

Minutes for July 7th, 2003

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061344 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **July 7, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

10:00 a.m. - Board Business.

D061344A 1. Call to Order/Pledge of Allegiance.

Present: Brett Bosse, Tammy Lewis, and Kelli Campbell.

D061344B 2. Motion by Commissioner Partch to approve the Consent Agenda. Motion **seconded** by Commissioner Wigen and **carried**.

061345 3. Claims/Payroll warrants numbered 150889-150977 for \$397,729.69 approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	118,978.20
103	Countywide Planning	80.65
104	Developmental Services	1,223.04
110	County Roads	48,951.49
118	Inmate Welfare	221.97
123	Paths & Trails	31.97
127	Drug Enforcement	257.92
132	Auditor's Document Preservation	443.04
142	Whitcom-911	1,827.60
320	Cap. Project/Outside Sources (Bond)	495.60
400	Solid Waste	5,821.08
501	Equipment Rental & Revolving	200,733.89
510	Photocopier Revolving	150.91
690	Clearing & Suspense	18,512.33

061346 4. June 30, 2003 minutes approved.

061347-061349 5. Personnel board orders approved.

061350 6. Motion by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign a resolution revising the countywide petty cash funds. Commissioner Partch asked that the Mental Health funds be checked out and deleted since the Counseling Center is no longer part of the county.

RESOLUTION NO. 061350

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **7th** day of **July 2003**; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need and requirement of regulating the various petty cash/cash drawer/revolving accounts in all county funds; and,

WHEREAS, the responsibility for the various petty cash/cash drawer/revolving accounts must be entrusted to specific individuals.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer/revolving accounts for Whitman County:

DEPARTMENT	AMOUNT	FUND NO.	BARS CODE	CUSTODIAN	PURPOSE
Public Health, Colfax	\$70.00	001.000.000	111.70.02	Robin Cocking	Petty Cash/Front Desk
Public Health, Colfax	\$40.00	001.000.000	111.70.02	Robin Cocking	Cash Drawer
Public Health, Colfax	\$33.00	001.000.000	111.77.02	Robin Cocking	Petty Cash/Postage
Public Health, Colfax	\$50.00	001.000.000	111.70.02	Pauline Anderson	Cash Drawer
Public Health, Pullman	\$100.00	001.000.000	111.70.18	Shannon Hatley	Petty Cash
Public Health, Pullman	\$70.00	001.000.000	111.70.18	Shannon Hatley	Cash Drawer
Public Health, Pullman	\$99.00	001.000.000	111.77.02	Shannon Hatley	Petty Cash/Postage
Prosecutor	\$260.00	001.000.000	111.70.15	Dorothy Talley	Petty Cash/Postage
Prosecutor	\$100.00	001.000.000	111.70.09	Dorothy Talley	Petty Cash
District Court	\$96.00	001.000.000	111.77.03	Kristina Cooper	Petty Cash
District Court, Colfax	\$50.00	001.000.000	111.70.03	Kristina Cooper	Cash Drawer
District Court, Pullman	\$50.00	001.000.000	111.70.03	Virginia Walker	Cash Drawer
Parks & Rec.-Colfax	\$200.00	001.000.000	111.70.04	Terry Jeffries	Petty Cash
Parks & Rec.-Fairgrounds	\$25.00	001.000.000	111.70.04	Craig Danielson	Cash Drawer
Parks & Rec.-Kamiak Butte	\$25.00	001.000.000	111.70.04	Roger Marcus	Cash Drawer
Parks & Rec., Wawawai	\$25.00	001.000.000	111.70.04	Bart Dearborn	Cash Drawer
Auditor, Auto Licensing	\$400.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Legal Filing	\$100.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Elections	\$200.00	001.000.000	111.77.05	Debbie Hooper	Petty Cash/Postage
Auditor, Elections	\$150.00	001.000.000	111.70.051	Debbie Hooper	Petty Cash/Postage
Auditor	\$5,000.00	001.000.000	111.00.10	Eunice Coker	Revolving
Facilities Maintenance	\$50.00	001.000.000	111.70.04	Janel Goebel	Petty Cash
Clerk	\$50.00	001.000.000	111.70.13	Shirley Bafus	Cash Drawer
Superior Court	\$33.00	001.020.000	111.77.19	Eileen Roe	Petty Cash
Sheriff, Drug Task Force	\$30,000.00	127.140.000	111.77.01	Brett Myers	Revolving
Sheriff	\$400.00	001.000.000	111.77.01	Brett Myers	Revolving
Harvest Moon Café	\$15.00	105.430.000	111.70.07	Dave Port	Cash Drawer

BOCC Minutes-07/07/03

Mental Health	\$250.00	105.430.000	111.70.07	JoAnn Porter	Petty Cash
Mental Health, Kids Team	\$400.00	105.430.000	111.70.07	JoAnn Porter	Petty Cash
Mental Health	\$50.00	105.430.000	111.70.07	Jeanine Smith	Cash Drawer
Harvest House Thrift Shop	\$5.00	690.021.000	111.70.07	Dave Port	Cash Drawer
Harvest House	\$400.00	690.021.000	111.70.07	JoAnn Porter	Petty Cash
Public Works	\$150.00	110.400.000	111.70.10	Judy McMurray	Petty Cash
Solid Waste	\$300.00	400.400.000	111.70.06	Charlotte Mundell	Cash Drawer
Treasurer	\$900.00	999.000.000	111.70.11	Donna Poland	Cash Drawer
Treasurer, Advance Travel	\$15,000.00	999.000.000	111.00.21	Lana Cloaninger	Revolving

SIGNED this 7th day of July 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

061351 7. Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign an interlocal agreement between Whitman County and the Regional Transportation Planning Organization (RTPO) (Asotin, Columbia, Garfield, and Whitman Counties).

061352 8. The Office of Financial Management sent the official April 1, 2003 estimated population determinations for cities, towns, and counties. Whitman County is listed at 41,000.

061353 9. An order granting intervention in the Naylor Farms Water application #87-10022 was received from the State of Idaho Department of Water Resources.

D061353A 10. Commissioners' pending list reviewed.

10:20 a.m. - Kelli Campbell, Human Resources Director.

Present: Brett Bosse and Tammy Lewis.

Ms. Campbell briefed the commissioners on the revised sick leave and sick leave bank policies and procedures for non-represented employees. **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to adopt the following Whitman County sick leave policies as presented.

RESOLUTION NO. 061354

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Sick Leave.

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-0500-HR SICK LEAVE**.

Dated this 7th day of July 2003 and effective as of July 7, 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G. R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: July 7, 2003

Page 1 of 4

POLICY

Cancels: H-7

Approved by: BOCC

See Also: POL#0510-HR

Res. #061354

POL - 0500 - HR SICK LEAVE

This policy applies to all Non-elected, Regular employees working 50% time or more unless otherwise addressed in a bargaining unit contract.

Definitions

Child - a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is: under eighteen years of age; or eighteen years of age or older and incapable of self-care because of a mental or physical disability.

Grandparent - a parent of a parent of an employee

Parent - a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

Parent-in-Law - a parent of the spouse of an employee

Spouse - a husband or wife, as the case may be

Health Condition That Requires Treatment or Supervision - includes: any medical condition requiring treatment or medication that the family member cannot self-administer; any medical or mental health condition which would endanger the family member's safety or recovery without the presence of the employee; or any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when the employee must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.

Serious Health Condition - an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical care facility, and any period of incapacity or subsequent treatment or recovery in connection with such inpatient care; or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity.

Emergency Condition - a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health demanding immediate action, and is typically very short term in nature.

1. **Sick Leave is Granted the Employee in Order That the Employee Need Not Work When Ill Nor Suffer Loss of Pay Due to Illness.**
2. **Sick Leave is Accrued Monthly**

Full-time employees accrue sick leave at a rate of eight hours for each completed month of service. A full month of service will be credited for sick leave if an employee is placed on the payroll on or before the fifteenth of the month or terminates after the fifteenth (15th).

For part-time employees who qualify, sick leave shall be prorated for each full month of service.

Temporary employees do not earn sick leave benefits.

3. Sick Leave May Only Be Accumulated to a Total of 960 Hours.

Sick leave accrued beyond 960 hours shall be automatically forfeited without action on the part of any party.

4. Sick Leave Hours May Be Drawn Upon After the Completion of a Successful Probationary Period.

Although sick leave benefits are earned from the date of employment for those who qualify, employees will not be eligible to draw upon this benefit until they have completed their probationary period.

5. Sick Leave Cannot Be Used or Earned During a Leave Without Pay and Cannot Be Used or Earned During a Suspension Without Pay.

6. Sick Leave Hours Shall Be Charged at a Rate of One Hour Leave for One Hour of Absence.

Only hours during the employee's scheduled work shift are charged and are charged at a rate of one hour leave for one hour of absence. Records will be kept in hours and charged according to the working hours absent.

Only accrued hours may be used. Employees may not take advance leave until it has been earned.

7. At the Employee's Option, Annual Leave may be Used as Sick Leave, but Sick Leave Shall Not be Used as Annual Leave.

Sick leave is only to be taken under the conditions outlined in number ten of this policy. It is neither for additional annual leave nor to compensate employees for time off the job for any reason.

8. Employees Transferred to Another Department Within the County Shall Retain Accumulated Sick Leave Benefits.

9. The Approved Uses of Sick Leave Shall be as Follows:

1. An illness or injury incapacitating the employee.
2. Exposure to a contagious disease, during which period attendance at work would constitute a health threat to other employees or the public.
3. Doctor or dental appointments.

4. Illness in the immediate family. This includes caring for (a) a child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.
5. Death in the immediate family, as defined, requiring the attendance of the employee, including attendance at funerals. Leave for such shall be limited to three (3) days of sick leave to attend a funeral or illness or up to five (5) days if the funeral or illness is more than 250 miles away in one direction. Additional leave may be granted at the discretion of the Department Head.

10. Employees Who are Ill Shall be Responsible for Notifying Their Immediate Supervisor of Such Illness as Soon as They Become Aware of Such Illness or no Later Than the Beginning of the Work Shift.

The Department Head may require a certificate of illness from a doctor before approving sick leave pay for an employee.

Employees shall complete a leave request form as provided by each department.

11. A Consistent Lack of Sick Hours May Cause the Benefit to be Revoked.

After one year of employment, an employee whose record indicates a consistent lack of more than five days of accumulated sick leave or a persistent pattern of using one or more sick leave days per month may be considered to have jeopardized said employee's sick leave privilege and such privilege will be subject to review by the Department Head. Disciplinary action up to and including discharge may be taken.

Each Department Head shall be responsible for monitoring employee accruals so they do not drop below zero. For no reason should accruals drop below zero unless due to errors in the payroll process or other established processes (i.e. worker's compensation sick buy back, sick bank donations, etc.). These processes shall be corrected as soon as possible.

12. Employees May use Accrued Sick Leave in Accordance with Industrial Insurance Regulations.

An employee who is eligible for Labor and Industry compensation because of time off for an on-the-job injury, shall be paid sick leave in the amount of the difference between the employee's regular pay and the amount paid by the L & I after the first

three days off the job. Full amount of sick leave will be paid in the first three days. Should an employee be later paid by L&I for the first three days, that amount shall be credited to Whitman County from the money due the employee from the next payroll and the three days of sick leave will be reinstated. The prorated part of sick leave as determined by the ratio of regular sick leave and L & I compensation shall be charged the employee for time off the job.

When an employee has exhausted his/her sick leave benefits, the County will cease payment of their regular salary and the employee will retain the L & I payments. At this time the County will also discontinue payment of benefits. If the employee feels he/she will be able to return to work in a reasonable period of time, that employee may request to go on a "leave of absence without pay." Leaves of this nature will generally not be granted for periods of illness or injury expected to be greater than ninety (90) days.

13. Employees Who Take Sick Leave Due to an Injury, Surgery, or Extended Illness, Must Present a Return to Work Form for Either Regular or Light Duty Signed by Their Physician.

Light Duty work assignments and their duration are allowed at the discretion of the Elected Official/Department Head and/or authorized designee.

RESOLUTION NO. 061355

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Donation of Accrued Sick Leave and Access of Sick Bank;

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-0500-HR DONATION OF ACCRUED SICK LEAVE AND ACCESS OF SICK BANK.**

Dated this 7th day of July 2003 and effective as of July 7, 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G. R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: July 7, 2003	POLICY	Page 1 of 2
Cancels: 046837		Approved by: BOCC
See Also: POL# 0500-HR & PRO#0510-1-HR		Res. #061355

POL - 0510 - HR DONATION OF ACCRUED SICK LEAVE AND ACCESS OF SICK BANK

This policy applies to all Regular Whitman County employees eligible for sick leave benefits, unless otherwise addressed in a bargaining unit contract.

1. Employees May Access the Whitman County Sick Bank

Employees may make donations to and access the Whitman County sick bank under certain conditions and requirements and in accordance with State and Federal regulations.

The sick bank is managed on a first come first serve basis. The order in which employees may draw on the bank shall be determined by the date of their written request.

All employees in need of hours must make a written request to HR and submit a certification from his/her physician indicating serious illness, injury or surgery and an estimated time he/she will be unavailable for work. **(See PRO # 0510-1-HR)**

Employees may use the sick bank for up to three months in a rolling twelve-month period. Sick bank use may be extended beyond three months at the discretion of the Department Head/Elected Official.

All employees donating hours must complete a sick bank donation form.

2. Employees Must Use Up All Sick, Vacation and Compensatory Hours Accrued Before Becoming Eligible to Petition the Sick Bank.

3. Bank Hours Shall be Used on an As Needed Basis Only.

Sick bank hours shall be used on an as needed basis only. Hours donated to a specific person via the bank belong to the donator until they are put to use. Hours donated to the general bank

account may also be accessed on an as needed basis unless circumstances deem otherwise.

4. **Employees Must Have a Minimum 240 Hours of Accumulated Sick Leave in Order to Donate.**

Maintaining an accrual of 240 hours of sick leave before an employee can donate is to assure that donors do not jeopardize their own "account."

5. **Employees May Donate a Maximum Number of Hours per Year.**

Employees may donate up to 24 hours once per year. Employees may designate the donation to another eligible employee or give to the general bank.

If an employee has frequent or chronic medical problems, it is suggested that they not donate to assure they do not jeopardize their own account.

6. **Consistent Lack of Sick Leave May Make Employees Ineligible for Use of the Sick Bank.**

Pursuant to the Whitman County Sick Leave **Policy (See POL # 0500-HR)**, should an employee's employment record indicate a consistent lack of more than five days accumulated sick leave or a persistent pattern of using one or more sick leave days per month, the employee may not be able to draw on the bank.

RESOLUTION NO. 061356

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Procedure: Requesting and Assigning Sick Bank Hours;

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 **PRO-0510-1-HR REQUESTING AND ASSIGNING SICK BANK HOURS.**

Dated this 7th day of July 2003 and effective as of July 7, 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G. R. Finch, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: July 7, 2003

Page 1 of 2

PROCEDURE

Cancels:

Approved by: BOCC

See Also: POL# 0500-HR & POL# 0510-HR

Res. #061356

PRO - 0510-1 - HR REQUESTING AND ASSIGNING SICK BANK HOURS

This procedure applies to all Regular Whitman County employees eligible for sick leave benefits, unless otherwise addressed in a bargaining unit contract.

Action Taken By:

Action:

Employee

1. **Makes** a request in writing to the Human Resources Director to use the sick bank, including a written certification from his/her doctor.

Human Resources Director

2. **Reviews** the request for eligibility in accordance with **Policy # 0510-HR.**

2a. If the employee does not qualify, **sends** a letter explaining why sick bank hours are not available.

2b. If the employee does qualify, **notifies** him/her in writing.

3. Towards the end of the payroll period, requests from the appropriate department's payroll person the number of hours needed from the sick bank.

Payroll Person

4. **Reports** those hours to the Human Resources Director.

Human Resources Director

5. **Reviews** the number of hours available in the sick bank.

6. **Deducts** those hours from the sick bank balance.

7. **Writes** the payroll person to add available hours to the employee's sick leave balance.

8. **Writes** the appropriate department's payroll person to deduct any hours from an employee who may have donated hours to the sick bank.

8a. If the donation is not needed, **writes** the donating employee that their hours will remain in their account.

9. **Writes** the County Payroll Clerk to audit the sick hour transactions.

10. **Notifies** the donor in writing that hours have been deducted from his/her account.

11. **Notifies** the employee in writing that hours have been added to his/her account.

12. When no more hours are needed, **writes** the employee that his/her account has been closed.

11:00 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey, Brett Bosse, and Tammy Lewis.

Solid Waste Division:

D061356A 1. According to the Director, the Solid Waste Transfer Station has been extremely busy.

Engineering Division:

D061356B 2. The Engineer reported the Endicott Road project is progressing and the contractor will soon be in full swing production.

D061356C 3. The Albion Main Street project began today and should be completed in 2-3 weeks.

Maintenance Division:

D061356D 4. Seal coating began in the county today.

11:15 a.m. - Recess.

11:30 a.m. - Tekoa-Idaho Road Name Change Public Hearing.

BOCC Minutes-07/07/03

Present: Dane Dunford, Mark Storey, Julie Banks and 3 residents of the Tekoa-Idaho Road.

061356A Chairman Finch convened the hearing and requested a staff report.

Mr. Storey presented the Engineer's report finding no reason not to change the road name to Cove Road. The Director stated the Board was notified on April 8, 2003 about this issue and the petition signed by several residents was forwarded to Public Works. The contact person was Karen Erickson. The Engineering staff looked into the request, made some contacts, and found no reason why a road name change shouldn't move forward. The road is split between Whitman and Spokane County thereby causing the problem.

The hearing was opened to comments from the audience.

Joyce Hanson said she is the only resident on the Tekoa-Idaho Road with a Cove Road address, which came from Spokane County. There are several references made to Cove Road in the book "The Tekoa Story". This road has historically been known as Cove Road since the 1880's and she was in agreement was the proposed name change.

Jack Bowman said the road was previously named Cove Road when he lived there until a few years ago when it became known as the Tekoa-Idaho Road. He preferred the road be renamed Cove Road.

Since no comments were received opposing the proposal, the Chairman asked for comments from the Board.

Commissioner Wigen supported and recommended the road name be returned to Cove Road.

Commissioner Partch said the Board was previously advised there were no residents on this road that opposed the change. The name was changed for E911 purposes. He had concerns because there is another Cove Road, but it is far enough away it shouldn't be a problem and if the residents are all in agreement, he had no objections.

Julie Banks said the other road is named "Palouse-Cove Road". She checked with E911 and they didn't have a problem with the name.

Chairman Finch adjourned the public hearing.

061357 **Motion** by Commissioner Partch **seconded** by Commissioner Wigen to change the road name from the Tekoa-Idaho Road to Cove Road.

Mr. Bowman said in addition to Spokane and Whitman County, he also thought an Idaho County is involved. He asked if Whitman County would be contacting them about the change.

BOCC Minutes-07/07/03

Joyce Hanson asked who would be assigning the new addresses for those individuals in Whitman County.

Julie Banks replied she has been in contact with Spokane County. She will notify them once the paperwork is completed. Spokane County has initiated action for a road name change hearing as well. Whitman County E911 asked that mile markers be installed first and then they will reissue addresses for Whitman County residents. The residents will be notified by mail of their new address. Mr. Dunford thought the mile markers could be installed within the next 2-3 weeks. Motion **carried**.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Intent to Change)	
the Name of County Road No. 0300, the)	
Tekoa-Idaho Road located in Sections)	
12 and 13, Township 19 North, Range)	RESOLUTION NO. <u>061357</u>
45 East W.M. and Sections 6 and 7,)	
Township 19 North, Range 46 East W.M.,)	FOR NAME CHANGE
in Whitman County, Washington)	

WHEREAS, the Whitman County Board of County Commissioners declared their intention to change the name of County Road No. 0300, the Tekoa-Idaho Road, on the 23rd day of June, 2003.

WHEREAS, the Whitman County Engineer has submitted a report, which indicates that no conditions exist for the Road Department to oppose the name change.

WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice, on the 7th day of July 2003, and interested parties for and against said name change were permitted to present to the Board.

NOW, THEREFORE BE IT RESOLVED that County Road No. 0300, the Tekoa-Idaho Road shall be changed to County Road No. 0300, the Cove Road. Mileposts for County Road No. 0300, the Cove Road shall commence at the intersection of State Route 27.

DATED at Colfax, Washington, this 7th day of July 2003.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

G.R. Finch, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

11:40 a.m. - Recess.

2:00 p.m. - Board Business Continued.

Present: Fran Martin, Kelli Campbell, and Susan Nelson.

061358 11. Fran Martin clarified the Public Health/Emergency Management position she requested. She was asking for someone to assist clerically with Emergency Management and filling in 2 days per week as a clerical person at the front counter of the Public Health Department.

The Department currently contracts with a dental program (hygienist) coordinator to run the dental program that is leaving the end of August. With the Department getting the ABCD grant and the Rural Health grant she has funds to replace this position. The position will continue to be funded from the fees received from the ABCD program and medical coupons. If Public Health provides education for a family or applies varnish on children's teeth when they are in for another purpose (i.e. WIC) they can bill medical coupons for the treatment. The ABCD grant is for 3 years with their contribution diminishing. Whitman County will make up this money through fees. By the end of the second year Ms. Martin thought the program would be sustained completely by fees for service.

Another clerical position is vacant in the Public Health Department. A temporary employee is currently filling the position for the summer. The Board previously authorized refilling the nurse and Public Health clerical position. One individual would fill the Public Health/Emergency Management position with part of his/her time being clerical.

Whitman County will receive an additional \$60,000 from the state for bioterrorism, \$45,000 of which is for administration and the remainder will be used for equipment.

Motion by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to approve the additional clerical Public Health/Emergency Management position.

Ms. Martin informed the Board that the county will receive 3 additional repeaters for Emergency Management at a cost of \$11,000 each to improve radio communications in the county.

2:15 p.m. - Recess.

2:30 p.m. - Board Business Continued/BOCC Workshop.

BOCC Minutes-07/07/03

Present: Dane Dunford, Mark Storey, Mark Bordsen, and Julie Banks (2:30 p.m.).

061359 12. Items discussed included Planning related issues, the 6-Year Transportation Improvement Plan, Joint Planning, and the Farmington building demolition. No action taken.

4:30 p.m. - Adjournment.

D061359A Commissioner Partch **moved** to adjourn the **July 7, 2003** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **July 14, 2003**. The foregoing action made this **7th** day of **July 2003**.

ss/ GREG PARTCH, Commissioner
ss/ LES WIGEN, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

G.R. FINCH, Chairman
Board of County Commissioners