224,976.44 base bid w/trade
Rowand Machinery, Spokane, WA	\$259,420.70 base bid w/trade

The commissioners will make an award at 2:30 p.m.

**077684**      **27.**    The regular meeting was recessed and the closed records hearing convened by the Chairman for the Cordova zone change.

Staff report provided by Jerry Basler as follows:

Application by Sherdon and Lani Cordova to rezone 23 acres with 4 lots for family purposes from Agricultural District to Cluster Residential District. A discussion on the wells was held and this issue is to be resolved with the developer. The Planning Commission unanimously approved forwarding the proposed rezone to the County Commissioners.

The hearing was adjourned and the regular meeting reconvened.

**077685**      **28.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the amendment of the Whitman County Zoning Map changing 23 acres from the Agricultural District to a Cluster Residential District, located on Brayton Road, west of Pullman (Cordova).

**ORDINANCE NO. 077685**

AN ORDINANCE AMENDING THE WHITMAN COUNTY ZONING MAP TO CHANGE THE ZONING FROM AGRICULTURAL DISTRICT TO CLUSTER RESIDENTIAL DISTRICT BE IT ORDAINED and enacted by the

**BOCC MINUTES-04/04/16**

Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Recommendations and Findings of Fact of the Whitman County Planning Commission that these should be accepted and this action is consistent with the Whitman County Comprehensive Plan.

Change the zoning for Cordova for 23 acres from Agricultural District to Cluster Residential District for property located on Brayton Road. West of Pullman, in the E 1/2 of Section 31, Township 15 N., Range 45 E. Willamette Meridian, Whitman County, Washington.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 4th day of April, 2016.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Dean Kinzer, Commissioner

**077686**      **29.**    The regular meeting was recessed and the closed records hearing convened by the Chairman for Palouse Country zone change.

Staff report provided by Jerry Basler as follows:

Application by Palouse Country Acres, LLC to rezone 21 acres for development purposes from Agricultural District to Cluster Residential District. Discussion held concerning the airport. The Planning Commission recommended the proposed rezone be forwarded to the County Commissioners.

The hearing was adjourned and the regular meeting reconvened.

**077687**      **30.**    Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the amendment of the Whitman County Zoning Map, changing 21 acres from the Agricultural District to a Cluster Residential District, located south of Orville Boyd Road, northeast of Pullman (Palouse Country Acres).

**ORDINANCE NO. 077687**

AN ORDINANCE AMENDING THE WHITMAN COUNTY ZONING MAP TO CHANGE THE ZONING FROM AGRICULTURAL DISTRICT TO CLUSTER RESIDENTIAL DISTRICT BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Recommendations and Findings of Fact of the Whitman County Planning Commission that these should be accepted and this action is consistent with the Whitman County Comprehensive Plan.

Change the zoning for Palouse Country Acres for 21 acres from Agricultural District to Cluster Residential District for property located south of Orville Boyd Road, northeast of Pullman, in the E 1/2 of Section 26, Township 15 N., Range 45 E. Willamette Meridian, Whitman County, Washington.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 4<sup>th</sup> day of April, 2016.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Dean Kinzer, Commissioner

**077688**      **31.**    The regular meeting was recessed and the closed records hearing convened by the Chairman for Golden Wheat zone change.

Staff report provided by Jerry Basler as follows:

Application by Golden Wheat Acreages to rezone 20 acres from Agricultural District to Cluster Residential District for development purposes. The same discussion was held concerning the airport. The Planning Commission recommended forwarding the proposed rezone to the County Commissioners.

The hearing was adjourned and the regular meeting reconvened.

**077689**      **32.**    Commissioner Kinzer moved Commissioner Largent Seconded the motion and it **carried** to approve the amendment of the Whitman County Zoning Map, changing 20 acres from the Agricultural District to a Cluster Residential District, located south of Orville Boyd Road, northeast of Pullman (Golden Wheat Acreages).

**ORDINANCE NO. 077689**

AN ORDINANCE AMENDING THE WHITMAN COUNTY ZONING MAP TO CHANGE THE ZONING FROM AGRICULTURAL DISTRICT TO CLUSTER RESIDENTIAL DISTRICT BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Recommendations and Findings of Fact of the Whitman County Planning Commission that these should be accepted and this action is consistent with the Whitman County Comprehensive Plan.

Change the zoning for Golden Wheat Acreages, for 20 acres from Agricultural District to Cluster Residential District for property located south of Orville Boyd Road, northeast of Pullman, in the E 1/2 of Section 26, Township 15 N., Range 45 E. Willamette Meridian, Whitman County, Washington.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 4<sup>th</sup> day of April, 2016.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Michael Largent, Chairman

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Dean Kinzer, Commissioner

**077690 33.** The regular meeting was recessed and the closed records hearing convened by the Chairman for Lentil Estates zone change.

Staff report provided by Jerry Basler as follows:

Staff has been requested to pull this application for now and it will be brought to the Board at a later date to allow for changes that need to be made the proposed rezone.

The hearing was adjourned and the regular meeting reconvened.

**077691 34.** No action was taken by the Board for this proposed rezone.

**DIVISION UPDATES:**

**D077691A 35.** The following division updates provided by Public Works staff.

**Administrative Division:**

**077692 35A.** Bridgewell Resources, Tigard, Oregon was awarded the 2016 bridge lumber supplies order through the small works roster process in the amount of \$24,552 plus tax.

**D077692A 35B.** The Director advised the Board that the Indirect Cost Allocation study is nearly complete. It appears Public Works contribution to Current Expense will increase by \$20,000/year.

**Solid Waste Division:**

**D077692B 35C.** The Director met with DOE representatives concerning the Transfer Station effluent project. They are trying to simplify the project in order to remove one level of permitting.

**D077692C 36.** Approved documents signed.

**12:00 p.m. - Recess.**

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

Present: Mark Storey and Phil Meyer.

Commissioner Largent was unavailable.

**077693 37.** Mr. Storey recommended the bid for One New Diesel Powered, Articulated, 4-WD Loader and Trade be awarded to Western States, Spokane, WA for \$200,241.00 base bid w/trade.

Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to award the bid for One New Diesel Powered, Articulated, 4-WD Loader and Trade be awarded to Western States, Spokane, WA for \$200,241.00 base bid w/trade.

**2:35 p.m. - Recess.**

**BOCC MINUTES-04/04/16**

**D077693A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, April 11, 2016** at **9:00 a.m.** Chairman Michael Largent, Arthur D Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

**D077693B 33.** Approved consent agenda items signed.

**077694 34.** General/Veterans' Relief/Payroll warrants numbered **322450-322565** for **\$459,506.58.**

**077695-077696 35.** Personnel change orders.

**9:05 a.m. - BOCC Workshop.**

Present: Gary Petrovich, Mark Storey, Chris Nelson (9:05 a.m.), Mark Storey (9:10 a.m.) and Mike Rizzitiello (10:00 a.m.).

**077697 37.** The following items were discussed but no action was taken.

- SAO Award-Chris Nelson
- County Email Problems
- 2016 Elections
- Colfax Metro. Park District
- Colfax TIGER Grant
- P-M Regional Airport Contribution
- Port of Wilma County Roads
- Colfax/County GIS
- VSP Meeting Recap
- Planning Code Changes
- Courthouse Tour
- Derelict Properties
- HVAC Loan
- Indirect Cost Allocation
- Non-Rep Employee Schedule
- Whitcom-CIP Plan
- CAC Subrecipient Agree.
- 2016 Budget Reviews

**11:00 a.m. - Adjournment.**

**D077697A** Commissioner Swannack **moved** to adjourn the **April 4** and **11, 2016** 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 18, 2016**. The foregoing action made this **11th** day of **April 2016**.

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

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MARIBETH BECKER, CMC  
Clerk of the Board

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MICHAEL LARGENT, CHAIRMAN  
Board of County Commissioners