

Minutes for June 2, 2008

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068220 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 2, 2008** at **9:00 a.m.** Chairman Michael Largent, G.R. Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Tim Myers (9:00 a.m.)

068221 1. Items discussed included the Parks Department staffing level, parking lot paving, JPAC and the LIFT grant. No action taken.

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

Present: Joe Smillie and Pat O'Neil.

D068221A 2. Motion by Commissioner Finch to accept the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

068222 3. Claims/Payroll warrants numbered **216043-216126** for **\$507,613.86** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	28,428.88
102	Building & Development	75.00
103	Countywide Planning	42.00
110	County Roads	978.92
111	CETC Building	534.48
117	Boating Safety	127.88
118	Inmate Welfare	335.76
127	Drug Enforcement-Quad City	5,186.60
144	Emergency Communications-144.260.001	124.11
400	Solid Waste	16,231.82
501	Equipment Rental & Revolving	196,101.81
660	Whitcom-General-660.911.000	55,704.65
660	Whitcom-Grant Funding-660.911.001	33,049.41
690	Clearing Fund 690.005.000	170,692.54

068223 3. May 27, 2008 minutes approved.

068224-068236 4. Personnel board orders approved.

10:05 a.m. - Sharron Cunningham, Bob Lothspeich and Kelli Campbell.

068237 5. The annual 2008 Retrospective Rating Program participation agreement was before the Board. There being no changes from the previous contract Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the Chairman to sign the agreement between Whitman County and the Retrospective Rating Program extending the service.

068238 6. The annually required update of the Violence Prevention Policy was before the Board. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** to approve the Whitman County Violence Prevention Policy update.

**RESOLUTION NO. 068238
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF revising the **WHITMAN COUNTY WORKPLACE VIOLENCE PREVENTION PROGRAM** and **POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE**:

WHEREAS, the Human Resources Director has determined there is a need to revise the current policy in accordance with the annual review requirement of the Workplace Violence Prevention Program; and

WHEREAS, the program forms, projects of Appendix A and phone numbers of Appendix B may be updated without a new resolution of the whole program; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that the **WHITMAN COUNTY WORKPLACE VIOLENCE PREVENTION PROGRAM** and **POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE** is approved and adopted as attached and is effective June 2, 2008.

Dated at Colfax, WA this 2nd day of June 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Effective Date: June 2, 2008	Page: 1 of 2
POLICY	
Cancels: Res. #066794	Approved by: BOCC Res. #068238
See Also:	

POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE

This policy applies to all non-elected Whitman County employees while on official county business or on county property.

Definitions

Weapon - An implement or instrument which has the capacity to injure, kill or intimidate others. Weapons may include Blackjack, sling shot, billy, sand club, sandbag, metal knuckles, dirk, dagger, firearm, knife with a blade longer than three inches, razor with an unguarded blade, metal pipe or bar used or intended to be used as a club, explosives, and poisonous or injurious gas.

Workplace Violence - Threats and/or acts of violence against an employee, client, or visitor. Includes threats to inflict physical harm, damages to property, or any purposeful or knowing behavior that would cause a reasonable person to feel threatened with physical harm committed by an employee or non-employee in the workplace. Does not include reasonable force in the defense of oneself or others and actions taken by public safety personnel and County employees while performing their duties as they are trained and required to do.

WVPP - Workplace Violence Prevention Program

1. Whitman County Will Not Tolerate Violence in the Workplace

Whitman County is concerned and committed to our employee's safety and health. The County refuses to tolerate any type of workplace violence committed by or against County employees, clients, or visitors. We will make every effort to prevent violent incidents from occurring by implementing a WVPP.

2. Whitman County will Provide Authority and Resources

Whitman County will make every reasonable effort to provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met. Our program will be annually reviewed and updated as needed by the Whitman County Incident Team.

3. Supervisors and Employees Implement and Maintain our WVPP

Whitman County encourages employee participation in designing and implementing the WVPP. Supervisors and managers are responsible for ensuring all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly.

4. Whitman County Prohibits the Making of Threats or Violent Actions

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on County premises will be reported to the proper authorities and fully prosecuted. This list of behaviors, while not comprehensive, provides examples of conduct that is prohibited.

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Intentionally damaging County or another employee's property
- Possession of a weapon while on County property or while on County business. Exceptions:
 - (1) Commissioned Law Enforcement
 - (2) Juvenile Services Staff (Chemical Spray) as approved by the Department Head
 - (3) Park Rangers (Multi-purpose tool)
 - (4) Facilities Maintenance (Multi-purpose tool)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

5. All Employees Must Follow Safe Work Practices

As of July 1, 2001 and periodically thereafter, all employees will have training and instruction on general and job-specific workplace security practices. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. All employees will adhere to work practices that are designed to make the workplace more secure, and will not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

6. Employees Must Immediately Report Violent or Potentially Dangerous Situations

We require prompt and accurate reporting of all violent incidents, whether or not physical injury has occurred, by using the Violent Act/Threat Reporting Form available from all supervisors or Human Resources. We will not discriminate against victims of workplace violence.

Any potentially dangerous situations must be reported immediately to a supervisor or the HR Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be contacted and the results of investigations will be discussed with them. The County will actively intervene at any indication of a possibly hostile or violent situation.

Whitman County Workplace Violence Prevention Program

Introduction

Whitman County is concerned and committed to our employee's safety and health. The County refuses to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing the following Workplace Violence Prevention Program (WVPP).

Each manager, supervisor, and employee is responsible for implementing and maintaining the WVPP and is encouraged to participate in designing and implementing our program. All employees must adhere to work practices that are designed to make the workplace more secure, and must not make verbal threats or physical actions that create a security hazard for others in the workplace.

All employees will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided when the WVPP is first established and periodically thereafter. Training is provided to all new employees and to other employees for whom training has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

Every employee is required to promptly and to accurately report all violent incidents or potentially dangerous situations whether or not physical injury has occurred. If an actual threat or act has taken place, the victim must complete the Violent Act/Threat Reporting Form available from all departmental supervisors or Human Resources. Also any potentially dangerous situations must be reported immediately to a supervisor or to the HR Department for investigation and remedy.

A copy of County Policy: POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE is readily available to all employees through Human Resources and from each manager and supervisor. Whitman County's WVPP document is available for review in the Human Resources office.

Workplace Violence Prevention Program Responsibility

The WVPP Administrator is the Whitman County Human Resources Manager and he/she has the authority and responsibility for implementing the provisions of this program for Whitman County.

All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program. Supervisors and managers are responsible for ensuring that all safety and health policies and procedures involving security are clearly communicated and understood by all employees, all incidents and hazards are accurately and promptly reported, and all rules are enforced fairly and uniformly. Each employee is responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment.

In addition, the Whitman County Incident Team will assess the vulnerability to workplace violence at our establishments and reach agreement on preventative actions to be taken. This group will be responsible for reviewing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit the overall WVPP compliance annually and recommend changes as needed.

Program Compliance

Whitman County has established the following policy to ensure compliance with our rules on workplace security. County management is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system ensures that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace. It includes:

- Informing employees, supervisors, and managers about our WVPP
- Evaluating the performance of all employees in complying with our workplace security measures
- Recognizing employees who perform work practices that promote security in the workplace

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- Providing training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Disciplining employees for failure to comply with workplace security practices
- Reviewing the performance of departments in providing appropriate employee training on a regular basis

At Whitman County, we recognize that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. We have a communication system designed to encourage a continuous flow of safety, health, and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New employee orientation on the County's workplace security policies, procedures and work practices
- Periodic review of our WVPP with all personnel
- Training programs designed to address specific aspects of workplace security unique to Whitman County
- Regularly scheduled safety meetings that include workplace security discussions
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies
- Posted or distributed workplace security information
- A system for employees to inform management about workplace security hazards or threats of violence
- Procedures for protecting employees that report threats from retaliation by the person making the threats

Hazard Assessment

The Implementation Workplace Violence Committee completed an initial hazard assessment in May 2000. Beginning in 2001, the Whitman County Incident Team will perform, by the end of each July, a workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and may include a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Record Keeping and Review

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 300 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)

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- Insurance Records
- Police Reports
- Workplace Survey
- Accident Investigations
- Training Records
- Grievances
- Inspection Information
- Other relevant records or information

The WC Incident Team will complete the report and record review by the end of July each year.

Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be coordinated by the WC Incident Team and Safety Committee. Periodic inspections are performed according to the following schedule:

- When we initially established our Workplace Violence Prevention Program
- Yearly, by the end of July each year
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur
- Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers
- The need for security surveillance measures, such as mirrors or cameras
- Position of signs notifying the public that limited cash is kept on the premises
- Procedures for employee response during a robbery or other criminal act
- Procedures for reporting suspicious persons or activities
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line
- Limiting the amount of cash on hand

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- Staffing levels during evening hours of operation and at other high risk times
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:

- Access to, and freedom of movement within, the workplace
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment
- Employee's skill in safely handling threatening or hostile service recipients
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g. alarms or panic buttons
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- The availability of employee escape routes
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:

- How well our establishment's anti-violence policy has been communicated to employees, supervisors and managers
- How well our establishment's management and employees communicate with each other
- How well our employees, supervisors and managers know the warning signs of potential workplace violence
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors or other employees

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- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace
- Employee disciplinary and discharge procedures
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Inspections for workplace security hazards from violence by personal relations (Type 4) include assessing:

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employee's is having a dispute
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day)
- Adequacy of lighting and security for designated parking lots or areas
- Warning or police involvement to remove personal relations of employees from the work site and effectiveness of restraining orders
- Electronic firewalls, anti-virus software, anti-spam software, etc.

Workplace Survey

The Whitman County Incident Team may periodically distribute a survey among our employees to identify any additional issues that were not noted in the record and report review or the security inspection.

Final Recommendations

Based on the record/report review and workplace security inspections, the Implementation Workplace Violence Prevention Group has identified the following issues that need to be addressed:

Workplace Hazard Control and Prevention - Recommendations

In order to reduce the risk of workplace violence and based on the record/report review and workplace security inspections, the Implementation Workplace Violence Prevention Group has recommended the following measures:

Engineering Controls and Building or Work Area Design:

A list of possible safety projects and tasks was compiled after completion of the workplace security inspections. These were divided into six phases and presented to the Board of County Commissioners for review and possible planning and funding. Please see appendix A.

Workplace Practices:

Recommendations include the periodic training/instruction of staff, reporting procedures for possible/actual violent acts or threats, County POL-0100-40-HR, enforcement policy, and monitoring, maintenance, and improvement of the County's WVPP.

Workplace Hazard Control and Prevention - Results

The Board of County Commissioners studied and considered the above recommendations as a result of the workplace violence hazard assessment and the comments of the Implementation Workplace Violence Prevention Group. The BOCC instructed some of the safety projects to be completed using established departmental and maintenance budgets.

The Board of County Commissioners reviewed and adopted each of the above policies and procedures developed and recommended by the Implementation Workplace Violence Prevention Group as of July 1, 2000.

Training and Instruction

We have established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace security practices. Initial training and instruction will be provided after the WVPP is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job assignments for which specific workplace security training for the job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the WVPP including measures for reporting any violent acts or threats of violence
- Recognition of workplace security hazards including the risk factors associated with the four types of violence
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors

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- Ways to defuse hostile or threatening situations
- Measures to summon others for assistance
- Employee routes of escape
- Notification of law enforcement authorities when a criminal act may have occurred
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for those employees desiring such assistance

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training. We have chosen the following items for training and instruction for managers, supervisors and employees:

- Crime awareness
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures
- Proper work practices for specific workplace activities, occupations or assignments, such as law enforcement, health care, public transportation, etc.
- Self-protection
- Dealing with angry, hostile or threatening individuals
- Using the "buddy" system or other assistance from co-employees
- Awareness of indicators that lead to violent acts by service recipients
- Employee assistance programs
- Review of anti-violence policy and procedures
- Managing with respect and consideration for employee well-being
- Pre-employment screening practices
- Role playing a violent incident

Incident Investigation

Our procedures for investigating incidents of workplace violence - threats and physical injury - include:

- Reviewing all previous incidents
- Visiting the scene of an incident as soon as possible
- Interviewing threatened or injured employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator
- Determining the cause of the incident
- Taking corrective action to prevent the incident from recurring
- Recording the findings and corrective actions taken

**APPENDIX C
WHITMAN COUNTY PUBLIC HEALTH
WORKPLACE VIOLENCE PLAN**

The following guidelines will assist management to minimize the potential of workplace violence and threats:

- Conduct pre-employment screenings on all new employees.
- Provide training on what to do in the event of violent confrontation, how to avoid being a victim, and to know how and where to report violent acts or threats.
- Provide a means to alert others to a dangerous situation.
- Establish ground rules of acceptable behavior.
- Limit former employees from unlimited access to the workplace.

During normal duty hours access to the clinic and office area will be restricted

Whenever an employee enters the building during non-business hours, they will lock the door behind them preventing any unauthorized entry.

Each public health professional must evaluate the potential danger of each client and discuss any concerns with their supervisor.

Under no circumstances should a public health professional provide services in a client's home if they are concerned with their personal safety. A buddy system with another professional may be used, or the client may be required to come to the office or clinic.

The following guidelines should be used when a public health professional determines a client to be dangerous:

- The circumstances are discussed with their immediate supervisor
- The justification is discussed with the management team.
- The determination, with justification, is documented and maintained in the Clients record.

Each staff departing the buildings during normal business hours will write on the board their planned destination and estimated time return.

If it is believed that the return of a staff is overdue, the following steps should be taken:

- Immediately contact the staff's immediate supervisor.
- Telephone if possible the last known visit.
- Telephone the staff's home or cellular phone if possible.
- Notify the local law enforcement for a welfare check.

Protective Orders

All staff who apply for or obtain a protective or restrain order which list Whitman County Public Health locations as being protected areas, must provide to their supervisor a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining which is granted, and a copy of any protective or restraining order which is made permanent. Whitman County Public Health understands the sensitivity of the information requested and has developed confidentially procedures, which recognize and respect the privacy of the reporting staff.

When a potential violent situation occurs, staff members will:

- Have all clients moved from the area by means of the back door.
- Notify all staff of the location and incident
- When needed, a plan of action will be defined, with the staff member assuming a leadership role.
- The staff member assuming leadership will:
 - a. Have a staff member contact the local law enforcement.
 - b. Assure that physical intervention of staff members will not be attempted.
 - c. Determine an available, secure area.
 - d. Ensure that the clinic or office environment is free of all potentially harmful objects.
 - e. Debrief the incident with all staff.
 - f. Review the incident with assigned staff and assess any preventive measures.
 - g. Document the incident on required County Forms and in the Clients records.

All staff will be knowledgeable about the Warning Signs of Potentially Violent Individuals and Personal Conduct to Minimize Violence. See attachments.

Staff will follow all Policies and Procedures otherwise adopted by the Board of Whitman County Commissioners.

068239 7. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize publishing a notice for the 2008 Board of Equalization hearing dates.

10:15 a.m. - Paul Spencer.

068240 8. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to sign a statement of work agreement with the

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Secretary of State, Imaging and Preservation Services for the scanning/microfilming of Commissioners records dated from 1872 and 1974.

068241 9. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to sign a resolution authorizing payment of wages for employee lost hours due to the May 9, 2008 suspended Courthouse operations.

**RESOLUTION NO. 068241
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, on Friday, May 9, 2008 at approximately 1:15 p.m., a health hazard occurred in the Whitman County Courthouse; and,

WHEREAS, at the recommendation of the Chairman of the Whitman County Commissioners, the Whitman County Incident Team, the Whitman County Health Department, the Whitman County Facilities Management Department and the Colfax Fire Department precautionary steps were taken to place the Courthouse in a suspended operations mode; and,

WHEREAS, as a result of the above action, the Courthouse was closed for the remainder of the day and all employees were sent home; and,

WHEREAS, the current Whitman County Suspended Operations Policy adopted February 12, 1996 is currently outdated and under revision.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Whitman County Commissioners will pay the effected employees for the hours of work missed during Suspended Operations on May 9, 2008.

Dated this 2nd day of June 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

068242 10. Notification of Moffett's Organics, Inc. approval of a non-retail liquor license through April 30, 2009 was received.

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068243 11. An executed copy of the Department of Revenue Real Estate Excise Tax (REET) program memorandum of understanding was received.

068244 12. A copy of the City of Moscow's application to the Idaho Department of Water Resources for the transfer of a water right in order to provide water to Hawkins Companies "Stateline Project" was received.

068245 13. Commissioners' pending list reviewed.

10:20 a.m. - Recess.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Paul Spencer and Joe Smillie.

ACTION ITEMS

Financial Division:

068246 1. Commissioner Partch **moved** Commissioner Finch **seconded** the motion and it **carried** that the resolution to increase the petty cash fund at the Landfill from \$300-\$400 be signed as presented.

RESOLUTION NO. 068246

OF

**THE BOARD OF COUNTY COMMISSIONERS
FOR THE WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to maintain the pre-existing cash drawer within the Whitman County Solid Waste Department; and,

WHEREAS, the Whitman County Solid Waste Department's Landfill cash drawer in the amount of **\$300.00 is not** sufficient to meet the needs of the department; and,

WHEREAS, it is necessary to increase the Whitman County Solid Waste Department's Landfill cash drawer fund from **\$300.00 to \$400.00**; and,

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Solid Waste Department Landfill cash drawer fund shall be increased and maintained in the amount of **\$400.00**; and,

BE IT FUTHER RESOLVED that this fund is entrusted to Ruth McGillic, employee of the Whitman County Solid Waste Landfill, with the responsibility of overseeing and rectifying the cash drawer amount.

Done this 2nd day of June 2008.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

G.R. Finch, Commissioner

Maintenance Division:

D068246A 2. Mr. Storey said the paving for Flightline Drive at the Colfax Airport is scheduled for June 11th followed by Boyer Park on June 12th; weed spraying began last weekend in the Lacrosse area; crews are spot sealing and working on repairs to the Albion Road washout.

Solid Waste Division:

068247 3. A draft of the Solid Waste Strategy Report Outline submitted to the Solid Waste Advisory Committee was received from the Director for review.

11:15 a.m. - Recess.

1:30 p.m. - Mike Berney, Greater Columbia Behavior Health (GCBH).

068248 1. GCBH Upcoming Board Issues:

- Approval of 5 GCBH policies.
- Recommendation from GCBH Information Services Committee to extend 2 professional services contracts.
- Possible request by Benton County to adjust the GCBH Funding Formula. At the last Funding Committee meeting Benton County raised the issue of adjusting the funding formula at the beginning of the second fiscal year of the biennium. Benton County brought up the same issues when the funding formula was approved for this biennium. At that time all Member Governments, except Benton County, voted in favor of the current formula. Historically, the formula has not been changed half way through the biennium unless something unanticipated occurs. The Funding Committee is in the process of reviewing how well the current formula is working but it seems to be functioning as or better than anticipated. Mr. Berney said unless otherwise instructed Whitman County will not support a change in the GCBH Funding Formula at this time.
- Approval of 5 contract amendments. These amendments implement a number of changes passed during the last legislative session along with some minor housekeeping measures desired by the Mental Health

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Division. Whitman County will vote in favor of authorizing the GCBH Board Chair to sign these contract amendments.

- Spokane County RSN has requested when the GCBH Board renegotiates the number of beds assigned at Eastern State Hospital that some of the beds currently assigned to GCBH be reassigned to Spokane County. No decision will be rendered by the GCBH Board for at least the next few months.

D068248A 2. DSHS contract amendment #0763-20365(01) with Palouse River Counseling Center (PRCC) for Chemical Dependency was before the Board. Commissioner Finch **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize Mr. Berney to sign the Chemical Dependency contract amendment.

D068248B 3. A written report for the Chemical Dependency licensing program has been received and the suggested improvements are being implemented.

D068248C 4. The audit cycle from GCBH for Palouse River Counseling Mental Health program have now been completed.

D068248D 5. Mr. Berney attended a meeting last week with representatives from Colfax Hospital, the Sheriff, Colfax Police Chief and State Patrol regarding the increased demand placed on both the Colfax and Pullman Hospitals for people chemically dependent or mentally ill.

1:50 p.m. - Recess.

2:00 p.m. - Henderson Mill Bridge Project.

Present: Mark Storey, Phil Meyer, Jeff Marshall, Joe Smillie and 3 bidders.

068249 The following bids were received for the Henderson Mill Bridge project.

BIDDER	AMOUNT
A&R Construction, Inc., Lewiston, ID	\$798,308.41 without tax
NA Degerstrom, Inc., Spokane, WA	\$761,203.45 without tax
DL Edmondson, Inc., Summerville, OR	\$969,765.10 without tax
Westway Construction, Airway Heights, WA	\$839,302.50 without tax

The commissioners will make an award on June 9th.

2:10 p.m. - Hawkins Public Water Wells.

Present: Mark Storey, Phil Meyer, Jeff Marshall, Joe Smillie and Alan Gay.

BOCC MINUTES-06/02/08

D068249A The following bids were received and opened as a courtesy for Hawkins Companies.

BIDDER	AMOUNT
H2O Well Service, Inc., Hayden, ID	\$387,314.08 with tax

Hawkins Companies will award this bid.

2:15 p.m. - Adjournment.

D068249B Commissioner Finch **moved** to adjourn the **June 2, 2008** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **June 9, 2008**. The foregoing action made this **2nd** day of **June 2008**.

ss/ GREG PARTCH, COMMISSIONER
ss/ G.R. FINCH, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners