

Minutes for May 3, 2010

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070624 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 3, 2010 at 8:45 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

8:45 a.m. - Call to Order/Board Business/BOCC Workshop.

Present: Kelli Campbell.

9:00 a.m. - Commissioner Largent was unavailable.

070625 1. Items discussed included the Classification system, business hours, butte protection, New World motion and Road and Bridge Committee. No action taken.

9:45 a.m. - Pledge of Allegiance.

Present: Brett Myers, Chris Nelson and Joe Smillie.

D070625A 2. Motion by Commissioner Largent to accept the consent agenda. Motion **seconded** by Commissioner O'Neill and **carried**.

070626 3. Claims/Payroll warrants numbered **239059-239065, 239199-239220** and **239223-239402** for **\$697,172.63** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	2,324.94	3,480.03	108,568.74
101	Self Insurance			1,662.50
102	Building & Development			412.15
103	Countywide Planning		170.85	3.52
104	Developmental Services		36,618.55	129.92
109	Homeless Housing			58,390.59
110	County Roads		201.00	26,944.35
111	CETC Building			40.10
117	Boating Safety			225.00
118	Inmate Welfare			708.72
120	Historical Preservation			9,000.00
123	Paths/Trails-BCPT 123.310.001			41.57
127	Drug Enforcement-Quad City	3,814.65		15,413.72
128	Crime Victims/Witness-Pros. 000			104.22
135	Prosecutor's Stop Grant			50.10
141	Washington Housing SHB 2060			23,284.17

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143	Trial Court Improve	143.030.000			17.79
144	Emerg. Communicat.	144.260.001	348.53	7.87	9,903.49
300	CIP Asset Acquisit.	300.010.001			796.67
400	Solid Waste			1,661.90	111,217.17
410	Solid Waste Reserve			4,516.00	
501	Equipment Rental & Revolving			343.60	26,063.64
511	Unemployment Insurance				6,328.30
513	Communications Revolving		758.29		
660	Whitcom-General	660.911.000		248.39	8,989.22
660	Whitcom-Grant	660.911.001			514.04
690	Clearing Fund	690.004.000		55,571.04	
690	Clearing Fund	690.005.000		178,297.30	

070627-070630 4. Veterans' Relief request approved.

9:55 a.m. - Fran Martin, Bob Lothspeich, Sharron Cunningham, Bev Divine, Joe Poire, Debbie Snell and Larry and Cheryl Farr.

070631 5. April 19, 2010 minutes approved.

070632-070648 6. Personnel board orders approved.

10:00 a.m. - Shirley Bafus.

070649 7. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign a proclamation proclaiming May as Older American Month.



WHEREAS, the older adults in Whitman County are among our most "treasured resources," united by historical experiences, strengthened by diversity, and interpreting events through varied perspectives and backgrounds to bring wisdom and insight to our community; and

WHEREAS, increasing numbers of adults are reaching retirement age and remaining strong and active for longer than ever before; and

WHEREAS, the older adults in Whitman County deserve recognitions for the contributions they have made and will continue to make to the culture, economy, and character of our community and our nation; and

WHEREAS, our community can provide that recognition and respect by improving the quality of life for older Americans by:

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Increasing their opportunities to remain active and engaged in community life;

Providing individualized services and support systems to maintain the dignity, independence, and self-determination of older Americans as they age;

Combating ageist attitudes by honoring their past, present, and future contributions;

NOW THEREFORE, the Whitman County Commissioners do hereby proclaim May 2010 as Older Americans Month in Whitman County and we urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers who care for many of them. Our recognition and involvement of older Americans can enrich our entire community's quality of life.

Dated this 3rd day of May, 2010.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

070650 8. The Blue Ribbon Advisory Task Committee submitted their recommendations for award of 2010 Public Facilities (.09) projects. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to award the Town of Lamont \$52,000 for a Library/Community Services Building and \$27,604.12 to the Town of Oakesdale for Phase II of their Incubator project.

070651 9. A request for an extension to a 2009 Public Facilities awarded project was received from Public Hospital District #2. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize a 4-month extension to Public Hospital District #2 to complete their 2009 Public Facilities project. This extension will expire September 1, 2010.

070652 10. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize a one-time contribution of \$10,000.00 from Public Facility (.09) funds to the Port of Whitman to facilitate the

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Port's Innovative Partnership Zone (IPZ) for staff and scope of work. The effective date of this project is 07/01/10-06/30/11.

070653 11. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to raise the non-represented medical cap by \$17.00 to a total of \$670.00/month effective May 1, 2010. The Board reserves the right to reconsider this decision at a future date.

070654 12. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve Washington State Department of Transportation (WSDOT) local agency agreement LA-6139(1) for the Bill Chipman Palouse Trail (BCPT) Sunshine Trailhead.

070655 13. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign the CDBG-PS grant Fair Housing resolution.

RESOLUTION NO. 070655
FAIR HOUSING

Let it be known to all persons OF THE County of Whitman that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, national origin, handicapped or familial status, is prohibited by the Federal Fair Housing Act. It is the policy of the County of Whitman to ensure equal opportunity in housing for all persons regardless of face, color, religion, sex, national origin, handicapped or familial status. Therefore, the County does hereby pass the following resolution:

BE IT RESOLVED that within available resources, the County will assist all persons who feel they have been discriminated against because of race, color, religion, sex, national origin, handicapped or familial status to seek equity under federal and state laws by filing a complaint with the Washington Human Rights Commission or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division.

BE IT FURTHER RESOLVED that the County shall publicize this resolution and through this publicity shall cause owners of real estate, developers and builders, to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state or local laws or ordinances.

SAID PROGRAM will, at a minimum, include, but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

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EFFECTIVE DATE: This resolution shall take effect MAY 3, 2010.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

070656 **14.** Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the publishing the CDBG-PS grant Fair Housing resolution.

070657 **15.** Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for a proposed amendment to Whitman County Code, Chapter 2.32, County Offices Business Hours.

070658 **16.** Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to appoint David "Pete" Hertz to a 4-year unexpired term on the Planning Commission. Mr. Hertz' term expires 12/31/10.

17. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign the following Health Department grant application data forms:

070659 WIC/USDA Farmers Market Nutrition-\$204 (01/01/10-09/30/10)

070660 Special Supplemental Nutrition for WIC-\$2,423 (01/01/10-09/30/10)

070661 Public Health Emergency Preparedness-\$48,591 (08/10/09-08/09/10)

070662 Immunization Grants-\$13,495 (01/01/10-12/31/10)

070663 Immunization Grants-\$2,001 (01/01/10-12/31/10)

070664 CDC&P-Investigations/Technical Assistance-\$3,970 (07/01/09-03/28/10)

070665 Child Care/Development Block Grant-\$12,988 (07/01/09-06/30/10)

070666 Oral Health State-\$11,993 (07/01/09-06/30/10)

070667 Local Capacity Dev. Funds-GFS&HAS-\$38,666 (01/01/10-06/30/10)

070668 Adult Viral Hepatitis Strategic Plan-\$5,000 (09/01/09-06/30/10)

070669 **18.** Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form(s) was received from the Treasurer's Department, signed by the Board and

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forwarded to the Auditor's office. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the delegation order.

070670 19. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to send a letter of appreciation to Louis White for his service on the Whitman County Road and Bridge Advisory Committee.

070671 20. New World lead - Chairman Partch stated there would not be any public discussion on this issue; this will be a motion by the commissioners and discussion.

Commissioner Largent challenged the ruling by the Chairman and Commissioner Partch asked on what basis. He indicated this is an issue that affects a lot of us in the county. There hasn't been discussion broadly in the county on this issue and we have historically allowed comment on issues of importance. Hearing **no second**, the Chairman noted the motion was **denied**.

The Chairman stated the commissioners would have discussion on the New World communications lead as they have had discussion. The trouble with having further discussion, with the Open Public Meeting Act (OPMA), the Board has to act at this point and then can have discussion. Otherwise they get caught in a conundrum that happens with the OPMA law which they don't intend to intentionally break. Therefore, he felt it was important they do it this way and then they can have the discussion Commissioner Largent is requesting.

Commissioner Largent stated the Chairman made a mistake on the interpretation of the OPMA law and Commissioner Partch said that is the Chair's decision at this point.

Commissioner O'Neill **moved** to make a change in the New World Lead and Commissioner Largent **seconded** the motion and it **carried**.

Commissioner O'Neill **moved** effective immediately the Information Technology (IT) Department, specifically the Director, is designated the Communications Lead for the New World implementation project. The Finance Department will continue as the overall project lead and coordinate with the New World implementation project. All information and communications including past, present and future communications between all involved parties, vendors, departments and staff will be directed through the IT Department and will be expressed openly and freely with IT. A plan for the most dissemination of information relevant to the New World implementation and the overall project will be responsibility of the IT Department. He further moved that the IT and Finance Departments will meet with the BOCC in workshops at a minimum on a monthly basis providing the progress and status reports and any other relevant information or

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issues pertaining to New World, its implementation and the overall project.

Commissioner Largent **seconded** the motion and it **carried**. Discussion called for by the Chairman. Commissioner Largent first commented on the OPMA requirements. The Board can in fact discuss this in workshop, and the things the county commissioners have avoided to date is a broad discussion among affected parties as well as affected electeds and department heads. He was concerned this particular motion, while he thought it had some merit, and some good things about it, leads into another plan they have not yet discussed. They have the cart ahead of the horse as far as how they brought this motion to the table and the more proper procedure would have been to have a discussion among affected parties leading up to an official motion which has not happened. He was unaware at this time what will follow this, whether this is an integral part of a plan that he has yet to see and therefore he had some concerns about the process and how it was done. He had great concerns about not allowing the public or even private comment in-house with regard to this project. He strongly objected to the methodology that this has been brought forward.

10:25 a.m. - Ron Rockness.

Commissioner O'Neill read the following prepared statement.

"The Future of New World - We all want New World to be operational now, not later. The timeline has changed 7 times in the last 15 months. It has been said this is just another delay, how many times have we heard this before. Our Finance Director has been assigned to bring New World on line. The director has signed the majority of the claims that have been submitted for payments from New World.

- BOCC minutes 10/10/2005 I quote: "Mr. Bunch Information Systems recommends awarding RFP for software of \$331,600. Note this included an incentive savings of \$45,000. If signed by October 11, 2005".
- I quote: "Ms. Welch commented the county's current financials software programs were written in late 1970's or early 80's. The hardware was purchased in 1990 or 1991". Staff holds their breath everyday that the system doesn't fall apart. This is May 2010 how much longer is this outdated software going to last?
- All the figures stated will be from 2006 to April 2010. As commissioner I'm asking the Finance Director for a detailed analysis of all dollars spent on this project to date and what our projected costs will be to get this system operational. What is being presented is a snapshot of what has been spent.
- Software purchases \$158,171.00 - I don't believe this includes servers, other hardware and licenses fees. The servers and other hardware associated with New World are now 4 years old. When this program is operational we will have to invest \$150,000 to \$200,000

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for updated equipment to run the county's financial records. The existing hardware still usable for other applications.

- The actual money spent as of April 2010 is \$ 151,265.00 for Software maintenance the last 4 years. I have a problem with spending this amount of money when this system is not operational. The Director has signed these claims and there is no communications between her and the BOCC as to why?
- Project management fees are \$20,000 and Professional Services \$18,598.
- Travel Expenses are \$28,788 that includes a variety of expenses. This includes items such as parking fees, per diem etc. Does this mean that we pay for New World employee wages plus the per diem? I would think that the company should pick up the employee's wages for services provided.
- Other expenses are \$22,800 - these are for different data conversions. The above costs include quality assurance for hardware - is a cost of \$6000. How can you be charge extra for this when new equipment is installed? Most companies should have quality assurance department and it's their job to see it operates correctly.
- The above items are a grand total of \$399,622. Is this in addition to contract of \$331,600 that was signed almost 5 year prior? I would like an explanation.

These are hard facts that should be looked at. As commissioners we are asking everyone to cut their budgets and add more work on the remaining employees.

Last summer we all received the Effectiveness Study prepared by WSU at a cost of \$8644 or more. There was a universal concern for improving the operations of county government, improving the workplace environment including communications.

- Several different types of communication were noted needing improvement, including inter-departmental communication and vertical communication between Elected Officials and Department Heads and their employees. Of particular note in this regard were stated perceptions and anecdotes regarding experiences involving finance.

Now is the time to make these necessary changes, so everyone is informed on the implementation of New World. We will need Elected Officials, Department Heads and other account liaisons for complete buy in of this new system. With this being accomplished and real communications happens, looking at all the positives things that will make the county a better place to work. I believe that I'm told what people think I need to know and not all the facts. The Commissioners should have a monthly report from the Finance Director on the following.

- A complete account analysis, paid voucher report and a trial balance

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report for the county. She has this information from her department and should not be asking other departments for this information.

- The monthly financial status is an overview and doesn't show the real problems that we are facing. For example when your check engine light comes on your car you have no specifics as to what is really wrong with your car's engine. Trouble shooting will find the problem so it can be corrected. These added reports will aid us in making informed decisions in terms of finances within the county. I asked our Clerk to include the Effectiveness Study Report in the minutes. Respectfully Submitted, Pat O'Neill."

**Whitman County Effectiveness Study
Final Report
July 8, 2009
Report for Phase One of the 2008/9 Whitman County Effectiveness Study
Washington State University
Division of Governmental Studies and Services
Nicholas P. Lovrich, Ph.D., Director**

Research Team:

- Emmett Fiske, Ph.D.
- Michael Gaffney, JD
- Christina Sanders, MPA
- Jenny Holland, Graduate Student
- Tonisha Jones, Graduate Student

Project conducted under Contract with the Whitman County Board of Commissioners, WSU OGRD Contract No. 110761

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Executive Summary:

This Draft Report provides a discussion of the project undertaken by the WSU Division of Governmental Studies and Services for the Whitman County Board of Commissioners in the fall of 2008. This discussion will include a brief description of the methodology applied, will analyze in some detail the observations identified, and will provide a number of recommendations for further action by the County which stem from this effort – Phase One of a possible three-phase project performed by DGSS with assistance from Dr. Emmett Fiske of the WSU Department of Community and Rural Sociology under a contract with the Whitman County Board of Commissioners. This project has been labeled the "Whitman County Effectiveness Study" for ease of reference – in large measure because the goal of improving the effectiveness of county government was significant among the number of aims for this project identified during the formative stages of this effort.

Based upon more than thirty interviews of county officials and personnel conducted during late summer and fall 2008, the WSU research team has identified the following factors (all of which will be discussed in more detail below) which influence the effectiveness of Whitman County government:

- On the whole, Whitman County is operating at or near full capacity. Very little "organizational slack" exists in terms of under-utilized human resources. This limits the organization's ability to meet new challenges, and reduces county government's capacity for proactive activities.
- Whitman County employees, from senior elected officials to recent entry-level hires, uniformly expressed a pride in public service, a commitment to providing quality client contact, and a sense of connection to their unit/office.

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However, this does not always translate to a sense of common purpose at any but the most general levels, or to a sense of teamwork which extends across offices or departments.

- Whitman County, like many other county governments, evinces the “occupational hazard” connected with the intentional design of county government structure in Washington and across the United States generally. Our system of divided government, with intentional tensions and designed-in checks & balances, often results in a predictable dynamic of disconnectedness, occasional outright competition, and institutionalized mistrust among elected officials, appointed department heads and managers, and line staff – a dynamic which appears to be occurring in Whitman County at the present time.
- There is an urgent need for improvements in communication and inter-departmental/unit cooperation, particularly with regards to financial tracking, budgeting, and reporting. Although there are many employees in positions with responsibility for budgetary and financial matters, there is an opportunity for significant improvement in coordination, cooperation and communication in this particular area.
- Every Whitman County employee or elected official with whom members of the WSU research team spoke in the course of this project expressed a recognition that opportunities for improving communication, trust, and inter-departmental cooperation exist within Whitman County government. These Whitman County employees and officials were nearly unanimous in expressing a personal commitment to cooperate in any process developed to address those opportunities.

Introduction:

Although the contract which created this project lies primarily with the Division of Governmental Studies and Services (DGSS), the team of individual WSU researchers involved in this project represents a broad and diverse set of capacities and expertise. Notably, the research team included Dr. Emmett Fiske, of the Department of Community and Rural Sociology, Michael Gaffney and Christina Sanders from DGSS, and graduate students Jennifer Holland and Tonisha Jones of the Department of Political Science and Criminal Justice Program. DGSS has been fulfilling the Land-Grand outreach mission of WSU since 1964. DGSS is co-sponsored by WSU Extension and the College of Liberal Arts, and serves as a connecting link between the campus and the citizens, communities and government entities of the Northwest. Co-located with the Department of Political Science and Criminal Justice Program on the Pullman campus, DGSS provides research, consultation and training services on contract or through grant funding to federal, state, tribal and local governments and non-profits located throughout the region. DGSS operates the Natural Resources Leadership Academy (NRLA), the Washington State Institute for Community Oriented Policing, and the five-state Western Regional Institute for Community-Oriented Public Safety (WRICOPS). These programs provide training and technical assistance related to natural resource stewardship and the implementation of innovative approaches to public safety.

Emmett Fiske, Ph.D., is an expert in organizational interventions, facilitation and large-scale alternative dispute resolution processes. He teaches courses in conflict resolution, organizational change and community development on the Pullman Campus. Dr. Fiske also holds an appointment through WSU Extension as an Organizational Effectiveness Specialist.

Michael Gaffney, JD, is the Associate Director of DGSS, and is experienced in organizational assessment, dispute resolution, facilitation and program evaluation. He has taught program evaluation, public policy, political science and criminal justice courses on campus and is actively engaged in training for government agencies on such diverse topics as Ethics, Decision-making, Leadership, and Program Management and Evaluation.

Christina Sanders, MPA, is the Research Coordinator for DGSS and has just recently opened the Western Washington office for that entity. She is a local government specialist, with experience in training, local government operations, research methodology and management, and diversity and public personnel management. She oversees research activities for DGSS in addition to serving as client liaison in Olympia and providing facilitation, evaluation, consultation and training services on leadership and conflict resolution.

Jenny Holland and Tonisha Jones are advanced graduate students engaged in the Ph.D. programs in Political Science and Criminal Justice, respectively. In addition to teaching courses in those topics on the Pullman Campus, and engaging in their own research activities, they assist with DGSS research activities in areas relevant to their doctoral studies.

Methodology:

This project was initiated by the Board of Commissioners because of their concern for the continued effective operation of county government, and because of their interest in improving the quality of the employment experience, the professionalism, and capacity of county government – both for citizens and for county employees. Because the methodology chosen for the initial fact-finding portion of this project involves *human subjects*, the project was submitted to the WSU Institutional Review Board (IRB) for review and approval. That process, and approval, require assurances that the human subjects (in this case, interviewees) be protected from undue risk or impact connected with participation in the project. The protocol developed as a part of that review involves protection of the identity of interview subjects by the

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research team, and the transmission of only summary results and the researchers' own observations and recommendations rather than those of the participants as a part of this report or any related public document. A copy of the interview protocol, including the Informed Consent content, is attached as an appendix to this Report.

Beginning with a complete list of county officials and employees, the WSU research team conducted a sampling process based upon a mixture of self-selection, deliberate ("targeted") selection and snowball (cross-referred) sampling. At the beginning of this phase of the project, an e-mail notification explaining the project and offering a mechanism for county personnel to volunteer to be interviewed was sent out by Commissioner Michael Largent. A copy of that notification is contained in the appendices to this Draft Report. Several county employees responded to that e-mail and were included in the list of interview subjects. In addition to the self-selected, or volunteer, interview subjects, each elected official and department head was provided the opportunity to participate as an interview subject. All of these individuals were willing to participate, and nearly all were actually interviewed. Several other individual employees were invited to participate by virtue of their positions, responsibility or potentially unique perspectives on the topics of this study. Finally, in addition to these "targeted" interviews, each interview subject was asked the question: "Who else should we talk with?" Several individuals so identified were also contacted. Although scheduling of interview times was somewhat problematic, no individual invited to participate refused to do so. Overwhelmingly, the experience was that the interviewees were anxious to participate and were genuinely concerned about providing quality input into this process. There was a nearly universal concern for improving the operations of county government, and for improving the workplace environment expressed by the study participants, as well as a less ubiquitous but commonly-stated perception that this project was a timely first step in a needed program of organizational assessment and change. Many expressed an interest and willingness to engage in further activities in connection with this project as next steps are developed. In order to protect the confidentiality of those who participated in this study, no list of interview subjects will be released. More than thirty interviews were conducted, with each interview representing an average of more than sixty-minutes in contact time. Not all researchers participated in all of the interviews, but significant effort was made to maintain continuity and homogeneity in the interview process. Interviews were conducted during the months of July, August, and September 2008.

The interview process was deemed complete by application of two principles: An assessment of "coverage" – the degree to which the interview list was representative of key personnel, in keeping with the demographics and levels of authority in county government as a whole – and the achievement of "critical mass" of information as evidenced by the point at which subsequent interviews provided input typified more by confirmation of existing observations than for providing new information. Following the completion of the interview process the research team each individually analyzed the interviews in which they had participated and shared those interpretations with others on the team. In this way, each team member received at least a summary of all the interviews conducted – even though no single researcher participated in all interviews. The team then convened for analytical discussions, and conducted follow-up conversations regarding observations, key findings, recommendations and successive drafts of this report.

Principal Observations:

Over the entire range of the interviews conducted, several consistent themes became clear. On the whole, the interview process provided a wealth of information, both direct (as stated by the subjects) and indirect (as developed from the observation of the statements and conduct of interviewees during the actual interviews by the researchers). The WSU research team believes that the information obtained through this process provides a valuable foundation upon which to craft additional activities which will assist the county in improving its operational effectiveness.

One of the most salient topics noted as a key observation early on in the interview process, and confirmed as the interviews continued, was a recurring statement of the need to improve communication within county government generally. Several different types of communication were noted as in need of improvement, including inter-departmental communication and vertical communication between Elected Officials and Department heads and their subordinates. Of particular note in this regard were stated perceptions and anecdotes regarding experiences involving finance and information technology, areas of communication which appeared to be problematic for many interview subjects. Also worthy of note is the nearly complete absence of stated concern for communication *within* individual departments or work units. On this topic, as with others, the researchers observed a clear difference between interview subjects' perceptions of their own units – which were unanimously positive – and their perceptions of other units – which were often quite a bit less positive. It should be noted that the County and county employees have taken some steps to facilitate open and improved communication between and among departments. Two examples of these efforts are the Elected-Appointed Team (EAT) and the Accounting Technicians Meeting (ATM) sessions that were originally initiated, and have been continuing (with some regularity) monthly, to increase communication and efficiency between group members and the departments they represent. According to interviewees, it appears to the research team that both groups have a history of taking on and dealing with the communication and cooperation issues with some productive results. However, with apparent decline in regular attendance over time, the EAT group appears to have lost some of its original ability to communicate via this avenue and the productive utility of this group appears to have declined over time. Both groups might serve as potential vehicles for communication-improving activities as recommended later in this report.

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A second theme observed throughout the interviews is that employees indicated that they take pride in working for Whitman County government, and in doing their job well. The vast majority of interview subjects also demonstrated a strong public service ethic. This positive external motivation to serve the public well is mirrored in a fairly restricted way internally within county government. The interviewees seemed to be uniformly attached and committed to county government in an abstract way and in most cases have a much more specific positive connection with their team and immediate work area. It would be advantageous if some of this appropriately professional attention to customer service, which is consistently extended to the general public, was also afforded in the form of responsive service to fellow employees in other departments of county government. Many interviewees spoke positively in general terms regarding the quality of people working for Whitman County. They generally reported seeing others as having a strong commitment to their work and the county itself. These two positive relationships are emphasized in comparison to the impression conveyed to researchers with regard to other offices or departments throughout the county. There was a much less positive relationship reported between many interview subjects and persons outside their particular workgroup. A general lack of trust is apparent within the County system, especially across departments. The decline in or lack of trust seems to be based predominantly on individual rather than professional relationships. Relationships – either positive or negative – seem to be based on interactions that have taken place at the personal level rather than being based on an institutional-level exchange occasioned by the flow of county business.

Without a solid core of cross-department professional level relationships as a foundation, effective communication rises in importance. Unfortunately, communication and trust are clearly not at optimum levels at this time. Although interviewees acknowledged this point, and acknowledged as well that the lack of effective communication was an obstacle to productivity, they did speak positively about times past when communication and trust were a more consistent part of the Whitman County working environment. Interviewees also expressed hope that the communication situation would be improved such that employees might again work together more effectively.

Adding to the complexities of addressing trust issues across departments is the apparent lack of either factual or empathetic understanding or appreciation for work done by other offices or other departments in the county. There is a need for some improvement in employee understanding of the roles of each office and its unit members to increase empathy between these units and departments. Related to this issue is the concern that relationships are also not generally optimal among the various types of county personnel: Elected Officials, Appointed Managers and other Staff. In regard to these growing “us/them” distinctions within the “county family” increased mutual understanding of roles and standardization of procedures is needed to aid in alleviating some of the anxiety associated with perceived inequities in areas such as workload, responsibility and job parameters.

Additional areas of concern that became apparent throughout the interview process include the tendency of county government structure in general to negatively impact cooperation and inhibit the flow of communication between units or departments. Based on the expressed views of interviewees this is particularly of issue in the case of the IT and Finance functions, especially with regard to perceived inefficiency and negative interactions with other departments within county government. Personnel issues were at or near critical stage as the interview process was being wrapped up. Since then, and prior to the completion of this Final Report, a restructuring of Finance and IT – accompanied by a reassignment of employees – has significantly improved this particular area of concern. Hiring, retention, pay inequality, low pay, benefits, and union negotiations are areas of high concern for some county employees – particularly those in less senior positions – and were brought up consistently throughout the interview process. The need to address public image issues and the need for the mainframe accounting system to be replaced were also both areas of common concern among employees.

Critical Developments Arising During This Project:

As noted in the preceding discussion, some significant restructuring of the Finance and IT components of County Government have already been accomplished during the pendency of this Report. This is a noteworthy positive development, and bodes well for improvements in these critical areas. This may be the only significant restructuring which is necessary, at least until the economic conditions and resulting county budget constraints are ameliorated.

The economic decline in the United States has impacted Whitman County at least as strongly as virtually any other county in the country. This would be of sufficient significance to merit inclusion in this report under any circumstances. It is especially worthy of note now because so many of those interviewed identified the prospect of significant construction and retail outlet site development on the Pullman-Moscow corridor as changes that would have positive future effect on Whitman County and Whitman County government. There has been some construction and retail development (notably the Toyota dealership), but not nearly at the levels anticipated by interviewees. The national economic decline –and, in a more limited way the impact of Idaho judicial and legislative action – caused at the very least a delay in growth in tax revenue. This was revenue which many interviewees relied upon in forecasting a near-term capacity for action which has not developed in Whitman County government. This very real fiscal impact cannot be ignored as study results and recommendations are conveyed by WSU researchers and considered by Whitman County. Structural and policy responses to this Report are clearly constrained by this new reality which was not foreseen by any (researchers included) during the data-collection phase of this project. This is not to say that no changes can or should

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be made in response to this report – simply that incremental adjustments, modest organizational change which can be accomplished without significant expense, and exploration of types of employee incentives other than monetary should be explored first, at least until the economic situation improves somewhat.

A related issue which has complicated the negative impact of the economic downturn, and which has been equally beyond the control of Whitman County Government, is the legal situation involving the proposed major retail development in Southeastern Whitman County (the Hawkins development). After the data collection portion of this process was concluded, a dispute arose involving the City of Moscow. The negotiated resolution of this dispute was further complicated by an Idaho Supreme Court case decision limiting the ability of Idaho municipalities to convey water or water rights outside city limits – or in this case across state lines. The uncertainty posed by this dispute put significant limits on this widely-anticipated large construction project which were then compounded by the more recent economic decline. Again, interviewees often expressed optimism about the tax revenue impact to be derived from this anticipated development. The absence of new tax revenue because this development has not gone forward is yet another constraint on significant organizational change at this particular point in time. This issue is very sensitive to external factors such as the state of the economy and legislative action such as a proposed (but not passed) bill in the Idaho Legislature which might have reversed the judicial decision in effect by providing a different legal basis for the transfer of water rights from the City of Moscow to the Hawkins development. This is but one example of how economic concerns and uncertainty have clearly had a negative impact on county operations, and will continue to reduce responsive capacity.

Recommendations:

As a consequence of our interviews, and after reflection upon the observations set forth above, the WSU research team developed a number of preliminary recommendations for activities which they believed would permit Whitman County to pursue a number of opportunities to improve trust, improve communication and enhance intra-governmental cooperation. Since the issuance of the Preliminary Draft of this Report, two or more important changes have occurred which effect the operations of Whitman County government, and which will influence the choices made in response to this Final Report. The first change is a personnel reassignment and unit restructuring – following upon informal recommendations and discussions contemporaneous with the issuance of our Preliminary Draft. A more detailed discussion of this restructuring can be found below. The second – and more significant—development is the national, regional and local economic crisis currently being experienced in this country and in Whitman County. These crises both sharpen the need to examine the effectiveness of county government and severely constrain the options open to the commissioners in pursuit of that lofty goal. This “environmental” change in the economy is also important because most, if not all, of the interview subjects identified economic development and expansion as positive factors which would provide the impetus for improvements in Whitman County government in the future. It is apparent that these predictions by interview subjects regarding increased sales tax and property tax revenue have been rendered somewhat optimistic by the global recession in which the country is now embroiled, and that any increase in revenue from these sources will be delayed at the very least..

The following list provides a variety of recommended courses of action for the County administration to consider as options for addressing concerns outlined in the above observations elicited through the interview process. These recommendations are intended to assist the County administration in identifying potential opportunities for addressing current issues and determining appropriate follow-up activities in order to maximize organizational efficiency and facilitate the successful implementation and activation of the new Information Management software package.

Among the principal recommendations proposed by the WSU team are the following, organized by themes (structural, human resources, technological):

Human Resources Issues:

- There is a significant need in Whitman County Government for more training, and for more deliberate coordination and encouragement of training. Although the general fully-committed state of Whitman County personnel capacity will make it difficult to schedule training opportunities, a coordinated county-wide program to develop basic skills – especially on the *financial* side – should pay dividends in improved effectiveness. The impact of reduced county revenues and concomitant reduced budgets for operations and training should not be allowed to unduly delay examination of policy and structural changes which will address this training need. Seeking curriculum and training topics which are pre-packaged, amenable to distance delivery or locally-delivered and which have utility across the job classifications in the County is an important element of future organizational development in Whitman County.
- Within the very real and severe constraints of the current economy, the Commissioners cannot make any significant progress to address real and perceived pay inequities within county government, either by negotiating directly with bargaining units or by attempting to bring county pay up to or above the previously targeted level equal to 87% of peer jurisdictions' pay. Despite these practical limitations – if not outright impossibility, at least in the short run – it must be stressed that the perception that the County suffers from noncompetitive pay scales,

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disparities in compensation, and the need for significant changes in the status quo regarding labor/management relations are widely held and are impacting both morale and productivity in County government. Even in this time of very real economic limitations and uncertainty, Whitman County Commissioners should explore structural adjustments and the adoption of incentives other than monetary compensation which might improve employee job satisfaction, motivation, and retention. Promotion and advancement structures should also be examined to provide more opportunity for individual career progression for more employees whenever possible.

- There appears to be a fairly widespread lack of information about, and thus a lack of empathy for, the occupants of other offices and positions on the part of many employees. Many of those interviewed expressed either a personal perception or an anecdotal belief that other Whitman County employees think that “others” – i.e., those employed in other units or elements of county government – are either better paid, or do not work as hard as they work. This is a perverse part of the dynamic of attachment to work unit expressed by many of those persons who were interviewed. Their knowledge about, loyalty to, and frame of reference is limited to their immediate work assignment. Employees who are not a part of that ‘in-group’ frame of reference are viewed with some level of envy, mistrust, or mild contempt. This phenomenon would likely be mitigated by an effort to provide factual information about the functions and responsibilities of the various elements of county government to all other elements. A well-designed county newsletter which spotlights a particular unit in each issue is one mechanism often used in local government setting to address this type of problem. Such a mechanism would also serve as a source of information with which new employees and elected officials could become more familiar with Whitman County government.

Structural Issues:

- The County should create a Training Office or Training Coordinator position in order to identify training needs and opportunities, to maintain records of personnel training, and to ensure that training in basic, advanced and critical skills is available to – and that participation is encouraged by – all employees of the county.
- A process to improve teamwork and build trust and empathy across units should be initiated as soon as possible. A program of “cross-training and “temporary cross-department employee assignments” provides a better and more widespread general understanding of the roles and functions of the various segments of county government and is often used in local government settings to address this goal.
- A process which involves representatives from across county government should be instituted to explore ways in which county procedures – particularly those involving budgets, finance, or financial reporting – might be standardized and made more transparent to all Whitman County employees.
- A process should be developed and implemented to improve professionalism, management skills and the potential for leadership succession from within. An internal leadership development program would result in better trained, more capable, and more committed employees, and would provide more “depth on the bench” and a related flexibility to respond to emergencies and opportunities which does not currently exist. Such a program could be developed in cooperation with Washington State University working in collaboration with the Washington City/County Management Association mentoring program.

Technological Issues:

- Adoption of a new, county-wide financial management and information system and supporting software package – whether *New World* or another product – which is compatible with the Washington BARS standards should occur as soon as practicable.
- This is clearly a problematic area for the county. The *New World* package – for a number of reasons not within the control of Whitman County Government – has failed to live up to design or expectations. Indeed, the software has never been fully activated. This unfortunate circumstance has greatly delayed and complicated the realization of potential efficiencies which ought to accompany adoption of such a software package. A resolution to this issue is clearly a priority for Whitman County government, which has initiated steps to resolve this issue as soon as possible.

Training:

Although the general need for training is addressed above, the following are some suggested topics for employee development training that could be delivered at minimal cost to fill gaps in existing training and address real needs for building skills and developing additional capacity among county employees. WSU Extension faculty have expertise and experience that could be used in conjunction with the existing capacity in Whitman County government to work together in designing, developing, testing and implementing a training program tailored to the specific needs and levels of Whitman County employees.

- Leadership development

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- Managerial skills
- Professionalization
- Basic Communication Skills
- Roles/Structure of County Government
- Personality assessment

The WSU Division of Governmental Studies and Services has the capacity to conduct an employee survey using a standardized, “normed” assessment tool to identify the priority areas of concern for a training investment. The instrument has been used in many city, county and state agency settings and allows informative contextual analysis of local results. DGSS could make this service available to Whitman County at minimal cost as a graduate seminar semester project if it were administered in an on-line format.

Processes:

In addition to training, it is recommended that Whitman County consider implementation of the following processes to clarify and enhance employees’ understanding of how county government operates in general, how Whitman County specifically can and should perform in its various day-to-day functions and capacities, and to further build upon positive communication and understanding within and between departments.

- Development of “big picture” view of county government
- Cross-unit committees for
 - Training
 - Planning (financial)
 - IT Implementation
- Position classification, recruitment, retention/reward, promotion and pay
- Team Building

Goals:

Based on information and insights shared by county employees throughout the interview process, it is the recommendation of the WSU research team that the County considers and pursues the following identified goals.

- Facilitate a clearer understanding of function/responsibilities across offices and areas
- Increase Transparency, Predictability & Grace for county internal operations
- Work towards a common focus and team affiliation
- Increase capacity/slack in organization to increase flexibility and ability to cope
- Reduction of silos

Conclusion:

Overall, our assessment of both deep culture and potential for more effective government operation are very positive. Whitman County is currently operating at acceptable levels of both communication and effectiveness. There are, however, both structural and cultural conditions which limit the realization of that potential for improvement at this particular point in time. Despite the obvious pride, commitment to the county and (external) customer service motivation of most employees we spoke to, there are clear deficits in internal communications and inter-departmental cooperation which are adversely affecting county government effectiveness. Chief among the observed areas where improvements might be made which would expand organizational effectiveness are: 1) greater attention to training, 2) more effort to build cross-departmental familiarity, empathy and *esprit de corps*, 3) expansion of the implementation of changes in finance and IT structures and processes, 4) efforts to enhance communication across all levels and departments, and 5) increased attention to employee incentives, employee morale and the differences in perception between line staff and senior officials on the issues of bargaining, compensation and benefits. The ability of the Commission to respond forcefully to this last element has been curtailed substantially by economic developments during the pendency of this project. This research team is confident, however, that the underlying commitment of employees and the concern of senior officials for the effectiveness of county government – as evidenced in part by the commissioning of this study – bode well for future developments and the accomplishment of improvements in the operating efficiency of Whitman County Government.

Appendix A: Interview Protocol:

Introductory Statement and Implied Consent

Thank you for taking the time to meet with us and assist us with this project. As I’ve told you, our research team (Michael Gaffney, Emmett Fiske, Christina Sanders, Tonisha Jones) is here from WSU, working on a project under a contract with Whitman County. That project calls for us to conduct interviews with a number of Whitman County

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employees to explore the related issues of inter-departmental/office relationships, communication, and how to maximize the benefits associated with implementation of a new information management system. As you know, your participation in this process and this interview is entirely voluntary – you should feel under no pressure or obligation to participate. We will not report the names of those who are interviewed, or of those who choose not to be, to anyone outside of WSU. Your responses and comments will be summarized and synthesized, but not disclosed in their entirety without your consent. Our goal is to protect, as much as possible, the identity of our interview subjects through this process. Do you have questions before we begin? This interview ought to take about an hour -- Are you willing to proceed?

1. Could you briefly describe your position and/or role/responsibility with Whitman County?
2. How long have you been with Whitman County?
3. What do you enjoy most about your job in Whitman County government?
4. Could you please provide a brief description of your typical work day?
5. What role does communication (inter-personal, inter-departmental) play in your ability to perform your job?
6. What role does communication play in the capacity of Whitman County government to function? Does this vary from department to department?
7. Given the planned adoption of a new IM system, are there opportunities to change or improve communication practices or structures?
8. What would you say is the general level of trust between the various department and actors in Whitman County government?
9. Does this trust dynamic have an influence on the effectiveness and productivity of Whitman County Government?
10. Is this a major or minor issue?
11. What do you think could be done, perhaps as a part of this WSU project, to address or resolve the issues you've just identified?
12. How do you see yourself involved in bringing about these suggested improvement(s) in Whitman County?
13. What are some of the issues that either currently face Whitman County or are expected to face it in the very near future?
14. Are there any other comments concerning Whitman County that you would like to add that have not as yet been elicited through previous questions?
15. What sort of employee-engagement process do you think would be most helpful for the county in making sure that the maximum advantage is realized from the adoption of the new "New World" information software package?

Appendix C: Email Notification:

Michael Largent
Whitman County Commissioner, District 3
400 North Main Street
Phone: (509) 397-6200v
Colfax, Washington 99111
Email: MichaelL@co.whitman.wa.us

June 2, 2008

To: All Whitman County Employees

The Whitman County Board of Commissioners has contracted with Washington State University (Division of Governmental Studies and Services) for a three phase process to facilitate improved communications, information exchange and organizational effectiveness within Whitman County Government. This process will also explore options for the most effective implementation of new information management software. The WSU research team consisting of Dr. Emmet Fiske, Michael Gaffney, Christina Sanders, and Tonisha Jones will begin by conducting a series of voluntary semi-structured interviews of Whitman County employees and elected officials over the next 6 to 8 weeks to assess the current status of communication and inter-departmental information exchange in Whitman County. This information will help to identify challenges and opportunities facing the County, and serve as the basis for follow-up activities designed to maximize organizational efficiencies and to facilitate the effective activation of the newly-acquired New World Information Management package.

While the scope of the study is not designed to interview all employees, it will attempt to draw from a large enough sample to draw conclusions that are representative of all employees. However, if you would like an opportunity to specifically be a participant in the interview process please contact Michael Gaffney (mjgaffney@wsu.edu) at WSU directly.



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It should be emphasized that these interviews are confidential and results from these interviews will only be presented in aggregate. It is my hope that people will feel free to honestly express their views and opinions. I would like to personally encourage employees who are asked to interview to agree to participate. While I can't anticipate the specific recommendations and actions that might result from this study, it is my sincere belief that this is an opportunity to make Whitman County a better place to work.



Michael Largent
Chair, Board of Whitman County Commissioners

Commissioner Partch said this was a tough thing for him. He didn't disagree with Commissioner Largent that much about the discussion but as they moved along, the discussion that was continually brought up was that they were on the edge of making decisions. Therefore, they couldn't move forward due to the OPMA. He was concerned about that and often people say "you can't do", "you're violating the OPMA laws" and that is why he asked for this to come before the Board so it would be very plain to everybody that this has been done in an open, public session and can now go on and have broad communications. He proceeded to read his prepared statement:

"Discussion response to New World resolution for communications lead. One popular often repeated saying now-a-days goes like this: The definition of insanity is doing the same thing over and over again and expecting different results. Over the past four and one half years we've struggled with the implementation of our new software system. On the 10th of October, 2005 we bit the bullet during extremely difficult financial times and contracted with the software provider, New World, based on the recommendation of our finance department. New World is a software company based in Troy, Michigan and had never provided software to a Washington State government entity until now. It cost \$331,640 not including other major factors such as hardware to run it. At the time of approval Ms. Welch (Divine) then commented "the county's current financial software programs were written in the late 70's/early 80's. The hardware was purchased in 1990-91. Staff holds their breath everyday that the system doesn't fall apart". If we knew then what we know now, I think we would have done a lot of things differently. We relied heavily on the finance department, which at that time oversaw IT, almost exclusively for their expertise and recommendations. Unfortunately, some critical aspects were overlooked. The most important, I believe, was that New World did not have a program that was Washington State "BARS" (Budgetary, Accounting, and reporting System) compliant. Something we were led to believe they were. Although we are making progress with them towards BARS compliancy, I am told we still have considerably more time to go. Another frustration I have is that, while I was told in the beginning we would not be charged software updating fees until we were on line, we were. We now have paid over \$151,000 to date including the most recent payment of over \$41,000 in January. This for software we have yet to use. Going back to my

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definition of insanity, I now believe we must do something differently. Unfortunately, based on advice from the finance department at the time, we paid for the system in full and have little recourse but to continue working towards implementation. Another frustrating fact is that the normal recommended replacement schedule for computer hardware is six years. We are rapidly approaching that time. One thing I think we can do now though is make everybody a part of the solution and communication is the key. Unfortunately in the past, communication has become the victim due to time restraints caused by the two top finance priorities, New World and getting our state financials completed and accepted by the state which hasn't happened since 2003. Communication, I believe, is critical and without it we will see still further delays not only in New World but with our financials as well. For this reason, I will vote today to immediately implement a new strategy. This strategy, based on communication, was brought to us by our IT Director, Chris Nelson. If we pass this resolution, I will expect her to immediately begin working with all the other departments beginning with the electeds to introduce her program towards implementation. I want to make it perfectly clear that this is a board decision made in an open public meeting after workshops and discussions led us to this point. Should we adopt this, I would ask everyone to give their full cooperation to Chris (Nelson) to achieve implementation without any further delay. Greg Partch"

Commissioner Largent said if the Chairman is concerned about open communications and input from all those involved, why has this process thus far not included that sort of open communication including this meeting? Chairman Partch responded they could have discussion about that but as Commissioner Largent pointed out several times in his letter to the Chairman his concerns about the OPMA laws and violations. It was certainly not his intention to do that and that is the answer. However, Commissioner Largent said they could have had workshops about developing this plan and that was not done or called for. Chairman Partch said the Board had workshops and Commissioner Largent pointed out the Board was moving into a point where decisions were being made and that was his reason for coming to this point.

Commissioner Largent said his concern was not that decisions were being made inevitably, but that implementation was beginning on decisions that had been made before discussion.

Chairman Partch said they could sit and discuss this for another 6 months; they've been 4-1/2 years and he thought it was now time to move forward.

Secondarily, Commissioner Largent said the Chairman and Commissioner O'Neill both mentioned prepared statements and he received the motion at 8:45 a.m. this morning; it was the first time he saw the motion. Therefore, he didn't have an opportunity to prepare a response. He thought they shared the same concerns; getting New World implemented and getting our accounting done on time. However, the other commissioners'

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statements and motion don't begin to address the concerns they outlined. Commissioner O'Neill mentioned contracts that should have happened and apparently Commissioner O'Neill is not familiar with the New World contract language and the obligations for payment that that contract entails. Secondly, to say that the definition of insanity is to do the same thing over and over again is a little misleading. Right now at this point in time they are on track. They have financials on track as best they can. Neither one of the other commissioners mentioned the consent contingencies that went into some of the timing delay of the New World implementation as well as financial implementation. While he shared the overall concerns, he thought the net result is what the other commissioners have been doing often times outside of his view and outside of the public's view is to create an environment of hostility, to create an environment where in fact not going to meet target, they will have less of a chance to accomplish the common goals than they would have otherwise by taking this particular methodology. Therefore, he had to strongly object to the lack of public process, the lack of discussion, the lack of orderly conversation amongst the parties involved and as a consequence, he intends to vote "no".

There being no further discussion, Commissioners Partch and O'Neill voted "aye" and Commissioner Largent voted "no". Motion **carried**.

070672 21. A letter regarding the status of the Whitman County Library Historical Preservation grant was received from the project coordinator.

22. Executed copies of the following documents received:

070673 2010 Nationwide Insurance document plan.

070674 2010 Department of Commerce CDBG-PS grant #10-64100-011
(06/30/11)

070675 WA State Military Department #E10-167 (07/15/10)

070676 23. Commissioners' pending list reviewed.

Commissioner Largent temporarily excused himself from the meeting.

10:30 a.m. - Mike Berney, Greater Columbia Behavioral Health (GCBH).

070677 1. Issues for May 6th GCBH Board meeting.

- There are 5 Policies for review by the Board of Directors (BOD). The changes in these policies are housekeeping in nature. Specific changes include:
- Assuring Reliability of Utilization Decision Making Policy - the proposal is to retire this policy;
- Document Development Policy - the proposal is to make it more flexible;
- The only change to the remaining policies are to remove the requirement that they be reviewed each year;

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Mr. Berney recommended Whitman County vote in favor of all proposed changes.

D070677A 2. Previously the GCBH Board approved upgrading GCBH's website. Regional Office staff informed the Information Services Committee that the current contractor on this project is doing good work but it is taking longer than expected. For this reason a new professional services agreement is needed to allow work to continue. No more funds than were allotted in the original agreement are being requested at this time. The Information Services Committee recommended unanimously that the Board approve the new agreement. Mr. Berney recommended Whitman County vote in favor of the new agreement.

D070677B 3. Previously the GCBH Board approved a policy under which member counties (primarily Yakima, Benton, and Franklin) could bill for costs associated with ITA judicial hearings conducted for other than their own residents. The policy allowed billing for future judicial hearing costs and also allowed Yakima, Benton, and Franklin Counties to bill for a few months before the policy went into affect (only for invoices already submitted prior to the policy). The first round of billings for these costs has gone out to the other Regional Support Networks (RSN). Some RSNs have paid; some are refusing to pay; and some have not responded.

D070677C 4. Over the next several months GCBH Member Counties and Providers will be focusing a great deal of time and attention ensuring that our service data is making it all the way to the State and that it is as consistent as possible. This information is used to set payment rates per eligible within the mental health system. The new rates will require that the mental health delivery system be as efficient as possible if we do not want major cuts to consumer services.

D070677D 5. The long time GCBH Medical Director, Glen Lippman, MD decided to retire for health reasons. At the March Board meeting staff reported that Dr. Brown was being considered as a possible replacement. A number of other Regional Support Networks contract with Dr. Brown for this kind of work. Dr. Brown expressed interest in being able to fly his own plane to the Tri-Cities when necessary and being reimbursed. GCBH really does need to have a Medical Director. Mr. Berney thought it would be important to understand what, if any, options are available for this service and how they compare financially. There will be an opportunity to meet Dr. Brown on May 12th in Kennewick.

D070677E 6. The 2009 plan review has been completed by the Quality Manager and will be presented for review and approval by the Board. In addition, the Quality Management goals for 2010 will also be presented. Both of these documents have been reviewed by the appropriate committee (Quality Management Oversight) and they are recommending approval. This needs to be completed prior to the next visit by the External Quality

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Review Organization (EQRO). Mr. Berney recommended Whitman County vote in favor of the plan review and new goals.

10:50 a.m. - Commissioner Largent returned to the meeting as did Joe Smillie.

070678 7. Mr. Berney requested approval of a new Designated Mental Health Professional. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to appoint Fredrick Chapman as a designated Mental Health professional.

IN THE MATTER OF APPOINTING) RESOLUTION NO. 070678
DESIGNATED MENTAL HEALTH)
PROFESSIONALS UNDER RCW 71.05)

WHEREAS, Whitman County has responsibility for implementation of RCW 71.05 (Mental Illness) which mandates that a coordinated system of evaluation and treatment services be provided to involuntary patients and persons voluntarily seeking treatment for mental disorder; and,

WHEREAS, the Director of Palouse River Counseling has petitioned this Board to appoint Fredrick Chapman as Designated Mental Health Professional, finding that said appointee meets the requirements as specified by law.

BE IT HEREBY RESOLVED by the Board of Whitman County Commissioners that Fredrick Chapman be appointed a Designated Mental Health Professional.

Done this 3rd day of May 2010.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

10:55 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Alan Thomson, Iris Mayes and Joe Smillie.

ACTION ITEMS
Administrative Division:

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070679 1. Chairman Partch presented the Director with the 2009 Certificate of Good Practice from the Washington State County Road Administration Board.

Maintenance Division:

070680 2. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize publishing the legal ad regarding "No Spray" designations for noxious weed control.

070681 3. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** that the Thera Stockpile Site lease between Whitman County and WHITGRO, inc. be signed as presented.

Solid Waste Division:

070682 4. The quote for Tire recycling on July 10, 2010 was awarded through the small works roster process to The Tire Depot of Polson, Montana for \$130.00/ton.

D070682A 5. Whitman County is once again participating in WSU's "Move Out-Pitch In" program that began April 26th.

D070682B 6. A composting workshop will be held May 15th in Pullman.

Planning Division:

070683 7. A copy of the May 12th invitation to the RTPPO Planning workshop was received from the Director. This year the meeting is being held jointly with the commissioners and general public.

D070683A 8. Mr. Thomson said he has attended an Asotin County and Garfield County public hearing regarding commercial wind, where a hearing examiner was used rather than a Board of Adjustment. After visiting with the Whitman County Prosecutor, Mr. Thomson requested a revision to the County's Commercial Wind ordinance allowing the applicant to make the decision to use the Board of Adjustment or a Hearing Examiner. He explained a hearing examiner is usually an attorney familiar with the subject matter and associated laws. These types of projects are very involved, controversial, time consuming and would be a burden on the Board of Adjustment. He was just introducing the idea today and no decision was necessary.

D070683B 9. Mr. Thomson said he has received mixed responses to the letter sent to Sunshine Road landowners regarding a possible area designated changed from Corridor District to Ag District.

D070683C 10. Having received a response from the Prosecutor, the Department will be moving forward with the Butte Protection Area issue that will be heard by the County Commissioners.

070684 11. The Director distributed copies of the 2009 Whitman County Public Works Department annual report.

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11:30 a.m. - Board Business Continued/BOCC Workshop.

Present: Bev Divine and Joe Smillie.

Commissioner Largent excused himself from this workshop.

070685 24. The 2009 financials and Dingus billing discussed. No action taken.

12:00 p.m. - Recess.

1:00 p.m. - Board Business Continued/BOCC Workshop.

Present: Kelli Campbell, Susan Nelson and Joe Smillie.

070686 25. Employee medical insurance discussed. No action taken.

2:00 p.m. - Board Business Continued/BOCC Executive Session.

Present: Kelli Campbell.

Commissioner Largent excused himself from this executive session.

070687 26. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:30 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee performance.

2:30 p.m. - Return to Open Session/Recess.

3:00 p.m. - Board Business Continued/BOCC Workshop (Port Office).

Present: Dan Boone, John Love, Joe Poire', Dick Watters, Duane Wullmoth and Joe Smillie.

070688 27. The items discussed included Business Plan competition, COG meeting on May 20th, SEWEDA workshop, regional recruitment packet, agriculture tourism brochure with Pullman Chamber, state tourism cuts, IPZ update, Port of Moses Lake Federal Trade Zone (FTZ) and June 1st Cathy McMorris Rodgers meeting. No action taken.

4:00 p.m. - Recess.

D070688A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 10, 2010** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael

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Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Eric Johnson, Merrill Ott and Mark Storey (9:00 a.m.) and Joe Smillie (9:40 a.m.).

070689 28. Items discussed included WSAC/County issues. No action taken.

10:00 a.m. - Board Business Continued/New Old Business.

Present: Fran Martin, Bob Reynolds, Evon Jones and Joe Smillie.

070690 29. Ms. Martin presented the Operations Plan for Whitman County Government Continuity of Operations (COOP)/Continuity of Government (COG) in the event of an emergency. This plan delineates specific tasks by departments, delegation of authority and order of succession. The plan is designed to have county operations up and running within hours of disruption. Upon approval, the plan will be included as an addendum to the Comprehensive Emergency Management Plan.

Mr. Reynolds added as the process evolves, departments will be asked to join in. The plan will be in a constant mode of updating because things continuously change. A planned exercise for evacuation of the Public Service Building will soon be held followed by a department head meeting to discuss the evacuation process and improvements.

10:10 a.m. - Bev Divine, Sharron Cunningham, Mark Storey and Pete Martin.

Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to adopt the Operations Plan for the Whitman County Government Continuity of Operations/Continuity of Government by resolution when available.

**RESOLUTION NO. 070690
BOARD OF WHITMAN COUNTY COMMISSIONERS
STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to have the ability to identify and maintain the critical operations and essential services for the county government operations; and,

WHEREAS, Whitman County would like to adopt a Continuance of Operations Plan, that when implemented, will provide for the continued performance of this county's essential function under all circumstances; and,

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WHEREAS, essential functions are those functions that enable Whitman County to provide, vital services, exercise civil authority, maintain the safety and well being for the general populace, and sustain the economic base in an emergency.

NOW THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Continuance of Operation Plan be adopted and added as an addendum to the Whitman County Comprehensive Emergency Plan; and,

BE IT FURTHER RESOLVED that during any emergency, essential functions must be continued in order to facilitate emergency management and overall recovery.

Done this 10th day of May 2010.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

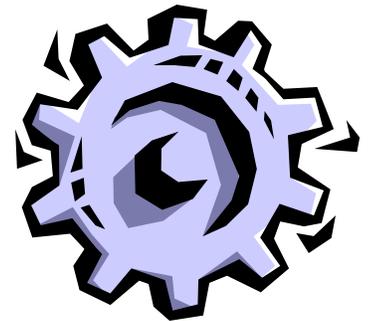
Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

OPERATIONS PLAN



**Whitman County Government
Continuity of Operations (COOP)/
Continuity of Government (COG)
Continuance of Operations Planning for Whitman County**

Continuance of Operations Planning (COOP) is a vital and necessary process for any organization. The ability to identify and maintain the critical operations and essential services of Departments within the Whitman County that should be provided during a disaster will require careful consideration of the needs and resources of each Department. Depending on the specific functions of the Departments the process of COOP can be simple or complex. What is consistent is this is a process that needs to take place well before a crisis occurs.

COOP principles are applicable for all type and sizes of organizations. Highlighted below are the 11 COOP program elements relevant to planning. With a little imagination each can be adapted to the needs of the City or your specific Department:

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1. Plans and Procedures:

The foundation of a viable COOP program is the development and documentation of a COOP plan that, when implemented, will provide for the continued performance of an organization's essential functions under all circumstances. In order to reduce the disaster threat, a portion of the COOP plan's objective should be to minimize the health, social, and economic impact.

2. Essential Functions:

Essential functions are those functions that enable organizations to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency. During a pandemic, or any other emergency, these essential functions must be continued in order to facilitate emergency management and overall recovery. Within the private sector, essential functions can be regarded as those core functions, services, and capabilities required to sustain business operations.

3. Delegations of Authority:

Clearly pre-established delegations of authority are vital to ensuring that all organizational personnel know who has the authority to make key decisions in a COOP situation.

An order of succession is essential to an organization's COOP plan to ensure personnel know who has authority and responsibility if the leadership is incapacitated or unavailable in a COOP situation. Since an influenza pandemic may affect regions of the United States differently in terms of timing, severity, and duration, businesses with geographically dispersed assets and personnel should consider dispersing their order of succession.

4. Alternate Operating Facilities:

The identification and preparation of alternate operating facilities and the preparation of personnel for the possibility of an unannounced relocation of essential functions and COOP personnel to these facilities is part of COOP planning. Because a disaster or pandemic presents essentially simultaneous risk everywhere, the use of alternative operating facilities must be considered in a non-traditional way. COOP planning for disaster and pandemic influenza will involve alternatives to staff relocation/co-location such as social distancing in the workplace through telecommuting, or other means. In addition, relocation and redistribution of staff among alternative facilities may reduce the chance of infection impacting centralized critical operations staff simultaneously.

5. Interoperable and Effective Communications:

The success of a viable COOP capability is dependent upon the identification, availability, and redundancy of critical communication systems to support connectivity of internal organizations, external partners, critical customers, and the public. Systems that facilitate communication in the absence of person-to-person contact can be used to minimize workplace risk for essential employees and can potentially be used to restrict workplace entry of people with influenza symptoms.

6. Critical Business Records and Databases:

Departments should identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions. Pandemic influenza COOP planning must also identify and ensure the integrity of vital systems that require periodic maintenance or other direct physical intervention by employees.

7. Human Capital:

Each organization must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce. Although a disaster or influenza pandemic will not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to continuity of operations during a pandemic.

8. Testing, Training and Exercises:

Testing, training, and exercising of COOP capabilities are essential to assessing, demonstrating, and improving the ability of organizations to execute their COOP plans and programs during an emergency. Disaster and pandemic influenza COOP plans should test, train, and exercise sustainable social distancing techniques that reduce person-to-person interactions within the workplace.

9. Devolution of Control and Direction:

Devolution is the capability to transfer authority and responsibility for essential functions from an organization's primary operating staff and facilities, to other employees and facilities, and to sustain operational capability under devolved authority for an extended period.

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10. **Reconstitution:**

Reconstitution is the process by which an organization resumes normal operations. The objective during recovery and reconstitution after a pandemic is to expedite the return of normal services and operations as quickly as possible. Since a disaster or pandemic may not harm the physical infrastructure or facilities of an organization, and because long-term contamination of facilities is not a concern, the primary challenge for organizations after a disaster or pandemic will be the return to normal and bringing their systems back to full capacity.

1. **PURPOSE:**

This plan outlines the Whitman County viable and executable contingency plans for Continuity of Operations (COOP) (i.e., providing essential functions to customers from a different location, due to the primary facility becoming unusable, for long or short periods of time) and Continuity of Government (COG) (i.e., the continued performance of essential agency functions and support of the governor during emergency or disaster situations.) This [COOP/COG](#) plan ensures that we:

- Maintain a high level of readiness
- Implement the plan both with and without warning
- Become operational no later than 12 hours after activation
- Maintain sustained operations for up to 30 days
- Take maximum advantage of existing agency field infrastructures.

2. **OBJECTIVES OF THE COOP:**

1. Ensuring the continuous performance of an agency's essential functions and operations during an emergency
2. Protecting essential facilities, equipment, records and other assets.
3. Reduction and/or mitigation of disruption to operations.
4. Reducing loss of life and minimizing damage and loss to property.
5. Achieve a timely and orderly recovery from an emergency and resume full service to customers.

3. **COOP PRINCIPLES:**

COOP principles are applicable for all type and sizes of organizations. Highlighted below are the 10 COOP program elements relevant to planning.

1. **Plans and Procedures**

The foundation of a viable COOP program is the development and documentation of a COOP plan that, when implemented, will provide for the continued performance of an organization's essential functions under all circumstances. In order to reduce the pandemic threat, a portion of the COOP plan's objective should be to minimize the health, social, and economic impact.

2. **Essential Functions**

Essential functions are those functions that enable organizations to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency. During any other emergency, these essential functions must be continued in order to facilitate emergency management and overall recovery.

Within the private sector, essential functions can be regarded as those core functions, services, and capabilities required sustaining business operations.

3. **Delegations of Authority**

Clearly pre-established delegations of authority are vital to ensuring that all organizational personnel know who has the authority to make key decisions in a COOP situation. An order of succession is essential to an organization's COOP plan to ensure personnel know who has authority and responsibility if the leadership is incapacitated or unavailable in a COOP situation. The Delegation of Authority will be in the following order:

1. All three of the Board of County commissioners
2. Two County Commissioners
3. The Chair of the County Commissioners

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4. Sheriff
5. Prosecutor
6. Judges

4. Alternate Operating Facilities

The identification and preparation of alternate operating facilities and the preparation of personnel for the possibility of an unannounced relocation of essential functions and COOP personnel to these facilities is part of COOP planning. Because a disaster presents essentially simultaneous risk everywhere, the use of alternative operating facilities must be considered in a non-traditional way. COOP planning for disasters and pandemic influenza will involve alternatives to staff relocation/co-location such as social distancing in the workplace through telecommuting, or other means. In addition, relocation and redistribution of staff among alternative facilities may reduce the chance of infection impacting centralized critical operations staff simultaneously.

5. Interoperable and Effective Communications

The success of a viable COOP capability is dependent upon the identification, availability, and redundancy of critical communication systems to support connectivity of internal organizations, external partners, critical customers, and the public. Systems that facilitate communication in the absence of person-to-person contact can be used to minimize workplace risk for essential employees.

6. Critical Business Records and Databases

Departments should identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions. COOP planning must also identify and ensure the integrity of vital systems that require periodic maintenance or other direct physical intervention by employees.

7. Human Capital

Each organization must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce. Although a disaster or influenza pandemic will not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to continuity of operations during a pandemic.

8. Testing, Training and Exercises

Testing, training, and exercising of COOP capabilities are essential to assessing, demonstrating, and improving the ability of organizations to execute their COOP plans and programs during an emergency. COOP plans should test, train, and exercised.

9. Devolution of Control and Direction

Devolution is the capability to transfer authority and responsibility for essential functions from an organization's primary operating staff and facilities, to other employees and facilities, and to sustain operational capability under devolved authority for an extended period. Because disasters will occur at different times, have variable durations, and may vary in their severity, devolution planning may need to consider rotating operations.

10. Reconstitution

Reconstitution is the process by which an organization resumes normal operations. The objective during recovery and reconstitution after a disaster and pandemic is to expedite the return of normal services and operations as quickly as possible. Since a pandemic will not harm the physical infrastructure or facilities of an organization, and because long-term contamination of facilities is not a concern, the primary challenge for organizations after a pandemic will be the return to normal and bringing their systems back to full capacity.

4. COOP IMPLEMENTATION:

A. Phase I - Activation and Relocation (0-12 hours)

- Notify alternate facility manager(s) of impending activation and actual relocation requirements
- Notify the County Emergency Management Office and other appropriate agencies of the decision to relocate and the time of execution or activation of call-down procedures
- Activate plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate operating facility(ies)

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- Notify initial COOP/COG contingency staff to relocate
- Instruct all other emergency and non-emergency personnel on what they are to do
- Assemble necessary documents and equipment required to continue performance of essential operations at alternate operating facility(ies)
- Order equipment and supplies if not already in place
- Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility(ies) if applicable
- Secure the normal operating facility physical plant and non-moveable equipment and records to the extent possible
- Continue essential operations at the normal operating facility if available until alternate facility(ies) is/are operational
- Advise alternate operating facility manager(s) on the status of follow-on personnel.

B. Phase II – Alternate Facility Operations (12 hours – termination)

- Provide amplifying guidance to other key staff and non-emergency employees
- Identify replacements for missing personnel and request augmentation as necessary
- Commence full execution of essential operations at alternate operating facility(ies)
- Notify County Emergency Management and all other appropriate agencies immediately of the agency's alternate location, operational and communications status and anticipated duration of relocation if known
- Develop plans and schedules to phase down alternate facility (ies) operations and return activities, personnel, records and equipment to the primary facility when appropriate.

C. Phase III – Reconstitution (termination and return to normal operations)

- Inform all personnel that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations
- Supervise an orderly return to the normal operating facility or movement to other temporary or permanent facility(ies)
- Report status of relocation to County Emergency Management and other agencies if applicable
- Conduct an after-action review of COOP/COG operations and effectiveness of plans and procedures as soon as possible, identify areas for correction and develop a remedial action plan.

Check list to be used to check with supplies and equipment will be needed for alternative work sites.

Facility Name	
Facility Address Telephone Number	
Facility Manager	Primary: Bob Reynolds @ 397-6263 Secondary: Name and contact information
Facility Specifications	Private Offices: # Cubicles: # Parking Stalls: # Conference Rooms: #/size Handicapped Accessible: Yes or No
Communications	Commercial telephone lines available: # Secure telephone lines available: # Two-way radio support infrastructure: Yes or No
Office Equipment at Facility	Desks: # Chairs: # Telephones: # Computers: <u>Internet access: #</u> <u>Agency e-mail access: #</u> Copiers: # Fax Machines: # Office Supplies: Yes or No TV/VCRs: Yes or No
Utilities	Water: {Provider contact and miscellaneous information.} Electrical Power: Natural Gas: Telephone: Cable TV: Security: Maintenance: Housekeeping: Local Post Office:
Relocation Support	

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Assessor	<ol style="list-style-type: none"> 1. The public, appraisers, and title companies need to know taxes, square footages and valuations and parcel numbers 2. New construction and physical inspections 	<p>ASSESSOR</p> <p>ASSESSOR/BUILDING INSPECTOR</p>
Auditor	<ol style="list-style-type: none"> 1. Audit, process payroll and claims 2. Process all aspects of an election. This process covers 75% of a year. Elections must go on thru an emergency. 	<p>AUDITOR AND PAYROLL STAFF</p> <p>ELECTIONS SUPERVISOR</p>
Clerk	<ol style="list-style-type: none"> 1. Operation of the Superior Court 	<p>CLERK & SUPERIOR COURT JUDGE</p>
Commissioners	<ol style="list-style-type: none"> 1. Legislative 2. Document legal processes related to the incident 	<p>BOARD OF COUNTY COMMISSIONERS</p> <p>CLERK OF THE BOARD OF COUNTY COMMISSIONERS</p>
Coroner	<ol style="list-style-type: none"> 1. Coordinate and establish morgues and indentify the deceased 2. Establish the causes and manner of death 3. Coordinate services with Health Officer when cause of death threatens the general public 	<p>CORONER</p> <p>DEPUTY CORONERS</p> <p>CORONER/ HEALTH OFFICER</p>
District Court	<ol style="list-style-type: none"> 1. Reschedule cases as needed due to emergency conditions 2. Open court and keep operating 	<p>DISTRICT COURT JUDGE</p> <p>ADMINISTRATOR OF DISTRICT COURT</p>
Developmental Services	<ol style="list-style-type: none"> 1. Emergency contact Information 2. Assure and account for clients, facilities and staff 	<p>DIRECTOR OF DEVELOPMENTAL SERVICES</p>
Emergency Management	<ol style="list-style-type: none"> 1. Protect people, property and the environment from natural and manmade disasters/emergencies 2. Provide assistance with obtaining resources as identified by the incident commander 3. Assist communities with preparedness, response and recovery 	<p>EMERGENCY MANAGEMENT DIRECTOR, COORDINATOR, PROJECT ANALYSIS STAFF, AND COMMUNICATIONS MANAGER</p>
Fair and Facilities	<ol style="list-style-type: none"> 1. Facility operations, infrastructure evaluation, facility/equipment operations and maintenance 	<p>FACILITY MANAGER AND STAFF</p>
Financial Services	<ol style="list-style-type: none"> 1. Assuring budget authority/cash for emergencies 2. Funneling monies to necessary funds 	<p>FINANCE DIRECTOR</p> <p>ASSISTANT FINANCE DIRECTOR</p>
Human Resources	<ol style="list-style-type: none"> 1. Contacting Employees emergency contacts 2. Payroll Processing 3. Benefits Coordination 4. Accident/Injury tracking 	<p>DIRECTOR HUMAN RESOURCES</p> <p>HUMAN RESOURCES STAFF</p>
Information Technology	<ol style="list-style-type: none"> 1. Keeping all servers, networking equipment, battery backup(UPS) etc running 2. Making sure all types of communications systems are up and working properly 3. Make sure critical software is working such as accounting, sheriffs' and public works 4. Make sure accounting type software is up and running properly. Make sure financial information is correct and easy to access for financial decisions 	<p>INFORMATION SERVICES STAFF</p>

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Juvenile & Family Court	1. <i>Emergency Contact</i> 2. <i>Respond to law enforcement</i>	JUVENILE COURT ADMINISTRATOR ON CALL OFFICER
Parks and Recreation	1. <i>Visitor safety/evacuation, coordination of emergency procedures in county parks</i>	DIRECTOR OF PARKS & RECREATION
Prosecutor	1. <i>Legal advice to County Departments</i> 2. <i>Criminal Processing</i>	PROSECUTOR
Public Health	1. <i>Protection of the public health, food, water, and environment</i> 2. <i>Distribution of accurate information and educations to citizens and media</i>	ADMINISTRATOR, HEALTH OFFICER AND STAFF
Sheriff	1. <i>Protection of the public, the office would operate regardless of the emergency or circumstance</i>	SHERIFF, DEPUTIES AND SUPPORT STAFF
Treasurer	1. <i>Prepare daily deposits, verify cash in bank</i> 2. <i>Invest daily cash, transfer cash from investments</i> 3. <i>Supervise all investments, cash and transactions</i>	TREASURER
WSU Extension		

10:15 a.m. - Board Business Continued.

Present: Debbie Pennick, Joel Gilrein, Mark Storey, Evon Jones, Bev Divine, Sharron Cunningham, Bob Lothspeich, Pete Martin, Fran Martin, Bob Reynolds and Joe Smillie.

070691 30. As a result of a May 5th email from State Examiner Debbie Pennick, issues related to the 2008 state audit were discussed. In particular, infrastructure, capital assets and the need for a policy and account reconciliation by the Treasurer's Office and development of a timely consistent process performed at least once a year.

Ms. Pennick pointed out there would be an audit finding for lack of adequate controls over the preparation of financial statements and a qualification to the report on the fair presentation of the financial statement.

After much discussion, Commissioner Largent **moved** that the original submission (*Option 1) prior to correction by Public Works be used for the 2008 financials. Motion **seconded** by Commissioner O'Neill and **carried**.

*Remove the changes made to the infrastructure and capital assets balances that have already been verified and audited which will eliminate the additional audit hours and cost to re-perform this work. Perform the work to verify the accuracy of the other corrections, update the audit finding and complete the report.

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11:30 p.m. - Board Business Continued/Executive Session.

Present: Kelli Campbell.

070692 31. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 11:45 a.m. in accordance with RCW 42.30.110(1)(g) for a matter related to employee performance.

11:45 a.m. - Return to Open Session.

Present: Joe Smillie.

D070692A 32. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion to authorize the Chairman to issue a progressive disciplinary warning to a county employee on behalf of the Board. Commissioner Largent voted nay. Motion **carried**.

11:50 a.m. - Recess.

1:45 p.m. - Board Business Continued/BOCC Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

070693 33. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:30 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

2:30 p.m. - Return to Open Session/Recess.

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

Present: Mike and Joy Otis of FRP Financial, Kelli Campbell and Susan Nelson.

070694 34. Employee medical insurance discussed. No action taken.

4:00 p.m. - Adjournment.

D070694A Commissioner O'Neill **moved** to adjourn the **May 3 and 10, 2010** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **May 17, 2010**. The foregoing action made this **10th** day of **May 2010**.

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ss/ PATRICK J. O'NEILL, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners