

**Minutes for April 18, 2005**

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**063853 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **April 18, 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.**

Present: Sharron Cunningham.

**063854 1.** Items discussed included CAC Director's retirement and budget related issues. No action taken.

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

Present: Brett Myers, Megan Doyle, Tammy Lewis, Kelli Campbell and Kris Bunch.

**D063854A 2. Motion** by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Wigen and **carried**.

**063855 3.** Claims/Payroll warrants numbered **175635-175636, 175638-175639 and 175642-175790** for **\$301,657.78** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	133.41	39,674.25	57,686.07
101	Self Insurance			5,835.82
102	Building & Development		1,078.80	98.88
103	Countywide Planning		1,021.20	375.80
110	County Roads		17,286.80	1,803.80
118	Inmate Welfare	9.44		289.06
119	Emergency Services	16.75		164.21
123	Paths & Trails			160.00
127	Drug Enforcement			264.66
129	House Bill 3900			354.01
132	Auditor's Document Preservation			201.60
141	Washington Housing SHB 2060			6,028.78
300	Capital Projects			905.53
400	Solid Waste	1,575.53	2,862.80	16,871.92
501	Equipment Rental & Revolving	32.88	4,398.40	74,604.61
510	Photocopier Revolving			422.76
513	Communications Revolving	10.06		3,030.21
660	Whitcom-General-000			49,434.69
660	Whitcom-Grant Funding-001	2,590.00		12,505.05

**063856 4.** April 11, 2005 minutes approved.

063857-063861 5. Personnel board orders approved.

063862 6. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to appoint David Stanley to a 6-year term on the Water Conservancy Board. Mr. Stanley's term will commence July 17, 2005 and expire July 16, 2011.

**RESOLUTION NO. 063862**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF APPOINTING A MEMBER TO THE WHITMAN COUNTY WATER CONSERVANCY BOARD.**

WHEREAS, water conservancy boards were authorized pursuant to SHB-1272 in 1997 and later amended by the legislature in 2001 to allow Water conservancy Board members to be increased from three to five; and,

WHEREAS, Whitman County is in need of filling a vacancy on the local Water Conservancy Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Whitman County Commissioners hereby appoints:

**David Stanley of Lacrosse, WA to a six-year term; and,**

This term begins July 17, 2005 and expires **July 16, 2011**. The Water Conservancy Board will function within the geographical borders of Whitman County, exercising administrative powers enumerated within Title 90 R.C.W. and the attached bylaws; and,

Dated this **18th** day of **April 2005** and effective as of **July 17, 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

063863 7. A letter of appreciation was forwarded to Dretha Phillips for her service on the Water Conservancy Board after a **motion** by Commissioner Wigen, **seconded** by Commissioner Finch **carried**.

**063864** 8. Sheriff Myers indicated for the better part of 20 years, the Sheriff's Department has contracted with the U.S. Army Corps of Engineers to provide boat and road patrol. These services include roads that adjoin Corps property primarily from Wawawai to almost Clarkston, Penawawa and Central Ferry as well as the entire Snake River from the confluence to Lyons Ferry. The total boat patrol program cost is \$30,000 and the Corps provides \$23,921.40 towards this expense. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to sign the U.S. Army Corps of Engineers contract for 2005 Sheriff's services. The Sheriff confirmed the hours worked under this contract are in addition to regular working hours.

**063865** 9. Kris Bunch stated the Prosecutor has reviewed the VPN (Virtual Private Network) agreement and has made some recommended changes with respect to disclosure. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve the VPN User Agreement Policy as changed and recommended by the Prosecutor.

**RESOLUTION NO. 063865**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF adopting revisions to the VPN User Agreement Policy.**

WHEREAS, this policy has been reformatted, amended and numbered to match the County's new policy structure; and,

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Commissioners that the attached POL-0001-IS VPN User Agreement is approved.

Dated this 25th day of April 2005 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Greg Partch, Chairman

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G.R. Finch, Commissioner

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Les Wigen, Commissioner

Effective Date: April 25, 2005

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**POLICY**

See Also: POL-0408-HR

Approved by BOCC  
Reso. #063865

POL - 0001-IS

**VPN User Agreement Policy**

**Definitions:**

**VPN:** (Virtual Private Network) is a way to provide remote access to an organization's network via the Internet.

**VPN User:** Anyone authorized by Information Services and their Department Head / Elected Official to access Whitman County Network Resources remotely.

**Internet:** Thousands of interconnected electronic networks.

**Screensaver:** A program that displays an image, animation, or just a blank screen on a computer after no input has been received for a certain length of time.

**Domain:** A collection of computers and users that share common resources that are authenticated through a server.

**Remote Desktop:** A program provided by Microsoft to provide a remote connection to a computer running Windows XP Professional.

**1. VPN Security Guidelines**

1. You will not share your VPN User name and password with anyone except Information Services staff.
2. You will not allow anyone except yourself to access Whitman County Network Resources. (Files, Printers, E-Mail, Databases and any other resource that can be accessed via the Whitman County Network.)
3. You will take reasonable measures against unauthorized access to the VPN.
  - a. Log out of the Whitman County Network if you leave your computer unattended for more than 10 minutes.
  - b. Use a screensaver password and set your screensaver to come on after 5 minutes of inactivity.

**2. Adherence to Policy POL-0408-HR**

Please refer to Section 6 of policy POL-0408-HR. This section is applicable to Whitman County E-mail accessed via the VPN.

**3. Personal Computer usage with the VPN**

It is preferred that a computer owned by Whitman County is used with the VPN. If this is not possible then a personal computer may be used. The personal computer will not be added to the Whitman County Domain. Users will use "Remote Desktop" to access their work computer through the VPN. Please be aware that any work or county files which you copy or move onto your personal computer are subject to public records request to the same extent as they would be if the file was in paper form and took it to your home.

**2. Violations of This Policy are Subject to Discipline.**

Violation of this Policy regarding VPN usage may result in discipline up to and including termination of VPN access.

Whitman County reserves the right to bring legal action for misuse of its e-mail / or internet system via the VPN.

I, \_\_\_\_\_, have read the VPN User Agreement  
(Print Name) Policy, as written above. I understand and agree to follow the guidelines it contains.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Department Head/  
Elected Official \_\_\_\_\_ Date\_\_\_\_\_

**063866** 10. Mr. Bunch requested authorization to purchase a backup system for the county's server configuration that would also provide additional file storage preventing extended downtime. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to authorize the \$1,700 purchase through the Asset Acquisition fund.

11. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to sign two updated Business Associate agreements:

**063867** Washington County Insurance Fund (WCIF).

**063868** Washington County Insurance Pool (WCIP).

**063869** 12. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to authorize publishing a request for proposals (RFP) for an election voter registration database to be opened May 9<sup>th</sup> at 11:30 a.m.

**063870** 13. Notice was received from the Military Department, Division of Emergency Services, stating Greg Partch's appointment to the State E911 Advisory Committee has been confirmed.

**BOCC MINUTES-04/18/05**

**063871** 14. Notice was received from the Washington State Liquor Control Board in regards to a liquor license application filed by the Dusty Country Store. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** supporting issuance of this license. The signed notice was returned to the Washington State Liquor Control Board.

**063872** 15. Letters were sent via email to the 9<sup>th</sup> district legislators and House Finance Committee members concerning SB 6050 and SHB 2500, a longer term fix for under-funded counties and cities that will never have a tax base to sustain minimum operations.

**063873** 16. A letter was mailed to Douglas B. MacDonald, Washington State Department of Transportation (WSDOT) Secretary concerning the proposed transportation package.

**D063873A** 17. Commissioners' pending list reviewed.

**10:35 a.m. - Recess.**

**11:30 a.m. - Sharron Cunningham, Administrative Services Director.**

Present: Joe Reynolds, Eunice Coker, Mike Werner, Kelli Campbell, Tim Myers, Denis Tracy, Dane Dunford, Brett Myers, Bob Lothspeich, Peggy Wright, Marlynn Markley, Tom Miller and Bob Reynolds.

The following individuals contacted the Clerk of the Board regarding their absence from today's meeting: Bev Welch, Fran Martin and Janet Schmidt.

**063874** The March 2005 ending financial report provided by Ms. Cunningham.

March 2005 Cash Balance - \$687,283

March 2004 Cash Balance - \$892,019

March 2005 Revenue - \$1,406,712 - 14.63% of budget.

March 2004 Revenue - \$1,389,434 - 15.32% of budget.

March 2005 Expenditures \$2,187,953 - 21.50% of budget.

March 2004 Expenditures \$1,665,753 - 16.68% of budget.

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

**1:25 p.m. - Mike Werner, Developmental Services.**

**063875** 1. Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to publish a request for qualifications for Developmental Services providers during the period July 1, 2005-June 30, 2007.

**BOCC MINUTES-04/18/05**

**063876** 2. Commissioner Wigen **moved**, Commissioner Finch **seconded** the motion and it **carried** to sign the county program agreement for working capital advance. This contract extends the advance payment of \$48,216 from July 1, 2005 to June 30, 2006.

**063877** 3. Mr. Werner presented a copy of a letter drafted by Debbie Sherman, Eric Hoyle and himself to the Governor, 9<sup>th</sup> district legislators and the Chairs of the House and Senate Appropriations Committees responding to recent budget proposals on transition funding and vendor rate increases.

**D063877A** 4. June 2<sup>nd</sup> at 6 p.m. is scheduled for the annual Developmental Services awards at the Fairgrounds.

**1:45 p.m. - Recess.**

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

Present: Dane Dunford, Mark Bordsen, Mark Storey and Alan Thomson.

**D063877B** 18. Items discussed included Public Works related issues. No action taken.

**5:00 p.m. - Recess.**

**D063877C** **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **April 19, 2005 at 9:00 p.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. - Reconvene/Board Business Continued/BOCC Workshop.**

Present: Kim Kopf (9:00 a.m.), Tim Myers (10:00 a.m.) and Bob Reynolds (11:00 a.m.).

**D063877D** 19. Budget issues discussed. No action taken.

**11:30 a.m. - Recess.**

**2:00 p.m. - Board of Health.**

Present: Fran Martin, Dr. Moody, John Skyles and Tammy Cochrane.

**D063877E** 1. The Director introduced Tammy Cochrane, Tobacco Coordinator and is a registered nurse who handles the Colfax schools.

**063878** 2. The Chairman convened the hearing for proposed revisions to the Whitman County Food Service Ordinance Chapter 8.05 and requested a staff report.

John Skyles said the State Board of Health adopted food WAC 246.215 on September 8, 2004 to be patterned after the FDA Master Code effective May 2, 2005. Today's action is to adopt a local ordinance reflecting those changes. Mr. Skyles distributed a summary of the major changes.

Ms. Martin interjected the Department can revise its fee schedule to reflect the additional requirements, i.e. semi-annual restaurant inspections. Mr. Skyles said the Department could also classify restaurants based on the complexity of their menu requiring only one inspection per year. In answer to an inquiry by Dr. Moody, Mr. Skyles said the enforcement policy is separate from this ordinance and is not changing.

There being no further comments, Chairman Partch adjourned the hearing.

Commissioner Finch **moved**, Commissioner Wigen **seconded** the motion and it **carried** to approve revisions to the Whitman County Food Code Title 8, Chapter 8.04.

Mr. Skyles applauded Michael Baker for his excellent job of notifying the licensed establishments, issuing a press release, held 2 classes about the changes. Dr. Moody noted a revised sheet is expected from the state that could be forwarded to all licensed establishments.

**RESOLUTION NO. 063878**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF adopting a revision to the current Whitman County Food Code.

WHEREAS, the Board of Whitman County Commissioners, acting as the Whitman County Board of Health, recognizes the need for revising the Whitman County Food Code Title 8, Chapter 8.04; and,

WHEREAS, the following changes in Section 8.04 are hereby adopted:

2001 State Food Code

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that the above revisions to the Whitman County Food Code Title 8, Chapter 8.04 is approved.

Dated at Colfax, Washington this 19th day of April 2005.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

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G.R. Finch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

Due to the length of this code, it will not appear in the journal in full, but is available in the Commissioners' and Public Health offices.

**D063878A 3.** A 6-month old sickly, semi wild cat bit and scratched an individual and the cat died during the quarantine period. The cat was sent to the state for a rabies examination but they were unable to provide a firm diagnosis. Therefore, the individual is going through rabies treatment. The cost is borne by the individuals private insurance.

**D063878B 4.** Dr. Moody talked about the flu season and mismatch between the circulating virus and what was included in the vaccine.

**D063878C 5.** A total of 22 Pertussis or Whooping Cough cases tested positive in Whitman County of which the follow up for each case involves a tremendous amount of time and effort by Public Health staff.

**D063878D 6.** The department is gearing up for the West Nile Virus (WNV). They are setting traps, doing surveillance work and collecting dead birds for testing.

**D063878E 7.** The contract signed March 15<sup>th</sup> with Columbia County for Environmental Health services one day/week is now null and void due to a Columbia County personnel issue. John Skyles and Michael Baker are currently assisting their Environmental Health technician one day/week. Ms. Martin will submit a revised contract to the Board for their consideration.

**D063878F 8.** On May 6<sup>th</sup> the State Department of Health's consultant will be in Whitman County to determine the status of Whitman County's level of achieving the state administrative standards set forth for Public Health. Future funding will be based on compliance with these standards. Whitman County will never be able to achieve the standards dealing with assessments and surveys because there is no funding. In 1997 Public Health received a grant to perform a behavioral risk assessment study totaling \$60,000. However, they do meet or exceed the standards for administration, communicable diseases and environmental health that the department feels is very important. If the state wants the county to perform basic health surveys, then somehow the state needs to provide the assistance to do so. Commissioner Partch suggested this issue be added to the agenda when Mary Selecky, Secretary for the Department of Health visits Whitman County.

**BOCC MINUTES-04/18/05**

**D063878G 9.** Ms. Martin said Public Health staff has talked to all school district administrators regarding the \$5/hour increase for nursing services beginning August 2005. None of the districts have asked for a reduction in hours. New contracts will be sent to the districts in May.

**D063878H 10.** The Pullman Public Health office will be reducing WIC services one day/week to allow staff time to perform out of office services.

**D063878I 11.** Whitman County is working with Prevention Concepts and received a scholarship to conduct a mock accident to be staged in the St. John-Endicott-Lacrosse area whereby the students would observe the situation. Ms. Martin said she is still searching for scholarships to perform a countywide exercise.

**D063878J 12.** The SmileMobile was in Colfax and saw 53 children performing screening and restorative work. Whitman County Public Health has put the SmileMobile in touch with Asotin County. She believed Whitman County's numbers are down because of the success of the ABCD program. Therefore, we no longer need the SmileMobile on an annual basis.

**D063878K 13.** May 24<sup>th</sup> has been set aside for a bioterrorism tabletop exercise in Colfax including the hospital and EMS.

**063879 14.** Ms. Cochrane said she assumed the tobacco program responsibilities in October 2004. At that time, the Advisory Board was in the midst of a 3-year strategic plan submitted to the State Department of Health in December. A summary of the plan included 3 indicators based on the Department of Health's list: Youth Access, Health Care Systems Change and Availability of Community Cessation Resources. The plan outlines their goals and activities. Based on the behavioral health risk survey, one of the key issues reported by Whitman County residents was that far more accountability should be placed on youth with respect to tobacco access. This is an area they hope to delve into over the next 3 years. Ms. Cochrane pointed out that the Department of Health is focused on systems change and not just educational programming, i.e. policies and may use Pullman Hospital's Plan as a model for Whitman County.

Chairman Partch said it is the feeling of this board that the county needs to work with the retailers and not always punish them. If there are going to be laws, the laws should be enforced not solely penalizing retailers. Commissioner Finch added, in other words, the youths should also be ticketed. He thought too much responsibility is placed on retailers and not enough on the users. Chairman Partch said this is another issue that needs to be discussed with Mary Selecky.

Fran Martin said Whitman County is still a member of a Tobacco partnership that includes Asotin, Columbia and Garfield Counties. Whitman County was

**BOCC MINUTES-04/18/05**

the main fiscal agent. This year, they will only be taking care of Columbia and Whitman County. The other two counties will receive their funding directly.

**063880 15.** Ms. Martin distributed the 2004 Public Health Improvement Plan.

**D063880A 16.** The next meeting of the Board of Health is May 17<sup>th</sup>.

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

Present: Fran Martin (3:00 p.m.) and Mike Werner (4:00 p.m.).

**D063880B 20.** Budget issues discussed. No action taken.

**5:00 p.m. Recess.**

**D063880C THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **April 22, 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. - Reconvene/Board Business Continued/BOCC Workshop.**

Present: Denis Tracy (9:00 a.m.) and Bob Lothspeich (1:00 p.m.).

**D063880D 21.** Budget issues discussed. No action taken.

**5:00 p.m. - Adjournment.**

**D063880E** Commissioner Finch **moved** to adjourn the **April 18, 19 and 22, 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 25, 2005**. The foregoing action made this **22nd** day of **April 2005**.

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

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MARIBETH BECKER, CMC  
Clerk of the Board

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GREG PARTCH, CHAIRMAN  
Board of County Commissioners