

Minutes for April 11, 2005

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063823 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **April 11, 2005 at 9:00 a.m.** Greg Partch, Chairman, G.R. "Jerry" Finch and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

063824 1. Items discussed included employee solicitation policy, architect update, frozen job families, engineer's award and library support. No action taken.

10:00 a.m. - Pledge of Allegiance.

Present: Tammy Lewis, Megan Doyle and Kelli Campbell.

D063824A 2. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Wigen and **carried**.

063825 3. Claims/Payroll warrants numbered 175290-175320, 175351-175382 and **175464-175553** for **\$690,134.76** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	35,896.50
102	Building & Development	16.81
103	Countywide Planning	42.00
104	Developmental Services	304.96
110	County Roads	1,187.90
118	Inmate Welfare	402.10
119	Emergency Services	2,921.56
127	Drug Enforcement	6,604.55
135	Prosecutor's Stop Grant	50.00
400	Solid Waste	1,025.45
501	Equipment Rental & Revolving	32,322.66
510	Photocopier Revolving	874.77
513	Communications Revolving	188.45
690	Clearing & Suspense	239,794.44
ET	Electronic Transfer	368,502.61

063826 4. April 4, 2005 minutes approved.

063827-063838 5. Personnel board orders approved.

063839 6. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to appoint Paul C. Eichenberg to a one-year unexpired term on the Citizens' Committee on Salaries for Elected Officials.

063840 7. Ms. Campbell stated this policy deals with telephones, cellular telephones, fax machines, telephone cards or other devices used to communicate via a wire or wireless line. This policy is meant to work in conjunction with the County Code. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve the "Telephonic Communication Policy".

RESOLUTION NO. 063840

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

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

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-1400-HR Telephonic Communications.

Dated this 11th day of April 2005 and effective as of May 1, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 05/01/05	Page: 1 of 4
POLICY	
Cancels:	Approved by: BOCC
See Also: Whitman Co. Code 2.40	Res. #063840

POL-1400-HR TELEPHONIC COMMUNICATIONS

This policy applies to all Whitman County employees and authorized agents.

Definitions

Telephonic Devices: Telephones, cell phones, phone cards, fax machines or other devices used to communicate via a wire or wireless line. This does not include internet access (See POL-0408-HR).

1. Whitman County Owns and Provides Telephonic Devices.

Whitman County provides telephonic devices such as telephones, cell phones, phone cards, and fax machines to its employees. The appropriate distribution and maintenance of such devices shall be determined by each Department Head/Elected Official and Information Services. Telephonic devices are the property of Whitman County.

Acquiring telephonic devices is the responsibility of the Department Head/Elected Official and Information Services. Devices must be purchased through the County's purchasing policies and procedures. They must also be inventoried and have a recorded log of who they are issued to. Purchases of County cellular phones must be forwarded from the Department Head/Elected Official to Information Services. IS will keep a log of what phones have been purchased and who they have been issued to.

When considering the purchase of telephonic devices, the Department Head/Elected Official must take in to consideration the following factors:

- Business need
- Cost of requested device compared to alternative communication options
- Expected level of employee need and usage
- Ability to fund the cost through the department's current budget

2. Employees May Use Their Own Cellular Phones with the Approval of the Department Head/Elected Official.

With the approval of the Department Head/Elected Official, employees may use their own cellular phones for business purposes. The employee is required to register his/her cell phone with the Department Head/Elected Official and sign a Personal Cellular Phone Agreement. The Department Head/Elected Official must then forward the registration and agreement to Information Services.

The cell phone bill will be paid by the employee and then turned in to the county for reimbursement of business calls only. The employee must submit a copy of the original bill along with any other documentation. It is the employee's responsibility to track which calls are business related versus personal. The billing

must include the number, individual/organization, date and time of each call to be reimbursed.

The use of personal cellular phones is a privilege and not a benefit. Therefore, the employee must agree that the County may terminate the Personal Cellular Agreement at any time.

The County is not responsible for the damage, destruction or replacement of personal cellular phones. Therefore, the employee is responsible for the purchase, maintenance and repair of his/her personal cell phone and equipment. The employee must also pay for any installation charges and any equipment needed, which will remain the property of the employee.

3. Telephonic Devices are for County Business Only.

Devices provided by the County are for business use only. However, County code does allow for specific personal uses when appropriate. Those uses are as follows:

- Notifying the employee's family when he/she is required to work late;
- Notifying the employee's family of a schedule/shift change;
- If the employee is traveling outside of the County on business, he/she may notify family of his/her location and status on a daily basis; and
- Family members may contact County devices to notify employees of an emergency or other problem.

The calls listed above shall be made during one of the employee's break times. Personal calls determined to be inconsistent with this policy must be reimbursed by the employee.

4. Whitman County Prohibits Certain Uses of Its Telephonic Devices.

Whitman County prohibits the use of its telephonic devices for any of the following activities:

- Commercial use: unless it is a core function of the department, any form of commercial use to benefit an individual or organization other than Whitman County.
- Copyright Violations: any use that violates copyright laws.
- Solicitation: the purchase or sale of personal items in violation of the county's solicitation policies.

- Harassment: any use that harasses, retaliates or discriminates against employees, vendors, customers and any other individuals.
- Making or receiving calls of an offensive or sexually explicit nature: this includes, but is not limited to, pornographic calls and/or phone sex.
- Inappropriate language: includes obscenity, vulgarity, profanity or name-calling. It may also include expressions of ill will against individuals or groups.
- Politics: use for political purposes.
- Misrepresentation: the use of aliases is prohibited. Whitman County also prohibits the misrepresentation of an employee, a job description or county position.
- Misinformation/Confidential Information: the release of untrue and/or confidential information regarding county business. This includes calling or receiving confidential information, except as provided by law.
- Making or receiving non-business related communications, except as provided by law, this policy and/or a Department Head/Elected Official.
- Driving and speaking on the phone. Unless the phone contains a hands-free device, employees shall not conduct business over the phone while driving. This action creates a safety hazard and legal liability.

5. Telephonic Devices are Not Private.

Except for personal equipment and accessories, Whitman County owns all telephonic devices and their communications. Therefore, Whitman County reserves the right to monitor its telephonic activity and deduct reimbursable amounts from an employee's wages. By using the county's telephonic devices, the employee knowingly and voluntarily acknowledges and consents to such monitoring.

Employees should keep in mind that cellular transmissions and fax machines may be inadvertently heard or viewed by others. Therefore, discretion should be used when discussing confidential information.

Each employee is responsible for the prevention of theft and/or vandalism of County telephonic devices.

6. Violators of This Policy are Subject to Discipline Up To and Including Termination.

Violations of this policy must be reported to the Department Head/Elected Official immediately. Violators may be disciplined up to and including termination. The contracts of authorized agents may be terminated.

Whitman County reserves the right to bring legal action for misuse of its telephonic devices.

TELEPHONIC COMMUNICATIONS

APPENDIX A

PERSONAL CELLULAR PHONE AGREEMENT

This agreement is hereby entered in to by Whitman County, hereinafter referred to as the “County,” and

_____, hereinafter referred to as the “Employee.”

RECITALS:

1. The County desires to provide employees the tools necessary to facilitate necessary business communication under a variety of normal and emergency circumstances.
2. Employee has expressed a desire to use his/her personal cellular phone while conducting County business.
3. In consideration of the mutual promises and covenants herein, the County and Employee mutually agree to the following provisions.

THE EMPLOYEE SHALL:

1. Acknowledge his/her status as a County employee.
2. Agree to use his/her personal cellular phone for business purposes.
3. Complete a Personal Cellular Phone and Accessory Registration.
4. Notify the County if information on the Cellular Phone Registration changes.
5. Agree to assume full responsibility for the purchase, maintenance and repair of the phone.
6. Acknowledge that the County is not responsible for the damage, destruction or replacement of personal cellular phones.
7. Pay for any installation charges and any equipment needed, which will remain the property of the employee.
8. Request reimbursement from the County in accordance with policy POL—HR and County reimbursement procedures.
9. Reserve the right to terminate this agreement at any time.

THE COUNTY SHALL:

1. Acknowledge its status as Employee’s employer.
2. Authorize Employee to use his/her personal cell phone on County business.
3. Agree to review cellular bills for reimbursement.
4. Authorize reimbursement to Employee for business related calls made on his/her cellular phone.
5. Reserve the right to deny reimbursement of a call if sufficient evidence does not exist to show that the call is business related.
6. Reserve the right to terminate this agreement at any time.

TERM

This agreement shall take effect _____ and automatically renew annually according to the provisions herein.

TERMINATION

Termination of this agreement may be for any of the following reasons:

- Convenience. Either party may terminate this agreement upon written notice to the other party.
- Cause. This agreement may be terminated due to failure to meet the agreed upon provisions of this contract.

In the event of this agreement's termination, all remaining reimbursements shall be paid in full.

ATTORNEY'S FEES

If any legal action is brought for the enforcement of this agreement, or due to any alleged dispute, breach or misrepresentation of the provisions of this agreement, the prevailing party shall be paid reasonable attorney's fees and expenses incurred in connection with the action.

Dated this _____ day of _____, _____.

Department Head/Elected Official

_____	_____	_____
Signature	Department	Date

Print Name

Employee

_____	_____	_____
Signature	Department	Date

Print Name

TELEPHONIC COMMUNICATIONS

APPENDIX B

PERSONAL CELLULAR PHONE AND ACCESSORY REGISTRATION

EMPLOYEE NAME (Print):	DEPARTMENT:	
PHONE BRAND:	PHONE MODEL:	
ACCESSORIES:		
PHONE NUMBER:		
BUSINESS PURPOSE(S) OF PHONE:		
<p>I hereby acknowledge that I will be using my personal cellular phone for Whitman County business purposes and that all information provided above is true and correct to the best of my knowledge. I also agree to immediately report any changes of the above information.</p>		
Employee (Print)	Signature	Date

<p>I hereby acknowledge my authorization allowing the employee listed above to use his/her personal cellular phone for Whitman County business purposes.</p>		
Department Head/Elected Official (Print)	Signature	Date

063841 **8.** Ms. Campbell said this policy was triggered by the HIPAA security rule for protected health information that has been expanded to include all electronic private information. Commissioner Finch **moved**,

Commissioner Wigen **seconded** the motion and it **carried** to approve the "Using Electronic Information Policy".

RESOLUTION NO. 063841

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Using Electronic Information;

WHEREAS, this action is required by the federal HIPAA Security Rule,

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-01500-HR **USING ELECTRONIC INFORMATION.**

Dated this 11TH day of April 2005 and effective as of April 1, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 04/01/05	POLICY	Page: 1 of 6
Cancels:		Approved by: BOCC
See Also: POL-01600, 01620, 0408-HR		Res. # 063841
PRO-01500-1, 01500-2, 01500-3, 01500-4-HR		

POL-01500-HR USING ELECTRONIC INFORMATION

This policy applies to all Whitman County departments and employees.

Definitions

Protected Health Information (PHI) - Employee/client information of a private nature, including demographic, financial, medical/health and social data related to healthcare. PHI

is found in a variety of forms, including oral, electronic and printed material.

1. **Whitman County Recognizes the Risks of Electronic Information.**

The County recognizes its responsibility to protect electronic information for its employees/clients in accordance with state and federal regulations. This protection must extend to electronic Protected Health Information (PHI) in accordance with the HIPAA Security Rule. Therefore, this policy shall act in close conjunction with policy POL-01600-HR Protecting Private Information and POL-0408-HR Overseeing County E-Mail and Internet Systems. This policy shall concern electronically used, stored and/or communicated information only.

Whitman County recognizes that security risks to electronic information include, but are not limited to the following areas:

- Hacking
- Theft
- Moving/sending information by mistake
- Using expired passwords
- Information left in plain view of the public
- Unauthorized employee access
- Unauthorized non-employee access
- Unauthorized use and/or changes of information

2. **Policies and Procedures Involving Private Electronic Information Shall be Reviewed and Updated in Accordance with Policy POL-01600-HR.**

3. **Department Heads/Elected Officials and Employees are Expected to Take Reasonable Steps to Protect Electronic Information.**

County employees shall conduct services and operations in such a way that electronic information is protected in accordance with legal mandates and all related privacy policies.

Department Heads/Elected Officials shall be responsible for ensuring that access to private electronic information is limited to only those employees who need it in conducting their daily operations. Department Heads/Elected Officials shall investigate and, if feasible, use firewalls, screensavers, virus protection, record amending procedures and passworded documents.

Passwords shall be created by each employee. They shall be changed at least once per year. They must also be changed in the event of employee turnover, a change in software, a breach of privacy or any other event that would put confidential information

at risk. Passwords shall be at least eight characters in length and consist of a combination of upper and lower case letters, numbers and at least one special character (i.e. exclamation point, @ sign, etc.). They shall not contain any part of the employee's username or full name. Computer passwords shall only be shared in case of emergency. Information Services shall be immediately notified and shall change the password as soon as possible. Passwords for files or documents shall not be shared with others except when authorized by the Department Head/Elected Official. Nor shall passwords be stored where unauthorized individuals may easily access the information (i.e. under keyboards, on the front of monitors, etc.).

Passwords shall be reported to the Department Head/Elected Official or his/her designee. That individual shall store those passwords in a secure, confidential location. The Department Head/Elected Official and designee shall be the only individuals with access to the password record.

The public shall not have unsupervised access to electronic equipment containing private information. The monitors of such equipment shall be turned from public view.

Visitors and/or contractors with authorized access to electronic equipment shall wear identification tags stating their role and the authorizing party. Identification tags may be requested by the appropriate Department Head/Elected Official through the Human Resources Department. They must be worn throughout the duration of the visitor/contractor's work with the County. Each department shall keep a record of who they have authorized, how long and why.

The downloading or installation of programs must be coordinated and approved by both the Department Head/Elected Official and Information Services. It must also be in accordance with policy POL-0408-HR. Each Department Head/Elected Official and Information Services are responsible for ensuring that all software/hardware is installed properly, licensed correctly and protected from computer viruses. All malicious software must be immediately reported to the Department Head/Elected Official and Information Services (See procedure PRO - HR).

Employees shall not copy software belonging to others or the County. Nor shall they read another employee's files without the permission of the Department Head/Elected Official. Software shall be transported between computers only by Information Services and with the cooperation of the Department Head/Elected Official.

4. All County Electronic Equipment Is Subject To Review and Monitoring.

All electronic equipment and software provided by Whitman County is the property of the County and, therefore, subject to review and monitoring. Employees shall be held accountable for all usage of their systems.

5. **Each Department Shall Ensure That Only Authorized Personnel Have Access to Electronic Information.**

Authorized access to electronic information shall be governed by the Department Head/Elected Official in accordance with policy POL-1600-HR. Authorizations may come in the following forms:

- Specific written authorization for a specific time period (See procedure PRO - HR)
- Authorization written in to a position's job description
- Documentation required by policy POL-01600-HR
- Issued keys and/or pad lock combinations
- Documented department policy and/or procedure

All log-in attempts to County computers will be recorded and monitored on an as needed basis. Information Services shall assign each computer a user name in accordance with the employee authorized to use it (See procedure PRO - HR). Once an employee leaves employment, or no longer has a need to use a specific computer, the user name shall be disabled and/or changed to reflect the newly authorized individual (See procedure PRO - HR). User name assignments shall be recorded and tracked by Information Services.

Appropriate measures must be taken in order to protect electronic information after access is no longer needed. Such measures may include, but not be limited to:

- Changing door locks
- Changing security pad combinations
- Changing passwords to computers and files
- Voiding written authorizations allowing access to private information
- Amending job descriptions
- Amending documentation in accordance with policy POL-1600-HR

Repairs and modifications to the physical security components of County buildings shall be recorded by Facilities Maintenance.

All necessary records shall be changed to reflect the change in access within 60 days of the change's effective date.

6. All Business Associate Agreements Shall Include Electronic PHI and be in Compliance with Policies POL-01600 & 01620-HR.
7. All Disclosures and Uses of Private Electronic Information Shall Be the Minimum Necessary in Accordance With POL-01600-HR.
8. Electronic Equipment No Longer Used Shall Be Cleared.

Electronic equipment no longer in use or required for retention shall be cleared. Equipment such as disks, tapes, etc. containing private information shall be stored in accordance with POL-01600-HR and then destroyed. Computers shall be reformatted before being stored for future use and/or sold in accordance with County policy.

Information Services is responsible for assisting each department with securing private data before moving/destroying any electronic equipment. Records for the movement of hardware, media and those responsible shall be kept by Information Services (in cooperation with each department) via inventory controls and any other appropriate County policies.

9. Whitman County Shall Provide Training to Its Employees In Accordance with Policy POL-01600-HR.

County employees shall receive training in accordance with policy POL-01600-HR. In addition, equipment containing private electronic information shall be programmed to periodically remind employees to update their passwords and other security devices.

10. In Case of Emergency, Information Services and Each Department Head/Elected Official Are Responsible For Data.

In case of emergency, Information Services and the appropriate Department Head/Elected Official shall be responsible for retrieving lost data and securing it from unauthorized individuals. Access at the time of the emergency shall only be given to Information Services, the Department Head/Elected Official and individuals specifically authorized by the Department Head/Elected Official.

Policies and procedures for data contingency plans, evaluation, integrity and transmission security are the responsibility of Information Services. Employees who detect a problem must contact their Department Head/Elected Official and/or Information Services immediately.

11. Misuse, Loss or Unauthorized Disclosures of Electronic Information Shall be Subject to Discipline.

Misuse, loss or unauthorized disclosure of private information shall be subject to discipline in accordance with policy POL-01600-HR. Violations of the policy shall be immediately reported to the Department Head/Elected Official and Information Services. The Department Head/Elected Official, in cooperation with Information Services, shall keep a record of incidents and outcomes.

12. PHI Documents Shall be Kept for Six Years.

This policy shall be retained by Human Resources for at least six years past its expiration. This policy shall be available to all County employees and those charged with implementing its requirements. Furthermore, the County shall keep the following PHI documents for six years after their irrelevancy in accordance with HIPAA:

- Healthcare Plan documents
- Policies on PHI uses and disclosures
- Minimum necessary policies
- Signed authorizations
- Privacy Notes
- Documents regarding individual rights for the treatment of PHI
- PHI disclosures for purposes other than the regular treatment, payment or healthcare operations
- All complaints regarding PHI and their outcomes
- Sanctions imposed on violators
- Business Associate contracts

063842 10. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the "Authorizing Computer Access" procedures as presented.

RESOLUTION NO. 063842

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedure Authorizing Computer Access;

WHEREAS, this action is required by the federal HIPAA Security Rule,

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 PRO-01500-1-HR AUTHORIZING COMPUTER ACCESS.

Dated this 11TH day of April 2005 and effective as of April 1, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 04/01/05	Page: 1 of 2
PROCEDURE	
Cancels:	Approved by: BOCC
See Also: POL-01500-HR	Res. #063842

PRO-01500-1-HR AUTHORIZING COMPUTER ACCESS

Action By:

Action:

Department Head/Elected Official

1. **Hires and/or assigns** an employee to work with a specific work-station.
2. **Notifies** Information Services of the assignment.

Information Services

3. **Forwards** the request to Human Resources for verification that the employee has signed an Email/Internet Acknowledgement.

Human Resources

4. **Verifies** to Information Services that the employee has or has not signed an acknowledgement.
 - 4a. If no acknowledgment has been signed, **trains** the employee and **obtains** a signed form.

4b. If an acknowledgment has been signed, **sends** Information Services a copy.

Information Services

5. If the employee has not signed, **denies** the requested computer account until he/she signs an acknowledgement.
6. If the employee has signed, **disables** any previous computer username on the system.
7. **Assigns** the workstation a new user-name based on the employee authorized to use it.
8. **Teaches** the new user how to log in to his/her new workstation.

Employee

9. **Creates** new passwords for his/her computer, email and confidential files.
10. **Reports** the passwords to his/her Department Head/Elected Official or designee.

**Department Head/Elected Official
And/Or Designee**

11. **Records** the passwords.
12. **Stores** the records in a secure location.
13. **Updates** the HIPAA and other necessary records.
14. **Changes** all other security features needed to protect private data.

063843 10. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve "Authorizing Access to Electronic Protected Health Information Outside of Normal Operations" procedures.

RESOLUTION NO. 063843

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedure Authorizing Access to Electronic Protected Health Information Outside of Normal Operations;

WHEREAS, this action is required by the federal HIPAA Security Rule,

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 **PRO-01500-2-HR AUTHORIZING ACCESS TO ELECTRONIC PROTECTED HEALTH INFORMATION OUTSIDE OF NORMAL OPERATIONS.**

Dated this 11TH day of April 2005 and effective as of April 1, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 04/01/05	Page: 1 of 1
PROCEDURE	
Cancels:	Approved by: BOCC
See Also: POL-01500-HR	Res. #063843

PRO-01500-2-HR AUTHORIZING ACCESS TO ELECTRONIC PROTECTED HEALTH INFORMATION OUTSIDE OF NORMAL OPERATIONS

Action By:

Action:

Department Head/Elected Official

1. **Determines** that an employee without normal authorization requires access.
2. **Authorizes** the employee in writing to access electronic PHI for a specific time period.
3. **Files** the authorization.

- Employee** 4. **Performs** the necessary work within the specified time period.
- Department Head/Elected Official** 5. **Reviews** the need for further access to be granted.
- 5a. If needed, **extends** the authorization in writing.
- 5b. If not needed, **records** that the authorization has ended.
6. **Instructs** the normally authorized employee to change the passwords.
7. **Verifies** that the password has been changed and **stores** it in a secure and confidential location.

063844 11. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve "Reporting Malicious Software" procedures.

RESOLUTION NO. 063844

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedure Reporting Malicious Software;

WHEREAS, this action is required by the federal HIPAA Security Rule,

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 **PRO-01500-3-HR REPORTING MALICIOUS SOFTWARE.**

Dated this 11TH day of April 2005 and effective as of April 1, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G.R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 04/01/05	Page: 1 of 2
PROCEDURE	
Cancels:	Approved by: BOCC
See Also: POL-01500-HR	Res. #063844

PRO-01500-3-HR REPORTING MALICIOUS SOFTWARE

Action By:

Action:

Employee

1. **Discovers** a piece of software/program is damaging to his/her computer/files.
2. Reports the incident to his/her Department Head/Elected Official.
3. **Reports** the incident to Information Services.

Information Services

4. **Investigates** the problem.
5. **Reports** the findings and solutions to Department Head/Elected Official and employee.

Department Head/Elected Official

6. **Reviews** the possible solutions.
7. **Chooses** the appropriate solution.
8. **Reports** the solution to Information Services and the employee.

Information Services

9. **Works** with Department to solve the problem.

Employee

10. **Works** to restore any lost/damaged information.
11. **Adjusts** his/her passwords.
12. **Reports** any damaged or missing PHI to the Department Head/Elected Official.

- Department Head/Elected Official 13. **Reports** the damage of PHI to the Privacy Compliance Officer.
- 14. **Notifies** the appropriate individual in accordance with policy POL-01600-HR.
- Privacy Compliance Officer 15. **Reviews** the report.
- 16. **Performs** the necessary follow-up to complete the record.
- 17. **Files** the report in accordance with policy POL-01600-HR.

063845 12. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to authorize "Terminating Electronic Access" procedures.

RESOLUTION NO. 063845

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedure Terminating Electronic Access;

WHEREAS, this action is required by the federal HIPAA Security Rule,

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 **PRO-01500-4-HR TERMINATING ELECTRONIC ACCESS.**

Dated this 11TH day of April 2005 and effective as of April 1, 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

G.R. Finch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 04/01/05	Page: 1 of 1
PROCEDURE	
Cancels:	Approved by: BOCC
See Also: POL-01500-HR	Res. #063845

PRO-01500-4-HR TERMINATING ELECTRONIC ACCESS

Action By:

Action:

Department Head/Elected Official

1. **Approves** action resulting in termination of electronic access to a workstation and/or specific data.
 - 1a. If termination of employment, notifies Human Resources via exit checklist.
 - 1b. If a change in duties, notifies the employee no longer requiring access.
 - 1c. Notifies the employee access is now assigned to.
2. **Reports** the change to Information Services.

Information Services

3. **Disables** the existing user account until a new user is assigned.
4. Notifies the Department Head/Elected Official that the account has been disabled.

Department Head/Elected Official

5. **Changes** all necessary records and security features.

063846 13. Commissioner Wigen **moved**, Commissioner Partch **seconded** the motion and it **carried** to appoint Kim Kopf as Commissioner Finch's alternate on the Martin Hall Juvenile Facilities Board (replacing Chad Connors).

063847 14. An email was received from Kristie Kirkpatrick advising that this year is the 60th anniversary of the Whitman County Library. The commissioners returned a congratulatory letter to Ms. Kirkpatrick.

063848 15. The Department of Ecology notified the county that the North Fork Palouse River Total Maximum Daily Load (TMDL) for fecal coliform

bacteria was approved by the US Environmental Protection Agency (EPA) on March 21, 2005.

063849 16. An email was sent to the 9th District legislators regarding the trial court funding and transportation package legislation. Acknowledgements were received from all three legislators.

063850 17. A listing of liquor licenses due to expire July 31st was received from the Washington State Liquor Control Board.

D063850A 18. Commissioners' pending list reviewed.

10:25 a.m. - Recess.

10:30 a.m. - 2005 Whitman County Budget.

Present: Sharron Cunningham, Dane Dunford, Adam Roberts, Tammy Lewis and Megan Doyle.

063851 The Chairman convened the hearing for amendment to the 2005 budget and requested a staff report.

Sharron Cunningham, Administrative Services Director reviewed the detailed increased/decreased revenues and expenditures.

Current Expense Revenues/Expenditures	\$ 216,466
Other Funds Revenues/Expenditures	<u>\$1,890,453</u>
Total All Funds	\$2,106,919

There being no comments from those in attendance, the hearing adjourned. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to approve the 2005 budget amendment #1.

RESOLUTION NO. 063851
OF
THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, April 11, 2005; and

WHEREAS, any and all taxpayers appearing at the hearing held April 11, 2005, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and

WHEREAS, the Director of Administrative Services estimates that these amendments are necessary for the operation of the specified funds through the end of the fiscal year 2005.

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NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2005 be amended by the amounts indicated as attached; and,

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

PASSED, APPROVED AND ADOPTED this 11th day of April 2005.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Les Wigen, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Fund	Account	Description	2005 Budget	2005 1st Amend	2005 1st Amend Bal	Inc/Dec	% of Change
SUBTOTAL NEW REVENUE			9,714,794	-96,445	9,618,349	(96,445)	-0.99%
CURRENT EXPENSE REVENUE			9,957,712	216,466	10,174,178	216,466	2.17%
COMMISSIONERS			1,459,820	43,041	1,502,861	43,041	2.95%
ADMINISTRATOR			83,173	4,209	87,382	4,209	5.06%
HUMAN RESOURCES			102,285	1,721	104,006	1,721	1.68%
SUPERIOR COURT			288,329	3,000	291,329	3,000	1.04%
DISTRICT COURT			691,947	17,249	709,196	17,249	2.49%
CLERK			155,206	4,813	160,019	4,813	3.10%
TREASURER			249,845	814	250,659	814	0.33%
AUDITOR			530,756	35,300	566,056	35,300	6.65%
ASSESSOR			314,281	6,530	320,811	6,530	2.08%
PROSECUTING ATTORNEY			428,835	8,197	437,032	8,197	1.91%
CHILD SUPPORT ENFORCEMENT			97,217	2,361	99,578	2,361	2.43%
FACILITIES MANAGEMENT			394,056	2,045	396,101	2,045	0.52%
SHERIFF			2,337,837	(2,941)	2,334,896	(2,941)	-0.13%

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JUVENILE SERVICES	560,182	9,875	570,057	9,875	1.76%
WEED	77,087	2,751	79,838	2,751	3.57%
CORONER	64,419	0	64,419	-	0.00%
COOPERATIVE EXTENSION	98,567	-841	97,726	(841)	-0.85%
PUBLIC HEALTH	1,268,510	51,643	1,320,153	51,643	4.07%
PARKS & FAIR/FAIRGROUNDS	470,981	17,568	488,549	17,568	3.73%
INFORMATION SERVICES	284,379	9,131	293,510	9,131	3.21%
CURRENT EXPENSE EXPENDITURES	9,957,712	216,466	10,174,178	165,473	1.66%
SELF INSURANCE REVENUE	50,000	0	50,000	-	0.00%
SELF INSURANCE EXPENDITURES	50,000	0	50,000	-	0.00%
BUILDING & DEVELOPMENT REVENUE	89,200	4,500	93,700	4,500	5.04%
BUILDING & DEVELOPMENT EXPENDITURES	89,200	4,500	93,700	4,500	5.04%
COUNTYWIDE PLANNING REVENUE	193,550	12,000	205,550	12,000	6.20%
COUNTYWIDE PLANNING EXPENDITURES	193,550	12,000	205,550	12,000	6.20%
DEVELOPMENTAL SERVICES REVENUE	491,094	0	491,094	-	0.00%
DEVELOPMENTAL SERVICES EXPENDITURES	491,094	0	491,094	-	0.00%
VETERANS RELIEF REVENUE	18,500	0	18,500	-	0.00%
VETERANS RELIEF EXPENDITURES	18,500	0	18,500	-	0.00%
COUNTY ROAD REVENUE	11,581,419	550,000	12,131,419	550,000	4.75%
COUNTY ROAD EXPENDITURES	11,581,419	550,000	12,131,419	550,000	4.75%
PUBLIC FACILITIES IMPROVEMENT (.08) REVENUE	311,717	35,000	346,717	35,000	11.23%
PUBLIC FACILITIES IMPROVEMENT (.08) EXPENSES	311,717	35,000	346,717	35,000	11.23%
ERGONOMICS REVENUE (New Fund)	5,000	0	5,000	-	0.00%
ERGONOMICS EXPENDITURES (New Fund)	5,000	0	5,000	-	0.00%
COUNTY BULK PURCHASING REVENUE	10,000	0	10,000	-	0.00%
COUNTY BULK PURCHASING EXPENDITURES	10,000	0	10,000	-	0.00%
COUNTY BULK PURCHASING-SOFTWARE REVENUE	15,000	0	15,000	0	0.00%
COUNTY BULK PURCHASING-SOFTWARE EXPENDITURES	15,000	0	15,000	0	0.00%
HOTEL/MOTEL TAX REVENUE	31,000	0	31,000	0	0.00%
HOTEL/MOTEL TAX EXPENDITURES	31,000	0	31,000	0	0.00%
BOATING SAFETY REVENUE	29,600	0	29,600	0	0.00%
BOATING SAFETY EXPENDITURES	29,600	0	29,600	0	0.00%
INMATE WELFARE REVENUE	42,000	0	42,000	0	0.00%

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INMATE WELFARE EXPENDITURES	42,000	0	42,000	0	0.00%
EMERGENCY SERVICES REVENUE	103,000	6,913	109,913	6,913	6.71%
EMERGENCY SERVICE EXPENDITURES	103,000	6,913	109,913	6,913	6.71%
PATHS & TRAILS REVENUE	83,000	0	83,000	-	0.00%
PATHS & TRAILS EXPENDITURES	83,000	0	83,000	-	0.00%
CHIPMAN PATH REVENUE	106,000	0	106,000	-	0.00%
CHIPMAN PATH EXPENDITURES	106,000	0	106,000	-	0.00%
BCPT-SPECIAL DONATIONS REVENUE	10,000	0	10,000	-	0.00%
BCPT-SPECIAL DONATIONS EXPENDITURES	10,000	0	10,000	-	0.00%
DONATIONS & PLANNED GIVING REVENUE	8,710	0	8,710	-	0.00%
DONATIONS & PLANNED GIVING EXPENSES	8,710	0	8,710	-	0.00%
TREASURERS M & O REVENUE	17,873	0	17,873	-	0.00%
TREASURERS M & O EXPENDITURES	17,873	0	17,873	-	0.00%
DRUG ENFORCE/QUAD CITY REVENUE	218,950	0	218,950	-	0.00%
DRUG ENFORCE/QUAD CITY EXPENDITURES	218,950	0	218,950	-	0.00%
CRIME VICTIMS/WITNESSES REVENUE	37,521	0	37,521	-	0.00%
CRIME VICTIMS/WITNESSES EXPENDITURES	37,521	0	37,521	-	0.00%
HOUSE BILL 3900 REVENUE	21,499	0	21,499	-	0.00%
HOUSE BILL 3900 EXPENDITURES	21,499	0	21,499	-	0.00%
JUVENILE- CASA REVENUE	750	1,040	1,790	1,040	138.67%
JUVENILE- CASA EXPENDITURES	750	1,040	1,790	1,040	138.67%
INTER-LOCAL DRUG REVENUE	13,000	0	13,000	-	0.00%
INTER-LOCAL DRUG EXPENDITURES	13,000	0	13,000	-	0.00%
DOCUMENT PRESERVATION REVENUE	47,000	0	47,000	-	0.00%
DOCUMENT PRESERVATION EXPENDITURES	47,000	0	47,000	-	0.00%
COMMISSIONERS SPECIAL REVENUE	43,500	0	43,500	-	0.00%
COMMISSIONERS SPECIAL REVENUE EXPENSES	43,500	0	43,500	-	0.00%
JUVENILE JUSTICE REVENUE	62,000	0	62,000	-	0.00%
JUVENILE JUSTICE EXPENDITURES	62,000	0	62,000	-	0.00%
COMMISSIONERS RESERVE REVENUE	150,000	0	150,000	-	0.00%
COMMISSIONERS RESERVE EXPENDITURES	150,000	0	150,000	-	0.00%
ELECTIONS RESERVE REVENUE	18,750		18,750	-	0.00%
ELECTIONS RESERVE EXPENDITURES	18,750		18,750	-	0.00%
ELECTION RESERVE FUND- SPECIAL ELECTIONS PROJECT FUND REVENUE	0	344,000	344,000	344,000	#DIV/0!
ELECTION RESERVE FUND- SPECIAL ELECTIONS PROJECT FUND EXPENDITURES	0	344,000	344,000	344,000	#DIV/0!

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PROSECUTORS STOP GRANT REVENUE	28,394	0	28,394	-	0.00%
PROSECUTORS STOP GRANT EXPENDITURES	28,394	0	28,394	-	0.00%
ELECTRIC MONITORING REVENUE	6,210	0	6,210	-	0.00%
ELECTRIC MONITORING EXPENDITURES	6,210	0	6,210	-	0.00%
WEB SITE DEVELOPMENT REVENUE	10,000	0	10,000	-	0.00%
WEB SITE DEVELOPMENT EXPENDITURES	10,000	0	10,000	-	0.00%
FEDERAL EQUITABLE SHARING REVENUE	150,000	0	150,000	-	0.00%
FEDERAL EQUITABLE SHARING EXPENDITURES	150,000	0	150,000	-	0.00%
WASHINGTON HOUSING SHB 2060 REVENUE	48,000	0	48,000	-	0.00%
WASHINGTON HOUSING SHB 2060 EXPENSES	48,000	0	48,000	-	0.00%
WHITCOM GENERAL OPERATIONS REVENUE	1,362,000	-1,362,000	-	(1,362,000)	0.00%
WHITCOM GENERAL OPERATIONS EXPENSE	1,362,000	1,362,000	-	(1,362,000)	0.00%
WHITCOM WIRE LINE TAX REVENUE	839,658	-839,658	-	(839,658)	0.00%
WHITCOM WIRE LINE TAX EXPENDITURES	839,658	-839,658	-	(839,658)	0.00%
WHITCOM WIRE LESS TAX REVENUE	216,000	-216,000	-	(216,000)	0.00%
WHITCOM WIRE LESS TAX EXPENDITURES	216,000	-216,000	-	(216,000)	0.00%
WHITCOM MISCELLANEOUS REVENUE	775,000	-775,000	-	(775,000)	0.00%
WHITCOM MISCELLANEOUS EXPENDITURES	775,000	-775,000	-	(775,000)	0.00%
WHITCOM CAPITAL PROJECTS REVENUE	510,000	-510,000	-	(510,000)	0.00%
WHITCOM CAPITAL PROJECTS EXPENSE	510,000	-510,000	-	(510,000)	0.00%
MARTIN HALL DEBT-REVENUE	46,469	0	46,469	-	0.00%
MARTIN HALL DEBT-EXPENDITURES	46,469	0	46,469	-	0.00%
LIMITED TAX GO BOND 2002 REVENUE	161,717	0	161,717	-	0.00%
LIMITED TAX GO BOND 2002 EXPENDITURES	161,717	0	161,717	-	0.00%
CAPITAL PROJECTS GENERAL REVENUE	45,462	0	45,462	-	0.00%
CAPITAL PROJECTS GENERAL EXPENDITURES	45,462	0	45,462	-	0.00%
CP-ASSET ACQUISITION REVENUE	39,300	0	39,300	-	0.00%
CP-ASSET ACQUISITION EXPENDITURES	39,300	0	39,300	-	0.00%
CP-COMPUTERS REVENUES	40,000	0	40,000	-	0.00%
CP-COMPUTERS EXPENDITURES	40,000	0	40,000	-	0.00%
CP-CAPITAL IMPROVEMENT PROJECT REVENUE	50,000	-8,000	42,000	(8,000)	-16.00%
CP-CAPITAL IMPROVEMENT PROJECT EXPENSES	50,000	-8,000	42,000	(8,000)	-16.00%
CP-MUSEUM CONSTRUCTION REVENUE	19,970	0	19,970	-	0.00%
CP-MUSEUM CONSTRUCTION EXPENDITURES	19,970	0	19,970	-	0.00%
CP-GO BOND 2002 REVENUE	257,700	35,000	292,700	35,000	13.58%
CP-GO BOND 2002 EXPENDITURES	257,700	35,000	292,700	35,000	13.58%

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SOLID WASTE REVENUE	2,268,318	370,000	2,638,318	370,000	16.31%
SOLID WASTE EXPENDITURES	2,268,318	370,000	2,638,318	370,000	16.31%
SOLID WASTE RESERVE REVENUE	92,000	0	92,000	-	0.00%
SOLID WASTE RESERVE EXPENDITURES	92,000	0	92,000	-	0.00%
EQUIPMENT RENTAL & REVOLVING REVENUE	3,919,763	540,000	4,459,763	540,000	13.78%
EQUIPMENT RENTAL & REVOLVING EXPENDITURES	3,919,763	540,000	4,459,763	540,000	13.78%
PHOTOCOPIER REVOLVING FUND REVENUE	57,945	0	57,945	-	0.00%
PHOTOCOPIER REVOLVING FUND EXPENSES	57,945	0	57,945	-	0.00%
UNEMPLOYMENT INSURANCE REVOLVING REVENUE	35,000	0	35,000	-	0.00%
UNEMPLOYMENT INSURANCE REVOLVING EXPENDITURES	35,000	0	35,000	-	0.00%
COMMUNICATIONS REVOLVING FUND REVENUE	130,258	0	130,258	-	0.00%
COMMUNICATIONS REVOLVING FUND EXPENDITURES	130,258	0	130,258	-	0.00%
WHITCOM GENERAL OPERATIONS REVENUE	0	1,362,000	1,362,000	1,362,000	#DIV/O!
WHITCOM GENERAL OPERATIONS EXPENSE	0	1,362,000	1,362,000	1,362,000	#DIV/O!
WHITCOM 911 TAX/GRANT FUND REVENUE	0	1,830,658	1,830,658	1,830,658	#DIV/O!
WHITCOM 911 TAX/GRANT FUND EXPENDITURES	0	1,830,658	1,830,658	1,830,658	#DIV/O!
WHITCOM CAPITAL PROJECTS REVENUE	0	510,000	510,000	510,000	#DIV/O!
WHITCOM CAPITAL PROJECTS EXPENSE	0	510,000	510,000	510,000	#DIV/O!
ERNIE DIPPEL MEMORIAL FUND REVENUE	3,608	0	3,608	-	0.00%
ERNIE DIPPEL MEMORIAL FUND EXPENDITURES	3,608	0	3,608	-	0.00%
Zaidee Parvin Memorial Fund Revenue	10,562	0	10,562	-	0.00%
Zaidee Parvin Memorial Fund Expenditures	10,562	0	10,562	-	0.00%
Palouse Empire Fair Building Revenue	1,771	0	1,771	-	0.00%
Palouse Empire Fair Building Expenditures	1,771	0	1,771	-	0.00%
COMMUNITY ACTION AGENCY SERVICES REVENUE	113,318	0	113,318	-	0.00%
COMMUNITY ACTION AGENCY SERVICES EXPENSES	113,318	0	113,318	-	0.00%
TOTAL EXPENDITURES OTHER FUNDS	25,048,056	1,890,453	26,938,509	1,890,453	7.55%
TOTAL EXPENDITURES CURRENT EXPENSE	9,957,712	216,466	10,174,178	216,466	2.17%
TOTAL WHITMAN COUNTY EXPENDITURES	35,005,768	2,106,919	37,112,687	2,106,919	6.02%
TOTAL REVENUE OTHER FUNDS	25,048,056	1,890,453	26,938,509	1,890,453	7.55%
TOTAL REVENUE CURRENT EXPENSE	9,957,712	216,466	10,174,178	216,466	2.17%
TOTAL WHITMAN COUNTY REVENUE	35,005,768	2,106,919	37,112,687	2,106,919	6.02%

10:45 a.m. - Adams Roberts, Information Services.

Present: Tammy Lewis and Megan Doyle.

063852 Mr. Roberts explained the Coroner has requested a new computer. Rather than purchase a new computer, Information Services has a system that

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suits the Coroner's needs. The only item the Coroner is lacking is a CD burner necessary for transmitting photographs. However, that expenditure will be deducted from the Coroner's budget rather than the Asset Acquisition fund. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve the transfer of computer equipment from Information Services to the Coroner.

11:00 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey, Tammy Lewis and Megan Doyle.

Solid Waste Division:

D063852A 1. Spring cleanup began today and runs through April 23rd.

Engineering Division:

D063852B 2. Next week the Palouse Cove Road project will be re-opened for continued construction. There will be construction delays and depending on the weather, paving is anticipated to begin in 2-4 weeks (early to mid-May) from the time construction commences.

Maintenance Division:

D063852C 3. Crews are grading roads, hauling rock in Districts I and III; in early May Districts I and III will begin crack sealing; all districts will begin asphalt repair work in preparation of spot sealing in June and seal coating in July; bridge work will begin once all supplies arrive and the county meets Fish & Game's deadlines.

Planning/Building Divisions:

D063852D 4. The Director shared a note received from Pat Garrett thanking Dan Gladwill and Michael Schuler for their professional assistance during his recent visit to their office.

Financial Division:

D063852E 5. As a side note to the budget hearing, Dane Dunford said the amendment submitted for County Road and Solid Waste made up almost \$1.4 million of the entire amendment. When the budget was compiled in July 2004, even though they anticipated increases in fuel, liquid asphalt, culverts, steel and crack seal material costs, the actual increases were much more than anticipated.

With regard to Solid Waste, the Transfer Station took in a record number of tonnage right at the end of the year. At that point, there was no way to include the revenue in the current budget's spending authority to assist with shipping costs.

In addition, the bulk of consulting work that was thought would be completed in 2004 had to be carried over to 2005.

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For these reasons Public Works had a very large budget amendment, but it does not affect the general fund.

D063852F 6. Chairman Partch said he would like to do some type of kick-off or dedication for the Palouse Cove Road.

11:30 a.m. - Recess.

1:00 p.m. - Steve Martin, Snake River Salmon Recovery Board (SRSRB).

Present: Megan Doyle.

D063852G Steve Martin, Director of the Snake River Salmon Recovery Board now based in Dayton, joined the commissioners.

He shared the status of the Salmon Recovery Plan and the next steps. The region includes Whitman, Asotin, Garfield, Columbia and Walla Walla counties. The Board's job is to develop a plan supported by science and adoptable by the public for fish recovery. In other words, this isn't an unfunded mandate with regulations that are so imposing that they can't do anything. They have strived in the development of this plan to come up with solutions that are "almost not newsworthy". This is such incredible news, but not newsworthy for some reason. His explanation is that the public is seeing a change in the landscape, but no one is losing his or her privileges or rights. At the same time they are improving the landscape and helping the fish, evidenced by the increased recent returns and discussion of a fall Chinook fishery for the first time in 40 years on the Snake River. Spring Chinook fishing will open this spring for the 3rd consecutive year. The plan demonstrates we can recover almost all these populations with habitat actions alone.

The draft plan is (copies of the 70 page summary distributed) is available at the Conservation Districts, libraries and SRSRB website. Next week there will be a press release in the local newspapers that says the draft plan is available and there will be an April 20th public involvement workshop at the Community College in Clarkston at 6:30 p.m. Another workshop will be held the following day in Walla Walla with a final workshop the following week in Dayton. All comments will be incorporated into the plan for line-by-line review by the SRSRB in early May.

1:10 p.m. - Tammy Lewis.

The draft plan will be submitted to the Governor on June 30th. With its submittal they hope to have letters of support from the 5 boards of county commissioners, tribes and Watershed Planning Units. Mr. Martin will meet with the commissioners again in May to provide a synopsis of the public comments and request a letter of support.

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Commissioner Wigen complimented Mr. Martin on the terrific job he has done for the Salmon Recovery Board.

Chairman Partch said the true impacts are still a concern to the county and need to be understood by the Public Works Department, i.e. stream mitigation. Commissioner Finch added the engineer felt the road related costs were very under-projected. Mr. Martin said those are the types of comments they need to hear. Chairman Partch suggested Mr. Martin visit with our Public Works staff about any possible impacts.

1:20 p.m. - Recess.

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

Present: Denis Tracy and Kelli Campbell (1:30 p.m.), Sharron Cunningham (2:00 p.m.) and Fran Martin (3:20 p.m.).

D063852H 19. Items discussed included a reclassification, county budget and food permit follow-up. No action taken.

4:00 p.m. - Adjournment.

D063852I Commissioner Finch **moved** to adjourn the **April 11, 2005** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **April 18, 2005**. The foregoing action made this **11th** day of **April 2005**.

ss/ G.R. FINCH, Commissioner
ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners