

BOCC MINUTES-06/30/14

**075609 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, June 30, 2014 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Mark Storey, Chris Nelson, Bill Spence, Anthony Kuipers and Sally Ousley.

**075610 1.** Items discussed included Veterans meeting, investment software, financial system, WSACE conference, National Motto. No action taken.

**9:45 a.m. - Flag Salute.**

Present: Bob Reynolds, Tyler Nelson, Chris Nelson, Bill Spence, Sally Ousley and Anthony Kuipers.

**D075610B 2. Pledge of Allegiance.**

**D075610C 2A.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to strike item #15 on the agenda and address it at a later date.

**Consent Agenda:**

**D075610C 3. Motion** by Commissioner Largent to accept the consent agenda. Motion **seconded** by Commissioner Kinzer and **carried**.

**075611-075612 4.** General Claims/Veterans' Relief/Payroll warrants numbered **311136-311163** for **\$277,343.54** and **311186-311252** for **\$529,563.17** approved.

**075613 5.** June 16, 2014 minutes approved.

**075614-075617 6.** Personnel change orders approved.

**10:00 a.m. - Tim Myers.**

**075618 7.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept a proposal from Boost Collaborative to provide individual employment, group supported services, pre-vocational services and child development services.

**075619 8.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to accept a proposal from Himark Transport, Inc. to provide community access services.

**075620 9.** Department of Social and Health Services (DSHS) agreement #1463-15646 tabled. At 1:00 p.m., after receiving revised documents Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the DSHS agreement #1463-15646 to provide services to Developmental Disability Administration clients in Whitman County.

075621 10. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a provider agreement with Boost Collaborative to provide individual employment, group support services, pre-vocational services and child development services (xx/xx/xx).

075622 11. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve a provider agreement with Himark Transport, Inc. to provide community access services.

075623 12. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept Brenda Barrio as a new Developmental Services Board member, position #6. Ms. Barrio's term will expire 12/31/16.

10:00 a.m. - Kelli Campbell and Bill Tensfeld.

075624 13. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the updated Bloodborne Pathogen Exposure Control Plan as presented.

**RESOLUTION NO. 075624  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Bloodborne Pathogen Exposure Control Plan;

**WHEREAS,** this policy is required by state and federal law and,

**WHEREAS,** this policy has been updated to meet state and federal requirements and,

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

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by this Board that the above is approved as the attached **POL-4000-HR Bloodborne Pathogen Exposure Control Plan.**

Dated this 30th day of June 2014 and effective as of July 1, 2014.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner



## BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN (ECP)

---

Policy: POL-4000-HR • Effective Date: July 1, 2014 • Res. #**075624**  
Cancels: Res #046622 • Reference: None

**This policy applies to all Whitman County employees unless otherwise addressed in a bargaining unit agreement.**

### 1. OVERVIEW

Whitman County is committed to providing a safe and healthful work environment for our entire staff. This plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens.

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan.

Employees can review the plan at any time during their work shifts. Copies will be provided, free of charge, to an employees within 15 days of request.

This plan includes:

- Overview
- Identify Employees who are at Risk for Exposure
- Controlling Employee Exposure to Bloodborne Pathogens
- Employee Training and Hazardous Communication
- Post-Exposure Evaluation and Follow-up
- Recordkeeping

### 2. IDENTIFY EMPLOYEES WHO ARE AT RISK FOR EXPOSURE

The following are job classifications in which employees have potential occupational exposure to bloodborne pathogens:

<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>TASK/PROCEDURE</b>
Sheriff/Deputies/Undersheriff/Inspector	Sheriff	arresting/restraining suspects
Registered Nurses	Public Health	vaccinations/sample collection
Environmental Health Tech	Public Health	septic inspect/sewage spills
Maintenance Worker	Facilities Management	clean up of regulated waste
Corrections/Sergeant/Jail Superintendent	Sheriff	restraining suspects

Whitman County Human Resources Department (HR) is responsible for adopting the exposure control plan through the Board of County Commissioners.

Whitman County Public Health Department (PH) and HR will maintain, review, and update the exposure control plan at least annually, and whenever necessary to include new or modified tasks and procedures.

HR will make this plan available to employees, and WISHA (Washington Industrial Health and Safety Act) representatives.

PH will be responsible for making sure all medical actions required are performed, and that appropriate employee medical records are maintained.

PH will make sure this list is kept up-to-date.

### **3. CONTROLLING EMPLOYEE EXPOSURE TO BLOODBORNE PATHOGENS (BBP)**

We use the following methods to control employee exposure:

#### **A. Safer medical devices and equipment used to minimize occupational exposure**

- The use of safer medical devices and equipment will prevent or minimize exposure to bloodborne pathogens.
- The specific safer medical devices that we use are Safety Glide needles and plastic capillary tubes
- The specific equipment to minimize or eliminate exposure that we use are sharps containers and biosafety bins
- Sharps disposal containers are inspected and maintained or replaced by PH as necessary to prevent overfilling
- We identify opportunities to improve controls through staff meetings and discussions
- We evaluate new products regularly by review of published and vendor supplied literature as well as state, federal and trade organization supplied best practices
- Both front line workers and management officials are involved in this process improvement by meetings, literature reviews and training

#### **B. Personal protective equipment (PPE)**

- PPE is provided through each department to employees at no cost.
- The types of PPE available to employees are: gloves, eye protection and mask
- PPE is located in PH, Sheriff's Dept And Facilities Dept
- All employees using PPE must observe the following precautions:
  - Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
  - Wear appropriate gloves when you reasonably anticipate hand contact with blood or OPIM, or handle or touch contaminated items or surfaces
  - Replace gloves if torn, punctured, contaminated, or otherwise damaged.
- Never wash or decontaminate disposable gloves for reuse.
  - Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
  - Remove PPE after it becomes contaminated, and before leaving the work area.
  - Dispose of contaminated PPE in designated containers
  - Remove blood, or OPIM-contaminated, garments immediately or as soon as feasible, in a manner that avoids contact with the contaminated surface.
- The procedure for handling used PPE is the same as biohazard material

#### **C. Housekeeping**

- Written schedules for cleaning and methods of decontamination are located in the Facilities Department
- Regulated waste is placed in containers which:
  - Contain all contents
  - Do not leak
  - Are appropriately labeled or color-coded (see Labels section of this plan)
  - Are closed prior to removal to prevent contact spilling or protruding during handling.
- Contaminated sharps are discarded immediately or as soon as possible in containers that are:

- Closable
- Puncture-resistant
- Leak-proof on sides and bottoms
- Labeled or color-coded appropriately.

- Sharps disposal containers are available at the Whitman County Public Health Department.

#### D. Hepatitis B Vaccination

- The hepatitis B vaccination series is available:
  - At no cost after training
  - Within 10 days of initial assignment to employees identified in Section 2 of this plan
- Vaccination is encouraged unless:
  - We have documentation that the employee has previously received the series
  - Antibody testing reveals that the employee is immune
  - Medical evaluation shows that vaccination is contraindicated.
- A copy of the health care professional's written opinion will be provided to the employee
- Employees who choose to decline vaccination must sign a declination form. They may request and obtain the vaccination at a later date at no cost.
- Vaccinations will be provided by the Whitman County Public Health Department

#### **4. EMPLOYEE TRAINING AND HAZARD COMMUNICATION**

All employees who may have occupational exposure to bloodborne pathogens receive training conducted by the Whitman County Public Health Department and all county employees receive introductory bloodborne pathogen training conducted by HR through the new employee orientation process.

Occupational exposure training will include:

- Epidemiology, symptoms, and transmission of bloodborne pathogens.
- Copy and explanation of Chapter 296-823 WAC, Occupational Exposure to Bloodborne Pathogens.
- Explanation of our Exposure Control Plan and how to obtain a copy.
- This must also be done at the annual refresher training.
- Methods used to identify tasks and other activities that may involve exposure to blood and OPIM.
- What constitutes an exposure incident?
- The use and limitations of controls, work practices, and PPE.
- The basis for PPE selection and an explanation of:
  - Types
  - Uses
  - Location
  - Handling
  - Removal
  - Decontamination
  - Disposal
- Information on the hepatitis B vaccine, including:
  - Effectiveness
  - Safety
  - Method of administration
  - Benefits of being vaccinated
  - Offered free of charge
- Actions to take and persons to contact in an emergency involving blood or OPIM
- Procedures to follow if an exposure incident occurs, including:
  - How to report the incident

- Medical follow-up available
- Employee’s evaluation and follow-up after an exposure incident
- Signs, labels, and color coding used
- Interactive questions and answers with the trainer.

Training materials for this facility are located within PH.

Training records are maintained for each employee upon completion of training. These documents will be kept for at least 3 years in HR.

The training record should include the following information about training sessions:

- Date
- Contents or a summary
- Names and qualifications of trainers
- Names and job titles of all attendees.

Training records are provided to employees or their authorized representatives within 15 working days of a request.

## **5. POST-EXPOSURE EVALUATION AND FOLLOW-UP**

A. Do the following after initial first-aid is given:

- Following the initial first-aid treatment such as cleaning the wound, flushing eyes, or other mucous membranes, the following will be performed:
  - Document the routes of exposure and how the exposure occurred.
  - Identify and document the source individual, unless that’s not possible or is prohibited by state or local law.
  - Obtain consent and arrange to test the source individual as soon as possible to determine HIV, HCV, and HBV infectivity.
    - If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing is not needed.
  - Document that the source individual’s test results were conveyed to the employee’s health care provider.
  - Provide the exposed employee with the source individual’s test results.
  - Provide the exposed employee with information about laws on confidentiality for the source individual.
  - Obtain consent and provide a blood test for the exposed employee as soon as possible for HBV, HCV, and HIV.
    - If the employee does not give consent for HIV serological testing, preserve the baseline blood sample for at least 90 days.
- If the exposed employee decides to have the sample tested during this time, perform testing as soon as feasible.
- Provide the exposed employee with a copy of the health care professional’s written opinion

B. Employees are provided immediate medical evaluation and follow-up services through their normal provider.

C. Review the circumstances of an exposure incident as follows:

- The circumstances of any exposure incident will be reviewed to determine:
  - Controls in use at the time
  - Work practices that were followed
  - Description of the device used (including type and brand)

- Protective equipment or clothing in use at the time
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

## 6. RECORDKEEPING

### A. Medical records

- Medical records are maintained for each employee who has an occupational exposure to bloodborne pathogens in accordance with WAC 296-62-052, Access to Records.
- PH is responsible for maintaining medical records. These confidential records are kept in the Department for at least 30 years beyond the length of employment.
- PH will make sure appropriate employee health, OSHA and WISHA records are maintained as required.

### B. Sharps injury log

- In addition to WAC 296-27, Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in the Sharps Injury Log. This log must include at least:
  - Date of injury
  - Type and brand of the device involved
  - Where the incident occurred
  - How the incident occurred
- This log is reviewed at least once a year as part of the annual program evaluation and is kept for at least 5 years following the end of the calendar year. Copies that are provided upon request must have any personal identifiers removed.

075625 14. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the updated Workplace Violence Prevention Policy/Program as presented.

**RESOLUTION NO. 075625  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** revising policy POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM;

**WHEREAS**, County policy requires an annual review and update of the Preventing & Responding to Workplace Violence policy and 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 policy POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE POLICY AND PROGRAM are approved and adopted as attached and effective July 1, 2014.

Dated at Colfax, WA this 30th day of June 2014.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

---

Arthur D Swannack, Chairman

ATTEST:

---

Dean Kinzer, Commissioner

---

Maribeth Becker, CMC  
Clerk of the Board

---

Michael Largent, Commissioner

## **Whitman County Workplace Violence Prevention Program**

### **Introduction**

---

Whitman County is concerned and committed to employee safety and health. The County does not 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 the 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 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 its 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.

The County's 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. 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
- 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

Whitman County recognizes that to maintain a safe, healthy and secure workplace there must be open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. 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 is vital. 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, , 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)
- 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
- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur
- Whenever workplace security conditions warrant an inspection

Workplace hazards are best identified by the department working in each location. For this reason each department submits an annual hazard survey to the Incident Team. The concerns and ideas are then reviewed by the Team for possible action. 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. The County 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
- 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 the anti-violence policy has been communicated to employees, supervisors and managers
- How well management and employees communicate with each other
- How well 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
- 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 employees to identify security issues

---

### **Workplace Hazard Control and Prevention**

---

In order to reduce the risk of workplace violence and based on the record/report review and workplace security inspections, the Incident Team performs the following measures:

---

#### **Engineering Controls and Building or Work Area Design**

---

A list of possible safety projects and tasks is annually compiled and updated. Please see appendix A.

---

#### **Workplace Practices:**

---

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 - Adoption**

---

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**

---

The County has 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
- 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
- The availability of an employee assistance program(s) to access pre and/or post incident services

In addition, the County provides 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**

---

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



## **PREVENTING & RESPONDING TO WORKPLACE VIOLENCE**

---

Procedure: POL-100-40-HR • Effective Date: July 1, 2014 • Res. #**075625**  
Cancels: Res. #074415 - Reference: None

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 employee safety and health. The County does not tolerate any type of workplace violence committed by or against County employees, clients, or visitors. It 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 its goals and standards are met. The program will be annually reviewed and updated as needed by the Whitman County Incident Team.

### **3. Supervisors and Employees Implement and Maintain the 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**

The County requires 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. The County 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.



**REPORTING WORKPLACE VIOLENCE**

---

Procedure: PRO-100-40-1-HR • Effective Date: July 15, 2013 • Res. #075625  
Cancels: 074415 • Reference: Workplace Violence Prevention Program

**Action By**

**Action**

Employee

1. If imminent danger exists, call 911, and/or press panic buttons.
2. Notify the supervisor of the incident.
3. Cooperate with law enforcement and/or the Incident Team.
4. Complete the Whitman County Violent Act/Threat Report Form and submit it to

the supervisor.

Supervisor

5. If imminent danger exists, call 911 and/or press panic buttons.
6. Submit the Whitman County Violent Act/Threat Report Form to Human Resources.
7. Notify and cooperate with law enforcement and/or the Incident Team.
8. Consult with the Incident Team for advice and assistance in developing a strategy for addressing the issue.
9. When appropriate, develop a workplace safety plan in consultation with the victim, the Employee Assistance Program, Incident Team, and other appropriate resources.
10. Investigate the incident or request assistance from Human Resources for investigation. (Human Resources will contact the supervisor about an investigation after reviewing the Violent Act/Threat Report Form)
11. Take steps to protect the victim. This may include, but is not limited to:
  - 11.1 Temporarily adjusting or changing work schedules;
  - 11.2 Temporarily changing work stations;
  - 11.3 Grant accrued or unpaid leave within the provisions of county policy, and collective bargaining agreements, to allow employees who are victims of domestic violence to obtain medical treatment, counseling, legal assistance, temporarily to leave the area, or to make other interim arrangements to create a safer situation for themselves;
  - 11.4 Placing the accused on paid administrative leave until an investigation is complete;
  - 11.5 Other assistance as may be deemed reasonable and appropriate by management.
12. If provided with a current court order prohibiting contact between the involved parties, take business-practical and reasonable measures to facilitate compliance with the order within the workplace.
13. To the extent possible, treat information about the victim, including the victim's whereabouts, as confidential. Where necessary, apply restrictions to internal telephones, electronics, standard information dissemination protocols, departmental and county publications, to the extent allowed by law and consistent with business needs.

14. Take reasonable and practical steps to provide for the safety of other people present in the workplace.
15. Once an investigation is complete, determine if corrective action or discipline is appropriate.
16. Consult the Whitman County Workplace Violence Prevention policy and Program.

**Proposed Security Projects**

**As of May 2014**

**Appendix A**

**Training**

- De-Escalation Techniques
- Workplace Violence Prevention
- Update and annual review
- Handling Difficult Customers
- Earthquake Drill
- Hazardous Devices
- Safety Committee
- Incident Team
- Using panic buttons
- Field Safety (home visits, etc.)
- Self Defense
- How to handle an armed client/robbery
- Cash Handling
- Emergency Management
- Binders

**Lighting**

Auditor	Work areas and hallways	in progress
---------	-------------------------	-------------

**Surveillance**

Public Service Bldg.	Cameras	no
District Court	One entrance with security screening	no
Juvenile Services	One entrance with security screening	
Prosecutor	Cameras	no
Public Service Building	Camera in hallway of building	no
	Camera at front counter, Probation and courtroom	no
District Court		no
BOCC/Admin/HR	Intercom to suite door	no
Public Service Building	Cameras in parking lot	no
Public Works	Camera in reception area	
PW Landfill	Cameras	
Pullman Health Department	Cameras at office and building doors	

		cam era 3-1- 13
	BOCC/Admin/HR Colfax Health Department Auditor	Mirror at HR Director door Camera in reception area Cameras
	BOCC/Admin/HR District Court Juvenile Services Administrative Services Treasurer Fair/Facilities	Camera delay Existing camera does not work More cameras Cameras in building and parking lots Cameras at tills More cameras
<b>Barriers</b>		
	Prosecutor BOCC/Admin/HR Prosecutor	Tinted windows to offices Counter at front of department Bolt reception desk to the floor Lock/secure the swinging gate in the reception area
	Public Works BOCC/Admin/HR Prosecutor Auditor Colfax Health Department Public Works District Court Juvenile Services	Locked door with intercom system Locked door with key card entrance only Glass service windows Better secured from windows Locked door between reception and offices More security for Judge Barriers/security windows
<b>Escape Routes</b>		
	Clerk Probation Juvenile Public Works Probation Parks/DS & Fair/FM Extension Prosecutor	Extra door in back of office Change door to swing in to the hallway An escape door Escape door for recycling Escape door Escape door Add an escape door Escape door next to attorney offices Escape route into somewhere other than the hallway
	Prosecutor  Auditor	Escape route into somewhere other than the hallway Escape route into somewhere other than the hallway
	District Court Pullman Health Department Courthouse and Public Service Building Assessor	Remove items in the escape route  Improve traction on escape route stairs Escape route can be slick; provide carpet

	Prosecutor; Public Works; Auditor; BOCC/Admin/HR; Pullman Health Department; Assessor Courthouse courtyard Emergency Management	Escape windows Remove landscaping providing hiding places for assailants Escape Route needed	
<b>Tools</b>	Pullman and Colfax Health Department PW Landfill PW Landfill Public Works PW Landfill PW Landfill Juvenile; BOCC/Admin/HR; PW Landfill; Auditor; Public Works; Colfax and Pullman Health Department Prosecutor  District Court	Panic buttons/buzzers in the exam rooms Scale House Drop Safe for Large Bills Scale House Lock for Cash Drawer A conference area away from the work space Panic button between buildings Security tools at the bathroom  Bomb threat cards needed Panic buttons may not work Specific panic buttons for DC were never installed	
	Vault	Phones are installed but do not work	It can run ethernet then person can take their own phone
<b>Signage</b>	Courthouse Prosecutor Pullman Health Department Colfax Health Department Public Works BOCC/Admin/HR Auditor District Court Fair/Facilities	Larger signs banning weapons "We prosecute robbers" sign "No drugs, limited cash" Larger and brighter signs "Limited cash" near front counter "No cash on premise" outside suite "Limited cash on hand" at the cash drawers "Limited cash" "Limited cash"	
<b>Policy</b>	Remove items easily available to the public that they could request or do not need access to Make WVPP material available in all locations Courthouse Courthouse/ Public Service Building  Courtrooms Courthouse	Security patrols  Limit visibility of valuable items A bailiff or officer present during all court proceedings Reserves act as security	

All Departments	Update to Emergency management binders
Courts	Bailiff in all court proceedings
Courthouse	Don't unlock Mill Street door until 9:00 a.m.
Courthouse	All court affiliated offices on second floor
Public Works	Emergency phone numbers beside phones

**Whitman County - Colfax**

<b><u>County</u></b> <b><u>Courthouse</u></b> 400 N. Main Street Colfax, WA 99111 (509) 397-5240	<b><u>Public Service</u></b> <b><u>Building</u></b> 310 N. Main Street Colfax, WA 99111 (509) 397-4622	<b><u>IT Building</u></b> 301 N. Mill Street Colfax, WA 99111 (509) 397-5195
<b><u>Fair/Facilities</u></b> E. 111 Upton Street Colfax, WA 99111	<b><u>Sheriff/Correctional</u></b> <b><u>Facility</u></b> 411 N. Mill Street Colfax, WA 99111 (509) 397-5355	<b><u>Elections Building</u></b> <u>304 Main Street</u> <u>Colfax WA 99111</u> <u>(509) 397-6263</u>

<b>In Case of Emergency</b>	
<b>Step I:</b>	Dial 911
<b>Step II:</b>	Inform Your Supervisor
<b>Step III:</b>	Contact an Incident Team Member

**Whitman County Incident Team**

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

Chris Nelson, Information Technology	x5181 or x5186
Kelli Campbell, Human Resources	x5243 or x5242
Tim Myers, Parks/Developmental Services	x5411 or x5410
Troy Henderson, Public Health	x5377 or x5375
Mark Storey, Public Works	x5204 or x5200
Brett Myers, Sheriff's Office	x5357 or x5355
Ron Rockness, Sheriff's Office	x5358 or x5355
Bob Reynolds, Fair/Facilities Management	x5391 or x5394
Gary Petrovich, Administrative Services	x5241 or x5240
BOCC	x5246 or x5240

**After Hours Parking Lot Escort x5355**

If you would like an escort to your car after hours, please contact the jail facility at extension 5355 for scheduling.

**Local Resources – Non-Emergency**

**City of Colfax**

City Hall (509) 397-3861  
 Police (509) 397-4616  
 Fire/Ambulance (509) 397-3416

**Employee Assistance Program** Magellan Health Services 1-800-523-5668 \*Free and Confidential

**Whitman County – Outside Colfax**

Location	Address	City, State, Zip	Phone
District Court-Pullman	SE 325 Paradise St.	Pullman, WA 99163	(509) 332-2065
Kamiak Butte	Fugate Road	Whitman County, WA	(509) 878-1869
Klemgard Park	Union Flat Road	Whitman County, WA	(509) 397-2684
Wawawai Park	Wawawai Road	Whitman County, WA	(509) 334-3774
Fairgrounds	322 Fairgrounds Rd, SR 26	Whitman County, WA	(509) 397-3753
County Landfill	252 Landfill Road	Whitman County, WA	(509) 334-2400
Oakesdale Shop	801 W. Steptoe St.	Oakesdale, WA 99158	(509) 285-4301
Colfax Shop	201 Duncan Springs Rd	Colfax, WA 99163	(509) 397-4733
St. John Shop	7 South Main St.	St. John, WA 99171	(509) 648-3946
Palouse Shop	230 E. Union	Palouse, WA 99161	(509) 878-1451
Colton Shop	708 Broadway	Colton, WA 99113	(509) 229-3427
Pullman Shop	2041 Country Club Road	Pullman, WA 99163	(509) 332-2328
Lacrosse Shop	320 N. Clark	Lacrosse, WA 99143	(509) 549-3946

<b>In Case of Emergency</b>	
<b>Step I:</b>	Dial 911
<b>Step II:</b>	Inform Your Supervisor
<b>Step III:</b>	Contact an Incident Team Member

**Whitman County Incident Team**

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

Chris Nelson, Information Technology (509) 397-5181  
 Kelli Campbell, Human Resources (509) 397-5243  
 Tim Myers, Parks/Developmental Services (509) 397-6238  
 Troy Henderson, Public Health (509) 397-5377  
 Mark Storey, Public Works (509) 397-5204  
 Brett Myers, Sheriff’s Office (509) 397-5357  
 Ron Rockness, Sheriff’s Office (509) 397-5358  
 Bob Reynolds, Fair/Facilities Management (509) 397-5391  
 Gary Petrovich, Administrative Services (509) 397-5241  
 BOCC (509) 397-5246

**Local Resources – Non-Emergency**

City	City Hall	Police	Fire/Ambulance
Colfax	(509) 397-3861	(509) 397-4616	(509) 397-3416
Pullman	(509) 334-4555	(509) 334-0802	(509) 332-8172
St. John	(509) 648-3905	(509) 648-3905	(509) 648-3950
Oakesdale	(509) 285-4020	(509) 285-5333	(509) 285-4020
Colton	(509) 229-3887	(509) 229-3887	(509) 229-3887
Palouse	(509) 878-1811	(509) 878-1611	(509) 878-1811
Lacrosse	(509) 549-3330	(509) 549-3330	(509) 549-3330

**Employee Assistance Program:** Magellan Health Services 1-800-523-5668\*Free and Confidential

**Whitman County – Pullman Health**  
**Whitman County Public Health – Pullman Office**

1205 SE Professional Mall  
 Pullman, WA 99163  
 (509) 332-6752

<b>In Case of Emergency</b>	
<b>Step I:</b>	Dial 911
<b>Step II:</b>	Inform Your Supervisor
<b>Step III:</b>	Contact an Incident Team Member

**Whitman County Incident Team**

Report any event that may cause death or significant injuries, disrupt or shut down operations, cause physical or environmental damage, or threaten the financial standing or public image of the county, its employees, customers or the general public to a member of the Incident Team:

- Chris Nelson, Information Technology (509) 397-5181
- Kelli Campbell, Human Resources (509) 397-5243
- Tim Myers, Parks/Developmental Services (509) 397-6238
- Troy Henderson, Public Health (509) 397-5377
- Mark Storey, Public Works (509) 397-5204
- Brett Myers, Sheriff’s Office (509) 397-5357
- Ron Rockness, Sheriff’s Office (509) 397-5358
- Bob Reynolds, Fair/Facilities Management (509) 397-5391
- Gary Petrovich, Administrative Services (509) 397-5241
- BOCC (509) 397-5246

**Local Resources – Non-Emergency**

**City of Pullman**

- City Hall (509) 334-4555
- Police (509) 334-0802
- Fire/Ambulance (509) 332-8172

**Employee Assistance Program** Magellan Health Services 1-800-523-5668 \*Free and

**Whitman County Offices**

Commissioner's Office	(509) 397-5246
Information Technology	(509) 397-5195
Human Resources	(509) 397-5242
Parks/Developmental Svcs.	(509) 397-6238
Public Health	(509) 397-6280
Public Works	(509) 397-4622
Sheriff's Office	(509) 397-5355
Fair/Facilities Maintenance	(509) 397-6263

**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.

075626 15. This item pulled from the agenda.

075627 16. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the 2015-2016 lobbyist contract with Jim Potts as presented (12/31/16).

10:05 a.m. - Troy Henderson.

075628 17. Chris Nelson said the agreement involves the use of 2 fiber strands for 4 months. This lease will facilitate the establishment of fiber connectivity for DSHS with the Prosecutor's office and the State Department of Licensing in the Auditor's office at no cost to the county. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the Dark Fiber lease agreement between Noel Communications and Whitman County IT Department as delineated in the attached paperwork.

075629 18. Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** that pursuant to County Code regarding delegation of

**BOCC MINUTES-06/30/14**

purchase orders, claims and payroll responsibilities, authorization form for Public Health was received, signed by the Board and forwarded to the Auditor's office.

**075630**      **19.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the Sheriff's grant application data form as presented (EB Memorial Justice Assistance for \$149,697 from 07/01/14-06/30/15).

**Correspondence:**

**075631**      **20.** Letter sent to Palouse Knowledge Corridor (PKC) notifying them that Commissioner Kinzer will represent Whitman County on the PKC Board.

**075632**      **20A.** The 2012 financial statements audit report was received from the Washington State Auditor's Office.

**075633**      **20B.** A letter acknowledging receipt of the Board's letter regarding Yellow-billed Cuckoo was received from the U.S. Department of the Interior, Fish and Wildlife Service. Commissioner Kinzer noted the letter indicates Fish & Wildlife is not required to interact or coordinate with local governments. However, in his opinion and based on other documents, that is not correct.

**075634**      **20C.** Commissioner Swannack signed a letter to Keith Metcalf, WSDOT regarding return of the unneeded right-of-way and access control for the SR 276 North Pullman Bypass.

**075635**      **21.** Commissioners' pending list reviewed.

**10:15 a.m. - Courthouse Improvements, Phase I Bids.**

Present: Bob Reynolds, Bill Tensfeld, Chris Nelson, one bidder, Sally Ousley and Anthony Kuipers.

**074636**      **22.** The following bid was received.

<b>BIDDER</b>	<b>AMOUNT</b>
James W Elmer Construction Company, Spokane, WA	\$350,749.00 base bid

The commissioners will make an award July 7, 2014 at 10:00 a.m.

**10:20 a.m. - Recess.**

**10:30 a.m. - Reconvene/Emergency Communications Trailer Bids.**

Present: Bill Tensfeld, Chris Nelson Sally Ousley, Bill Spence and Anthony Kuipers.

**074637**      **23.** The following bid was received.

<b>BIDDER</b>	<b>AMOUNT</b>
Braun NW, Inc., Chehalis, WA	No Bid
Farber Specialty Vehicles, Reynoldsburg, Ohio	\$81,700.00

The commissioners will make an award July 7, 2014 at 10:00 a.m.

10:40 a.m. - Recess.

10:45 a.m. - Reconvene/Investment Tracking Software Award.

Present: Bob Lothspeich, Chris Nelson and Sally Ousley.

075638 24. Treasurer Bob Lothspeich explained the Whitman County mainframe died early this year. It contained the Investment portfolio tracking program used by the Treasurer's office. Whitman County has 129 separate entities/funds we invest for regularly. We also maintain a \$10,000,000 bond portfolio and other separate investments that need to be tracked. A former employee had attempted to write an investment tracking program for the county since we knew the mainframe was on life support, but for various reasons was not able to complete the project, therefore the department is not able to keep track of investments. The Treasurer's office needs to have an investment tracking program to assist in allocating interest earnings and Treasurer's fees and to keep track of maturity dates for investments. Will Clemmer is a software developer in Washington and has developed an investment tracking program that is currently being used by Kittitas County. His software is extremely reasonable compared to other national providers. The software would be owned by the county and there are no maintenance fees. Updates are provided at an hourly rate. The Treasurer also noted New World does not have an investment module.

A couple counties are using Information Concepts at the cost of \$11,000 plus annual maintenance. Sympro is a very robust program for \$50,000.

Mr. Lothspeich has reviewed the webcast for this software. He recommended and requested approval to proceed with purchase of the software not to exceed \$8,000. However, he would need a budget amendment later in the year.

Chris Nelson pointed out a sequel server and license would have to be purchased for this purpose.

Commissioner Largent talked about the State Auditor's Office coming to review our processes and cash management is the first process they review. Based on the outcome of SAO's process if they recommended a completely different process, is there a way to close the gap between now and when the SAO process is culminated.

Treasurer Lothspeich said another aspect is through Columbia Bank they have an agency bond section that has advised and assisted Whitman Hospital and us in investments. An agency ladder was set up and we are at .8%-.9% and it is growing. For the privilege of this process over the past year it has cost the county \$1,600/month split with the Whitman Hospital. What he would like to do if he went with this process, since the agency bonds belong to Whitman County and Whitman Hospital, each could actually take possession of their bonds. Another company he has been talking to provides a non-advisory broker service which would be less than \$1,000/month split with Whitman Hospital. The county is required to have a safekeeping site and US Bank was recommended. US Bank has a low safekeeping fee and would be separate from Columbia Bank, but he would also need to talk to the Hospital about this.

Commissioner Largent asked if the Treasurer's office could use an excel data base in the short term to allow enough time for SAO's process to be completed. He suggested postponing this request for now, work with Chris Nelson for the short term and devise a patch work program to improve the current situation. The other members agreed to postpone the purchase of any new investment tracking software until the SAO's process is completed.

**D075638A 24A.** The Access sales tax report previously provided by Thomas Carlson for \$30/month is no longer available. There is another individual providing the same service for many other counties at \$50/month that he would like to pursue and can handle within his current budget. This service will be especially necessary should Pullman and the county enter into a tax sharing agreement. The commissioners had no objections.

**D075638B 25.** No action taken.

**11:10 a.m. - Mark Storey, Public Works Director.**

Present: Phil Meyer and Sally Ousley.

**ACTION ITEMS**

**075639 26.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to adopt a resolution of intent to change the name of Musgrove Road to Musgrave Road.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the Matter of the Intent to	)	<b>RESOLUTION NO. <u>075639</u></b>
Change the Name of County Road	)	
No. 8080, the Musgrove Road	)	<b>INTENT TO CHANGE ROAD NAME</b>
Located in Sections 2, 3, 8, 9,	)	<b>AND DIRECTIVE TO COUNTY</b>
10 & 11 Township 15 North, Range	)	
42 East, W.M. in Whitman County,	)	<b>ENGINEER FOR REPORT</b>
Washington	)	

WHEREAS, a request to Change the Name of County Road No. 8080, the Musgrove Road has been received by the Whitman County Board of County Commissioners, it is hereby declared the intention of the Whitman County Board of County Commissioners to change the name of said Musgrove Road as follows:

County Road No. 8080, the Musgrove Road shall be changed to County Road No. 8080, Musgrave Road.

IT IS HEREBY RESOLVED that before a final decision can be reached on said name change, the Whitman County Engineer shall investigate and prepare a report on the proposed name change.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.

DONE at Colfax, Washington, this 30th day of June, 2014.

OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**075640**      **27.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to publish a notice of hearing to change the name of Musgrove Road to Musgrave Road.

**075641**      **28.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to adopt a resolution of intent to change the name of Bill Wilson Road to Bill Willson Road.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

In the Matter of the Intent to	)	<b>RESOLUTION NO. <u>075641</u></b>
Change the Name of County Road	)	
No. 4440, the Bill Wilson Road	)	<b>INTENT TO CHANGE ROAD NAME</b>
Located in Sections 2 & 3,	)	<b>AND DIRECTIVE TO COUNTY</b>
Township 16 North, Range 43 East,	)	
and Sections 25, 26, 34 & 35	)	<b>ENGINEER FOR REPORT</b>
Township 17 North, Range 43, W.M.	)	
in Whitman County, Washington	)	

WHEREAS, a request to Change the Name of County Road No. 4440, the Bill Wilson Road has been received by the Whitman County Board of County Commissioners, it is hereby declared the intention of the Whitman County Board of County Commissioners to change the name of said Bill Wilson Road as follows:

County Road No. 4440, the Bill Wilson Road shall be changed to County Road No. 4440, Bill Willson Road.

IT IS HEREBY RESOLVED that before a final decision can be reached on said name change, the Whitman County Engineer shall investigate and prepare a report on the proposed name change.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.

DONE at Colfax, Washington, this 30th day of June, 2014.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

\_\_\_\_\_  
Dean Kinzer, Commissioner

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board

\_\_\_\_\_  
Michael Largent, Commissioner

**075642 29.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to publish the notice of hearing to change the name of Bill Wilson Road to Bill Willson Road.

**075643 30.** Commissioner Largent **moved** Commissioner Kinzer **seconded** the motion and it **carried** to publish the notice of the six-year road program hearing.

**11:15 a.m.** - Robin Ohlgren and Troy Henderson.

**DIVISION UPDATES**

Solid Waste Division:

**D075643A 31.** The transfer station building project is progressing.

**Engineering Division:**

**D075643B 31A.** State says counties have done such a good job on federal projects they now want us to slow down our federal spending, and TAP funds are also being cut back. The Engineer was re-elected President of WSACE.

**Maintenance Division:**

**D075643C 31B.** Phil Meyer hoped chip sealing will be done by the end of this week; countywide overlays experienced weather delays; the Emergency Communications storage building at the Colfax Shop has now been completed; Fish & Wildlife HPA permits for bridge construction and maintenance projects are being held up for now, requests for project interest will be sent to Whitman County cities/towns, and the Director has applied for RAP funding for Hume Road, Tekoa-Farmington Road, Almota Road Phase 3, Pullman Airport Road and Country Club Road.

**11:40 a.m.** - Recess.

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

**D075643D 32.** Approved documents signed.

**D075643E 33.** No need for Tuesday, 07/01/14 workshop.

**1:30 p.m.** - BOCC Workshop.

Present: Joe Reynolds, Bob Lothspeich, Robin Jones, Bill Tensfeld and Tyler Nelson.

**075644 34.** The item discussed was a property tax levy error/correction. No action taken.

**1:40 p.m.** - Recess.

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

Present: Kelli Campbell and Gary and Valerie Hunt.

**075645 35.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individuals until 2:35 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

**2:35 p.m. - Return to Open Session.**

**075646 36.** July 1, 2014 workshop cancelled.

**2:35 p.m. - Adjournment.**

**D075646A** Commissioner Kinzer **moved** to adjourn the **June 30, 2014** 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 **July 07, 2014**. The foregoing action made this 30<sup>th</sup> day of **June, 2014**.

ss/ DEAN KINZER, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

---

MARIBETH BECKER, CMC  
Clerk of the Board

---

ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners