

## Minutes for June 3, 2013

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**074245 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 3, 2013 at 8:15 a.m.** Chairman Michael Largent, Arthur Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**8:15 a.m. - Call to Order/Board Business/Executive Session.**

Present: Kelli Campbell (8:45-8:55 a.m.) and Chris Nelson (8:55-9:15 a.m.).

**074246 1.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individual until 9:00 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

**9:15 a.m. - Return to Open Session/Workshop.**

Present: Gary Petrovich, Sally Ousley (9:00 a.m.) and Eunice Coker and David Ledbetter (9:45 a.m.).

**074247-074248 2-3.** Items discussed included ALTCEW, ADA project, Fish & Wildlife letter, Governor's disability program, bi-week workshops, PMAG and election tabulator machine. No action taken.

**10:05 a.m. - Recess.**

**10:15 a.m. - Flag Salute.**

Present: Sally Ousley, Gary Petrovich and Kelli Campbell.

**D074248A 4.** Pledge of Allegiance.

**D074248B 5.** **Motion** by Commissioner Swannack to accept the consent agenda. Motion **seconded** by Commissioner Kinzer and **carried**.

**074249 6.** Claim warrants numbered **303733-303782** for **\$67,712.38** approved.

**074250 7.** May 20, 2013 minutes approved.

**074251-074258 8.** Personnel change orders approved.

**074259 9.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the 2013 Courthouse collective bargaining agreement (12/31/13).

**074260 10.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the 2013 Solid Waste collective bargaining agreement (12/31/13).

**072261** 11. The issue of the 2013-14 Whitman County liability insurance renewal was before the Board. Chairman Largent said there is a possibility the insurance premium could increase up to \$15,000+, but that information won't be available until the company receives the county's renewal application. Gary Petrovich and he spoke about self-insuring up to a certain dollar limit. The county's insurance can be changed later, but it is important that the application be returned now in order to retain coverage. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize the Chair to sign the 2013-14 county liability insurance renewal application.

**10:30 a.m.** - Mark Storey and Bob Reynolds.

**074262-074264** 12-13. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to appoint Rick McNanny to an unexpired term (06/30/14), Ryan Sharnhorst to a full term (06/30/16); reappoint Chris Chapman (06/30/13) to a full term on the Emergency Communications Advisory Committee. Commissioner Swannack moved and Commissioner Kinzer seconded the motion to authorize the Chairman to sign letters of appreciation to Bill Hickman and Mike Heston for their service on the Emergency Communication Advisory Committee.

**074265** 14. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize the Chair to sign letters of appreciation to Susan Reyes and Paula Cartwright for their service on the Developmental Services Advisory Committee.

**074266** 15. Mark Storey stated the Performance Measures Assessment Group proposal dated May 9<sup>th</sup> to study a process for change that would entail making some processes more efficient based on a method and not a result stands as written.

Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion to approve the Performance Measures Assessment Group pilot project.

Chairman Largent commented there seems to be some confusion as to the purpose of this initiative. He suggested changing the name to "Structured Process Review Pilot Project".

Bob Reynolds said one of the messages he thought was important to carry forward today is that this is method of self-evaluation for different areas and different tasks the county performs. It is not a mandate for change but rather a method to follow. The method may be modified as they go from one task to another. Their intent is to involve the people that actually make these processes work.

Commissioner Largent viewed this not as an employee performance or departmental evaluation. It is a pilot project to review processes and organizational structures. This is not about employee, departments or managerial capability or performance. In his view it is a methodology; developing a general methodology of change that is structured in order to apply it against different topics, not just financial processes. This is not a financial initiative. He sees the pilot project having two outcomes:

- 1) Review of a structured process methodology - the intent of the pilot project is to test the methodology and its efficacy within our county organization and recommend changes for an on-going change agent process.

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2) Can we gain any efficiencies from this pilot process?

You may have a successful methodology but you may not find any inefficiencies or visa-versa.

Mark Storey said PMAG has recommended using the payroll process as a pilot project. That doesn't mean the payroll process needs to be structurally changed. It is just an area to study. The primary goal is a method to examine processes that can be applied to other issues. The secondary goal is if something good comes out of the examination it can be applied to payroll.

Commissioner Largent mentioned as far as the pilot project is concerned, it is only moving ahead with the concurrence and cooperation of the Auditor and Human Resources.

Using the Ken Miller "Change Agent" process, there are three distinct roles:

- 1) Sponsor (Elected Official or Department Head)
- 2) Team Members (employees doing the actual work) make recommended changes
- 3) PMAG is responsible for implementing the methodology

Mark Storey clarified PMAG's goal is not to change anything, but to review a process. They are simply facilitating a process to be examined. Commissioner Largent noted PMAG can choose how they implement the Change Agent role themselves; it can involve one individual or the whole team.

Gary Petrovich stated the reason for selecting payroll as the pilot project is because it has an impact on all county departments.

Commissioner Largent said he sees the Board's role as initiating a methodology in order to collaboratively accomplish meaningful change for the overall organization for the benefit of the employees and service to our customers.

Mark Storey said the final step is to report back to the Board. In addition he recommended PMAG report back to all elected officials and department heads. If there is a change recommended at the end of the process, it will involve more than just the Board. Commissioner Largent concurred adding any recommended process change will require the sponsor's approval.

Commissioner Largent reviewed his suggested benchmarks:

- 1) Delineate structured review methodology prior to initiation (what model will be tested).
- 2) Formal communication with sponsor(s) regarding the change process (their role, their endorsement).
- 3) Timeframe to accomplish the model (once the model is established).
- 4) Selecting the process review team (separate and apart from the sponsors and change agents, the people who know the process will be asked to assist in finding better ways to accomplish a task).
- 5) How are we progressing against the timeframe?

Commissioner Largent would like to see this move forward as quickly as possible once initiated. The longer they languish, the less effective this will be. One of the tests of the methodology is how quickly they can accomplish effective change. He appreciated the Board having some enthusiasm and interest in this process because he has personally waited a long time to get to this point.

Commissioner Swannack asked what type of data the Board can anticipate receiving. Bob Reynolds thought PMAG will always have a goal at the statistical level but will need others heavily involved to bring data to them to articulate to the Board what they would like to achieve. PMAG won't be creating the data, only collating it. Commissioner Largent advised there is a structured model for communication by the Team members. He was referring to the book "Change Agent" by Ken Miller. Most of the criticism he has received has come from individuals who have not read that book or "Radical Government Make-Over" by the same author.

At some point in time Commissioner Largent hoped to have performance measures to gage the success of the initiative on the process itself separate from the model. That is part of the process in testing the model. If they have success, they really need to tout those successes. He didn't anticipate the PMAG team being a permanent appointment. At the end of this model there would have to be some recommendation on how and who will be the change agent to implement and facilitate this model on other processes. The expertise on the process itself is not the important thing for the change agent to know. It is facilitating the process and probably better if the change agent is not associated with the process.

Commissioner Swannack said his understanding is that it is often better to have an outside group review the process. In that way the members don't get caught up in the internal workings and what they would like to see changed.

Mark Storey said he sees part of the goal to get people in Whitman County government excited about change and wanting to improve processes. To have a pilot process that successfully improves something gives people who like what they are doing the knowledge to implement change in other areas. Mr. Storey said he is excited about beginning this process and getting people interested and motivated about change.

Commissioner Largent thought the result of a hopefully successful testing of the model will be that the county needs a permanent facilitator for a change process.

Commissioner Kinzer said it is also a 2-way road in that the Team will learn and understand about a process being used and why and through discussion determine if a process can or cannot be done in a more efficient manner.

Gary Petrovich noted through this process there is an added benefit of people becoming more aware of what they do and how it fits into the context of the total process that is being reviewed. He thought in many cases, people don't know what the end product is they just concentrate on what they are doing. By them knowing how important and critical their piece of the work is engenders a more work satisfaction.

Commissioner Largent said he has customers both within and outside the organization and his processes are to meet the needs the customers he is serving. Upon conclusion of discussion the motion **carried**.

**074267**      **16.** A letter was received from Leslie Miller of the Uniontown Community Development Association updating the commissioners on the status of the Dahmen Barn project.

074268 16A. An executed copy of the Priority Support Group agreement for hardware/software support for the HP3000.

074269 17. Commissioners' pending list reviewed.

10:30 a.m. - Recess.

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

Present: Sally Ousley.

**ACTION ITEMS**

074270 18. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** that the resolution to vacate a portion of Wilma Port-West Road be signed as presented.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

|                                |   |                              |
|--------------------------------|---|------------------------------|
| In the Matter of the Intent to | ) | RESOLUTION NO. <u>074270</u> |
| Vacate and Abandon a Portion   | ) |                              |
| Of the Wilma Port-West Road,   | ) |                              |
| County Road No. 9006 in the    | ) |                              |
| SW ¼ of Section 13, Township   | ) |                              |
| 11 North, Range 45 East, W.M., | ) |                              |
| Whitman County, Washington     | ) | RESOLUTION VACATING          |

WHEREAS, the Whitman County Board of County Commissioners declared their intention to vacate and abandon a portion of County Road No. 9006, the Wilma Port-West Road on the 15th day of April, 2013.

WHEREAS, the Whitman County Engineer has submitted a report, which indicates it is not advisable to preserve the portion of County Road No. 9006, the Wilma Port-West Road for the county transportation system and therefore recommended the vacation of the portion of County Road No. 9006, the Wilma Port-West Road.

WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice, on the 20th day of May, 2013, and interested parties for and against said vacation were afforded the opportunity to present to the Board.

WHEREAS, the Whitman County Board of County Commissioners finds that the vacation of said portion of County Road No. 9006, the Wilma Port-West Road is in the best interest of the citizens of Whitman County.

NOW, THEREFORE BE IT HEREBY RESOLVED that all of the portion of County Road No. 9006, the Wilma Port-West Road lying westerly of the following described line; Beginning at the westerly right of way line of County Road No. 9005, Druffel Drive, said point being milepost 1.41 to the terminus of said Wilma Port-West Road and being milepost 1.94, be vacated and passed to the owners of record of the adjoining land.

DATED at Colfax, Washington, this 3rd day of June, 2013.

BOARD OF COUNTY COMMISSIONERS

OF WHITMAN COUNTY, WASHINGTON

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

ATTEST:

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Arthur D Swannack, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Dean Kinzer, Commissioner

**Solid Waste Division:**

**074271 19.** Copies of the Colfax and Pullman curbside single stream recycling advertisements received.

**D074271A 19A.** The wood waste paving area at the Landfill is being reworked and should be completed in the next few weeks.

**Engineering Division:**

**D074271B 19B.** The Colfax Airport Road project is progressing. The contractor's current plans are to pave it by early August.

**D974271C 19C.** Design work for the left turn lane on the Pullman Airport Road is almost complete. The 30 MPH sign will be moved to the O'Donnell Road intersection. Mr. Storey is also considering reducing the speed limit from the O'Donnell Road intersection to the end of Airport Road. No action to be taken today.

**11:05 a.m. - Executive Session.**

Present: Bob Reynolds and Gary Petrovich.

**074272 20.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 11:30 a.m. in accordance with RCW 42.30.110(1)(c) for matters related to real estate.

**D074272A 21.** Approved documents signed.

**1:00 p.m. - Board Business Continued/Executive Session.**

Present: Gary Petrovich and Dianne Stokke (via phone).

**074273 22.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 1:30 p.m. in accordance with RCW 42.30.110(1)(i) for matters related to litigation.

**1:30 p.m. - Return to Open Session/Recess.**



**BOCC Minutes-06/03/13**

**D074273A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 10, 2013 at 9:00 a.m.** Chairman Michael Largent, Art Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Denis Tracy, Bill Spence (9:00 a.m.).

**074274-074275 23-24.** Items discussed included grant funded position exception, overall grant funded positions, Prosecutor's deferment proposal, Information Technologies priorities, 2013-14 budgets, Public Structure Pilot Project Team (formerly known as PMAG), countywide employee meeting, WSAC meeting notice with each county and WCIF insurance presentation. No action taken.

**D074275A 25.** Approved documents signed.

**074276-074278 25A-C.** Claims/Payroll warrants numbered **303787-303894** for **\$165,647.39.**

**074279 25D.** Personnel change orders.

**10:00 a.m. - Executive Session.**

Present: Denis Tracy, Gary Petrovich, Mark Storey, Dianne Stokke and Cynthia Weed.

**074280 26.** Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 10:35 a.m. in accordance with RCW 42.30.110(1)(i)/RCW 42.30.110(1)(c) for matters related to litigation/real estate.

**10:35 a.m. - Return to Open Session/Recess.**

**D074280A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met at Events on Main in Colfax, Washington for **Tuesday, June 11, 2013 at 10:00 a.m.** Chairman Michael Largent, Art Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**10:00 a.m. - Reconvene/Board Business Continued/Workshop.**

Present: Gary Petrovich and David Ledbetter.

**074281-074283 27.** Items discussed included the 2014 budget process. No action taken.

**11:45 a.m. - Adjournment.**

**D074283A** Commissioner Kinzer **moved** to adjourn the **June 3, 10 and 11, 2013** meeting. Motion **seconded** by Commissioner Swannack and **carried.** The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse,

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Colfax, Washington, on **June 17, 2013**. The foregoing action made this **11th** day of **June 2013**.

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

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MARIBETH BECKER, CMC  
Clerk of the Board

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MICHAEL LARGENT, CHAIRMAN  
Board of County Commissioners