

**Minutes for July 21<sup>st</sup>, 2003**

Disclaimer: This is only a web copy of the Whitman County Commissioners' Monday Meeting Minutes. Official minutes may be obtained by contacting the Whitman County Commissioners office at (509)-397-6200

**061395 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **July 21, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Wigen was unavailable.

**10:00 a.m. - Board Business.**

**D061395A 1. Call to Order/Pledge of Allegiance.**

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

**D061395B 2. Motion** by Commissioner Partch to approve the Consent Agenda. Motion **seconded** by Commissioner Finch and **carried**.

**061396 3.** Claims/Payroll warrants numbered **151292-151296, 151311-151336 151509-151676** and **151679-151687** for **\$565,535.55** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	33,194.00	8,672.14	75,013.15
102	Building & Development	1,000.00	200.00	286.82
103	Countywide Planning	1,021.20	200.00	326.82
104	Developmental Services			39,724.70
110	County Roads	15,967.00	4,050.00	4,271.52
112	Public Facilities Improvement			376.59
117	Boating Safety			43.41
118	Inmate Welfare			129.84
123	Paths & Trails			766.87
127	Drug Enforcement	400.00		20,055.87
128	Crime Victims/Witnesses			75.00
135	Prosecutor's Stop Grant			491.95
136	Electronic Monitoring			643.25
142	Whitcom-911	7,521.93		
320	Cap. Project/Outside Sources (Bond)			1,881.95
400	Solid Waste	2,659.60		85,154.08
410	Solid Waste Reserve			877.51
501	Equipment Rental & Revolving	4,039.60	1,197.20	78,328.16
510	Photocopier Revolving			363.01
512	Industrial Insurance Revolving			48,326.63
513	Communications Revolving			1,929.53
690	Clearing & Suspense			126,343.22

**061397 4.** July 14, 2003 minutes approved.

061398-061403 5. Personnel board orders approved.

061404 6. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to sign the 2003-2004 Rural Mobility Program agreement.

D061404A 7. The county inventory issue was tabled for further review.

D061404B 8. Mr. Miller said the broken window in the Juvenile Department was replaced. However, he did not have an actual price, but it is estimated at \$500-\$700. Chairman Finch suggested a piece of plywood cut to the size of the windows be kept on hand. Discussion continued about the possibility of a spare window.

061405 9. Mr. Miller explained a Courthouse HVAC system change order for approximately \$1,800 for additional work by Northwest Energy Services. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the change order.

D061405A 10. Mr. Miller indicated a future change order listing several items, i.e. 15 new switches (\$435.00), additional abatement, lowering more ceilings, rehanging hangers, and wiring would be presented later in the project.

D061405B 11. The Courthouse window treatment estimates were tabled for further review in a workshop.

061406 12. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to appoint John Peterson as Whitman County's alternate on the Washington Counties Risk Pool Board. A letter was forwarded to John Crawford, Washington Counties Risk Pool notifying him of the same.

13. Kelli Campbell briefly reviewed the revised privacy policies including the necessary portions from the federal HIPAA privacy rules. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the revised Whitman County Private Information Policies, Tasks, and Procedures.

**RESOLUTION NO. 061407**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Protecting Private Information;

**WHEREAS**, this action is required by the federal HIPAA Privacy Rule,

**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-01600-HR PROTECTING PRIVATE INFORMATION.

Dated this 21<sup>st</sup> day of July 2003 and effective as of July 21, 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 21, 2003

**POLICY**

Cancels:  
See Also: POL 01610-HR & 01620-HR

Approved by: BOCC  
Resolution #061407

**POL – 01600 – HR PROTECTING PRIVATE INFORMATION**

**This policy applies to all Whitman County departments and employees.**

**Definitions**

**Private Information** – Employee/client information of a private nature, including demographic, financial, medical/health and social data.

**Protected Health Information (PHI)** – Employee/client information of a private nature, including demographic, financial, medical/health and social data related to healthcare. PHI is found in any form including oral, electronic and printed material.

**HIPAA** – Health Insurance Portability and Accountability Act

**DHHS** – Department of Health and Human Services

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

1. **Whitman County Recognizes its Responsibility to Protect the Private Information of its Employees and/or Clients.**

The County recognizes its responsibility to protect private information for its employees/clients in accordance with state and federal regulations. Private information communicated shall be the minimum necessary to achieve the needed result.

Furthermore, Whitman County recognizes itself as a hybrid entity in accordance with HIPAA regulations for the protection of Protected Health Information (**PHI**).

Private information including Protected Health Information may be used for but not limited to the following areas:

- Payroll processing
- Insurance coverage participation/troubleshooting
- Doctor certification for reasonable accommodation, return to work status, etc.
- Accident reports
- Requests from governmental entities
- Medical treatment of employees and/or clients
- Research/Statistical analysis
- Collection in the course of an employees job responsibilities

It should be kept in mind that Whitman County is a public agency. Therefore, certain information is not considered confidential. However, requests for such information shall be limited to only the specific allowable information requested.

2. **Whitman County Shall Establish Goals in the Protection of Private Information.**

Whitman County shall strive to meet and maintain the following goals:

- Protect information from unauthorized use
- Create secure environments for information
- Protect the privacy of County employees and/or clients
- Provide individuals access to their own private information
- Effectively manage the risk involved in possessing private information
- Define employee responsibilities in accessing, storing, using and destroying private information
- Create a stable work environment
- Be compliant with state and federal regulations concerning private information
- Establish procedures in case of asset misuse, loss or unauthorized disclosure

3. **All Privacy Policies/Procedures Shall be Reviewed and Updated by the County's Compliance Officer(s) Every Other Year (See PRO# 01600-1-HR).**

The Compliance Officer(s) review shall include the general County policies and a verification that each department is complying with the policy. Areas of review shall include administrative procedures, physical security safeguards, technical security services, and technical security mechanisms.

A list of names and positions with access to specific PHI, and the ways in which that private information is used and protected, shall be submitted by each department upon the Compliance

Officer(s) review. The Department Heads signature shall be required for confirmation of the data provided.

4. **Employees/Clients Have Rights in Regards to the Treatment of Their PHI.**

Employees/clients have rights to adequate notice of the uses and disclosure of PHI that may be made by the County. Those rights include:

- Requesting restrictions on data disclosure (See PRO# 01600-2-HR)
- Requesting alternate methods for communicating disclosures (See PRO# 01600-3-HR)
- Requesting inspection and/or a copy of their own PHI  
(See PRO# 01600-4-HR)
- Requesting amendments to their records (See PRO# 01600-5-HR)
- Receiving an accounting of certain PHI disclosures for up to six years (See PRO# 01600-6-HR)

Requests for the above actions must be made in writing to the County's Privacy Compliance Officer or the appropriate Department Head/Elected Official. Responses to such requests will be made in writing within the time limits specified in the Notice of Privacy Practices. They may also be subject to copy fees. All reasonable requests shall be granted.

Certain requests may be denied if they:

- Involve PHI that is accurate and complete
- Include a record that no longer exists or can not be found
- Do not pertain to PHI
- Include PHI not maintained by the County
- Endanger the life or physical safety of the employee/client
- Identify another person and disclosure may cause substantial harm to that person
- Are not reasonable given the circumstances of the request
- Unduly impede department operations
- Include Psychotherapy Notes
- Include information compiled in reasonable anticipation of, or in use in, a civil, criminal or administrative action or proceeding
- Access prohibited PHI under the Civil Laboratory Improvements Amendments of 1988
- Are contained by a correctional institution, or a provider acting under the direction of the correctional institution, if access would jeopardize the health, safety, security, custody or rehabilitation of the client or other inmates, or the safety of an employee of the institution or those responsible for transporting the inmate
- Are created or obtained by a health care provider in the course of research and the access is temporarily suspended for as long as the research is in progress
- Obtained under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information

5. **Department Heads/Elected Officials and Employees are Expected to Take Reasonable Steps to Protect Confidential Information.**

County employees shall conduct services and operations in such a way that only those who need to know can hear or see individuals when they are sharing private information. Employees shall also maintain employee/client confidentiality when hosting visitors to the County.

Department Heads/Elected Officials shall be responsible for ensuring that access to private information is limited only to those employees who need it in conducting their daily operations.

Department Heads/Elected Officials and employees are expected to take reasonable steps to protect confidential information in oral, written or electronic form. This may include but is not limited to:

- Covering and/or putting away confidential information when not in use. This includes minimizing computer screens that may contain private data and turning them away from unauthorized viewing.
- Keeping desks, counters, fax machines, and copiers free of left over or forgotten documents that may contain private information. Documents containing PHI should not be left alone at copy machines or printers, nor should unauthorized individuals read them. If left alone, they should be immediately returned to the authorized employee.
- Creating confidentiality statements for documents containing private information. For example, fax machine cover sheets.
- Using Whitman County's Authorization to Release Private Information form when private information needs to be disclosed outside the regular course of business.
- Holding conversations that may contain private information behind closed doors or at appropriate noise levels.
- Allowing only certain positions access to specific confidential information.
- Using security features such as: locked file cabinets; passwords for computer files containing private data; firewalls; locking doors to departments and offices when not in use.
- Changing passwords and other appropriate securities upon termination of a previously authorized employee's employment.
- Keeping work areas free of unauthorized employees/visitors. Authorized visitors should have a visitor badge and/or sign a confidentiality agreement.

6. **A Written Authorization is Required for Disclosures of Information Outside of the County's Regular Course of Business.**

Disclosures of private information outside of the County's regular course of business (i.e. the employees' regular job duties) require a written authorization from the owner of the disclosed data. Disclosures of any kind are on a "need to know" basis only.

Disclosures of PHI outside regular treatment, payment or healthcare operations require specific written authorization (**See Authorization to Release Private Information form**). Authorizations must specify: a description of the private information to be disclosed; the person authorizing the disclosure; the person to whom the County may make the disclosure; an expiration date; the method information will be communicated and the purposes for which information may be disclosed. Authorizations must be kept for six years after each expiration date. A description of disclosures allowed without an authorization form can be found in the Notice of Privacy Practices.

The employee has the right to request a copy of the authorization, deny its use or modify it (**See PRO# 01600-7-HR, 01600-8-HR & 01600-9-HR**) (**See the Notice of Privacy Practices**).

7. **A Log of PHI Disclosures Shall Be Maintained by Each Department.**

Employees/Clients have a right under HIPAA to request a list of disclosures regarding their PHI. The County will provide lists for up to six years prior to the request date. All requests must be made in writing to the County's Privacy Compliance Officer or the appropriate Department Head/Elected Official with a valid signature (**See PRO# 01600-6-HR**) (**See Notice of Privacy Practices**).

PHI disclosures that do not need to be logged include:

- Employee/client requests of their own information
- The normal treatment, payment or healthcare operations of the department
- Family members/others involved in the employee's/client's care
- Notification purposes
- Signed authorizations by the employee/client

Each department's log shall contain:

- Name and address of data recipients
- Date of the disclosure
- Description of the data and the disclosure's purpose
- Method the data was communicated by

8. **Whitman County Will Take Reasonable Steps to Limit the Use or Disclosure of Private Information to the Minimum Necessary.**

The County will take steps to limit the use/disclosure of private information to the minimum necessary to accomplish the intended purpose.

In doing so each department shall identify, in writing, the people and positions who need access to specific private information in order to carry out their duties and the conditions for which such information may be communicated. Only those employees and the Department Head/Elected Official may have access to those records. Access shall be limited to business purposes only.

Private information provided by the County shall only be the minimum necessary in meeting the information request. The County may request clarification regarding the request in order to prevent disclosure of unnecessary information.

Minimum necessary requirements do not apply to:

- Disclosures to or requests by a health care provider for treatment purposes
- Disclosures to the individual of their own private information
- Uses or disclosures required for HIPAA compliance
- Disclosures to DHHS for enforcement purposes
- Uses or disclosures required by other laws
- Disclosures authorized by the individual

9. **Private Information no Longer in Use Shall be Shredded.**

Documents containing private data that is no longer in use shall be stored in a secure location in accordance with the County's retention schedules. Once the documents have met retention schedule requirements, they shall be shredded in accordance with State and Federal access regulations.

**10. Whitman County Shall Provide its Employees a Notice of Privacy Practices.**

The County shall provide its employees and clients a notice of privacy practices concerning PHI in accordance with HIPAA. The notice shall include:

- How the County may use and disclose protected health information about an individual
- The individual's rights with respect to the information and how the individual may exercise these rights, including how the individual may complain to the County
- The County's legal duties with respect to the information, including a statement that the County is required by law to maintain the privacy of protected health information.
- Whom individuals can contact for further information about the County's privacy policies
- An effective date

The notice shall be revised and distributed whenever the County makes changes to its privacy policies (**See TSK# 01600-1-HR**). It shall also be distributed at each new employee's orientation. Each employee receiving a new notice shall review and sign an acknowledgement form indicating that they have received and understand the document.

The notice shall be available through the Human Resources Department to any person who requests it. The notice shall also be posted where all employees have access to it, and on the Human Resources page of the County's web.

**11. Whitman County Shall Provide Training to Its Employees.**

All new Whitman County employees shall receive training through Human Resources or the Privacy Compliance Officer(s) regarding the appropriate access, use, storage, disclosure and destruction of private information. Training specific to the employee's position shall continue in the appropriate department. Such training shall be conducted before the employee handles any private information and an adequate record of such training shall be kept in his/her personnel file.

All County employees shall receive training regarding this policy and the privacy laws every five years. As a part of that training, employees shall sign confidentiality agreements.

**12. Misuse, Loss or Unauthorized Disclosures of Private Information Shall be Subject to Discipline.**

Misuse, loss or unauthorized disclosure of private information shall be subject to discipline up to and including termination. Violations of the policy shall be immediately reported to the Department Head/Elected Official.

Employees aware of PHI violations against this policy shall report the incident(s) to their Department Head/Elected Official within 180 days of their discovery. The employee and supervisor shall then report incidents regarding PHI to the County's Privacy Compliance Officer(s).

The incident shall then be investigated, in a timely and respectful manner, and appropriate action taken (**See PRO# 01600-10-HR**).

The supervisor shall make any corrective steps needed send written notification to the employee/client whose information was violated. Corrective steps may include, but are not limited to, training, updated security procedures, the disciplinary process and/or notifying the authorities.

All violations of misuse, loss or unauthorized disclosure of PHI shall be logged by the Privacy Compliance Officer along with the corrective steps taken. The Department Head/Elected Official and Compliance Officer shall initial and date each entry.

No employee/client shall be intimidated, threatened, coerced, discriminated or retaliated against for reporting a reasonably legitimate violation.

**13. PHI Documents Shall be Kept for Six Years.**

The County shall keep the following PHI documents for six years after their irrelevancy in accordance with HIPAA:

- Healthcare Plan documents
- Policies on PHI uses and disclosures
- Minimum necessary policies
- Signed authorizations
- Privacy Notes
- Documents regarding individual rights for the treatment of PHI
- PHI disclosures for purposes other than the regular treatment, payment or healthcare operations
- All complaints regarding PHI and their outcomes
- Sanctions imposed on violators
- Business Associate contracts

**RESPONSIBILITY SUMMARY**

**ELECTED OFFICIALS, DEPARTMENT HEADS, MANAGERS AND SUPERVISORS**

- Know and comply with the provisions of this policy
- Develop and maintain procedures as applicable to the office or department to ensure compliance with HIPAA
- Immediately report any breaches of privacy or security to the Privacy Compliance Officer

**HUMAN RESOURCES DEPARTMENT**

- Provide new hire orientation training and refresher training as needed

**PRIVACY COMPLIANCE OFFICER**

- Address policy questions and complaints regarding privacy practices, policies and procedures
- Process medical record restriction requests specifying how individually protected health information may be used or disclosed

- Process protected health information record amendment requests, designate an Agency or Department official to carry out this responsibility
- Investigate policy violations and recommend corrective measures

**EMPLOYEES**

- Know and comply with provisions of this policy
- Immediately report any breaches of privacy or security to their supervisor or the Privacy Compliance Officer
- Participate in privacy practices training
- Follow established procedures to safeguard protected health information

**RESOLUTION NO. 061408**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Selection and Appointment of Privacy Compliance Officer(s);

**WHEREAS**, this action is required by the federal HIPAA Privacy Rule,

**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-01610-HR SELECTION AND APPOINTMENT OF PRIVACY COMPLIANCE OFFICER(S)**.

Dated this 21<sup>st</sup> day of July 2003 and effective as of July 21, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G. R. Finch, Chairman

ATTEST:

\_\_\_\_\_  
Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

Effective Date: July 21, 2003

**POLICY**

Cancels:

Approved by: BOCC

See Also: POL 01600-HR

Resolution #061408

**POL – 01610 – HR SELECTION AND APPOINTMENT OF PRIVACY COMPLIANCE OFFICER(S)**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)**– Employee/client information of a private nature, including demographic, financial, medical/health and social data related to healthcare. PHI is found in any form including oral, electronic and printed material.

**BOCC** – Board of County Commissioners

**High Ranking Individual** – A management employee with the authority to enforce policy and determine the action to be taken in case of policy violation.

**1. Whitman County Shall Have a Privacy Compliance Officer(s) in Accordance with State and Federal Law.**

Privacy Compliance Officer(s) shall be appointed on an as needed basis by the BOCC.

**2. Privacy Compliance Officer(s) Shall Meet the Following Criteria in Accordance with State and Federal Law.**

Privacy Compliance Officer(s) shall meet the following requirements:

- Be a high ranking individual
- Possess real authority – no “straw figures”
- Be capable of detail and follow-up
- Have full knowledge of county management
- Have full knowledge of chain of command
- The county must be willing to provide continuing education to the individual

**3. Privacy Compliance Officer(s) Shall Work With All County Departments in Order to Create and Maintain the Privacy Policies of Whitman County, as well as State and Federal Regulations (See PRO# 01600-1-HR).**

Privacy Compliance Officer(s) shall be responsible for the following duties:

- Researching and updating Whitman County policies to meet new or revised legal regulations.
- Identifying noncompliance within the County
- Establishing and administering a process for receiving, documenting, tracking, investigating and taking action on all complaints regarding PHI.
- Conducting assessments and internal audits to determine organizational compliance with HIPAA.

- Overseeing the development, delivery and documentation of privacy training and awareness for Whitman County employees. This includes orientation training for new hire and retraining for existing employees.
- Participating in the development, implementation and ongoing compliance monitoring of business associate agreements.
- Maintaining appropriate authorization forms, privacy notices and other materials regarding the privacy of PHI.
- Coordinating visits and cooperating with the Office of Civil Rights, other legal entities and organization officers in any compliance review of investigations.
- Managing requests for amendments and changes of PHI.
- Serving as a resource for patient question on privacy policies and regulations.

**RESOLUTION NO. 061409**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Business Associates;

**WHEREAS,** this action is required by the federal HIPAA Privacy Rule,

**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-01620-HR BUSINESS ASSOCIATES.**

Dated this 21<sup>st</sup> day of July 2003 and effective as of July 21, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G. R. Finch, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

Effective Date: July 21, 2003

**POLICY**

Cancels:  
See Also: POL 01600-HR

Approved by: BOCC  
Resolution #061409

**Definitions**

**Business Associate** – A person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or to provide services to a HIPAA covered entity.

**Protected Health Information (PHI)** – Employee/client information of a private nature, including demographic, financial, medical/health, and social data related to healthcare. PHI is found in any form including oral, electronic and printed material.

**HIPAA** – Health Insurance Portability and Accountability Act

**1. Whitman County shall have a chain of trust contract with all business associates as defined by HIPAA. The contract shall contain the following elements:**

- A description of the permitted and required uses of protected health information by the business associate
- Assurance that the information will only be used for purposes for which the business associate needs it
- Safeguards from misuse including an agreement that the business associate will not use or disclose the protected information other than as permitted or required by law or the contract.
- Provide individuals with access to their own information and a history of certain disclosures.

**2. Violations of the Contract Shall be Grounds for Terminating the Business Relationship.**

If the County learns of a breach or violation of the contract by the business associate, it is required to take reasonable steps to cure the breach/violation. If such steps are unsuccessful the County will terminate the business arrangement.

If terminating the business arrangement is not feasible, the County shall report the problems to the Department of Health and Human Services Office for Civil Rights.

**3. The County Recognizes Exceptions to the Business Associate Contract Required by HIPAA.**

HIPAA allows for certain exceptions to the business associate contract. These exceptions include:

- Disclosures by the County to a health care provider for treatment of an individual. However, a written authorization from the employee is required.
- Information from a group health plan provided that the information given is the minimum necessary.

- Disclosures to public benefit programs, such as Medicare or Social Security in determining eligibility, enrollment or other uses as allowed by law.
- With persons or organizations whose functions or services do not involve the use or disclosure of protected health information, and where any access to such information would be incidental.
- With a person or organization that acts as a conduit for protected health information, such as the US Postal Service.
- Disclosing information to a researcher for research purposes, either with employee authorization or as a limited data set pursuant to 45 CFR 164.514(e).
- When a financial institution processes consumer-conducted financial transactions that directly facilitate or effect the transfer of funds for payment of health care.

**RESOLUTION NO. 061410**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the following Whitman County Procedures:

Updating and Reviewing Privacy Policies  
Requesting Restrictions of PHI Disclosures  
Requesting Alternate Methods of Disclosing PHI  
Requesting to Inspect/Copy PHI  
Requesting to Amend PHI  
Requesting a Log of PHI Disclosures  
Documenting and Accounting for Disclosures of PHI  
Requesting to Modify and/or Copy and Authorization Form  
Requesting Revocation of Authorization to Use/Disclose PHI  
Grievance Procedure

**WHEREAS**, this action is required by the federal HIPAA Privacy Rule,

**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-01600-1-HR                    UPDATING AND REVIEWING PRIVACY POLICIES**

**PRO-01600-2-HR                    REQUESTING RESTRICTIONS OF PHI DISCLOSURES**

**PRO-01600-3-HR                    REQUESTING ALTERNATE METHODS OF DISCLOSING PHI**

**PRO-01600-4-HR                    REQUESTING TO INSPECT/COPY PHI**

- PRO-01600-5-HR            REQUESTING TO AMEND PHI
- PRO-01600-6-HR            REQUESTING A LOG OF PHI DISCLOSURES
- PRO-01600-7-HR            DOCUMENTING AND ACCOUNTING FOR DISCLOSURES OF PHI
- PRO-01600-8-HR            REQUESTING TO MODIFY AND/OR COPY AN AUTHORIZATION FORM
- PRO-01600-9-HR            REQUESTING REVOCATION OF AUTHORIZATION TO USE/DISCLOSE PHI
- PRO-01600-10-HR           GRIEVANCE PROCEDURE

Dated this 21<sup>st</sup> day of July 2003 and effective as of July 21, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G. R. Finch, Chairman

ATTEST:

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Greg Partch, Commissioner

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Maribeth Becker, CMC  
Clerk of the Board

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Les Wigen, Commissioner

Effective Date: July 21, 2003	<b>PROCEDURE</b>
Cancels:	Approved by: BOCC
See Also:	Resolution #061410

**PRO – 01600-1 – HR            UPDATING & REVIEWING PRIVACY POLICIES**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Action By:**

**Action:**

**Privacy Compliance Officer**

1.    **Reviews** all County policies regarding privacy every other year.

- 2. **Notifies** each department of his/her upcoming privacy policy review.
- 3. **Schedules** meetings with each Department Head/Elected Official.

**Department Head/Elected Official**

- 4. **Reviews** his/her department's privacy policies & procedures.
- 5. **Brings** the department policies & procedures up to date.
- 6. **Discusses** the results with the Privacy Compliance Officer.

**Privacy Compliance Officer**

- 7. **Reviews** the department's policies & procedures.
- 8. **Records** that the department is in compliance.
  - 8a. If the department is not in compliance, makes recommendations to the Department Head/Elected Official to correct its shortfalls.

**Department Head/Elected Official**

- 9. **Implements** the appropriate changes.
- 10. **Forwards** those changes to the Privacy Compliance Officer.

**Privacy Compliance Officer**

- 11. **Documents** that the policies & procedures have been reviewed, updated and are compliant.
- 12. **Files** the documentation for six years.

Effective Date: July 21, 2003	<b>PROCEDURE</b>	Approved by: BOCC Resolution #061410
Cancels: See Also:		

**PRO – 01600-2 – HR**

**REQUESTING RESTRICTIONS OF PHI DISCLOSURES**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

**Action By:**

**Action:**

- |   |   |
|---|---|
| <b>Employee/Client</b>                              | <b>1. Requests</b> in writing of the Department Head/Elected Official to have his/her PHI disclosure restricted.  |
| <b>Department Head/Elected Official or Designee</b> | <b>2. Verifies</b> the identity of the employee/client. This may be done through personal knowledge or photo identification.<br><b>3. Reviews</b> the request.<br><b>4. Restricts</b> the disclosure.<br>4a. If the restriction is unacceptable, <b>forwards</b> the request and a written denial letter to the Privacy Compliance Officer. <b>(Skip to step #7)</b><br><b>5. Records</b> the Change.<br><b>6. Notifies</b> the necessary parties that PHI disclosure has been restricted. <b>(Skip to step #9)</b> |
| <b>Privacy Compliance Officer</b>                   | <b>7. Reviews</b> the request and denial for legal compliance.<br>7a. If compliant, notifies the Department Head/Elected Official in writing.<br>7b. If not compliant, works with Department Head/Elected Official to come in to compliance.  |
| <b>Department Head/Elected Official or Designee</b> | <b>8. Makes</b> any necessary adjustments to become compliant.<br><b>9. Notifies</b> the employee/client in writing of the request's outcome.<br><b>10. Files</b> the request and documentation for six years.  |

Effective Date: July 21, 2003

**PROCEDURE**

Cancels:  
See Also:

Approved by: BOCC  
Resolution #061410

**PRO – 01600-3 – HR REQUESTING ALTERNATE METHODS OF DISCLOSING PHI**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

**Action By:**

**Action:**

**Employee/Client**

1. **Requests** in writing of the Department Head/Elected Official to have his/her PHI disclosure through an alternate method.

**Department Head/Elected Official or Designee**

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Reviews** the request.

4. **Changes** the method of disclosure.

4a. If the alternative method is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step #7)**

5. **Records** the Change.

6. **Notifies** the necessary parties that PHI disclosure has been changed to an alternate method. **(Skip to step #9)**

**Privacy Compliance Officer**

7. **Reviews** the request and denial for legal compliance.

7a. If compliant, notifies the Department Head/Elected Official in writing.

7b. If not compliant, works with Department Head/Elected Official to come in to compliance.

**Department Head/Elected Official or Designee**

8. **Makes** any necessary adjustments to become compliant.

9. **Notifies** the employee/client in writing of the request's outcome.

10. **Files** the request and documentation for six years.

Effective Date: July 21, 2003

**PROCEDURE**

Cancels:

Approved by: BOCC

See Also:

Resolution #061410

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

**Action By:**

**Action:**

**Employee/Client**

1. **Requests** in writing of the Department Head/Elected Official to inspect/copy his/her PHI.

**Department Head/Elected Official or Designee**

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Reviews** the request.

4. **Notifies** the employee/client of when the PHI will be ready to inspect/copy.

4a. If the PHI is available to inspect/copy at that time, allows the employee/client to inspect/copy his/her records. Inspections/copies must be made in the presence of an authorized employee.

5. **Prepares** the PHI for inspection/copying.

5a. If inspection/copies of the PHI is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step #8)**

6. **Forwards** the records to the employee/client within 15 working days of the request.

6a. If the request is delayed, notifies the employee/client in writing of the reason for the delay and the date the record will be available (no later than 21 working days from the request).

7. **Records** the inspections/copies made. **(Skip to step #10)**

**Privacy Compliance Officer**

**8. Reviews** the request and denial for legal compliance.

8a. If compliant, notifies the Department Head/Elected Official in writing.

8b. If not compliant, works with Department Head/Elected Official to come in to compliance.

**Department Head/Elected Official or Designee**

**9. Makes** any necessary adjustments to become compliant.

**10. Notifies** the employee/client in writing of the request's outcome and **mails** the necessary copies within 15 days of the request.

**11. Files** the request and documentation for six years.

Effective Date: July 21, 2003

**PROCEDURE**

Cancels:

Approved by: BOCC

See Also:

Resolution #061410

**PRO – 01600-5 – HR**

**REQUESTING TO AMEND PHI**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

**Action By:**

**Action:**

**Employee/Client**

**1. Requests** in writing of the Department Head/Elected Official to amend his/her PHI.

**Department Head/Elected Official or Designee**

**2. Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

**3. Reviews** the request.

**4. Amends** the necessary records within 10 calendar days of the request.

4a. If an amendment of the PHI is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step #7)**

- 4b. If the request cannot be accommodated within 10 calendar days, **writes** the employee/client stating the reason for the delay and the date the amendment will take place (no later than 21 days from the date of the request).
- 5. **Notifies** all other entities/individuals that may use the record of the changes and **records** the necessary disclosures.
- 6. **Records** the amendments made. **(Skip to step #9)**
- 7. **Reviews** the request and denial for legal compliance.
  - 7a. If compliant, notifies the Department Head/Elected Official in writing.
  - 7b. If not compliant, works with Department Head/Elected Official to come in to compliance.
- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome and **mails** the necessary copies within 10 days of the request.
- 10. **Files** the request and documentation for six years.

**Privacy Compliance Officer**

**Department Head/Elected Official or Designee**

Effective Date: July 21, 2003	
<b>PROCEDURE</b>	
Cancels:	Approved by: BOCC
See Also:	Resolution #061410

**PRO – 01600-6 – HR**

**REQUESTING A LOG OF PHI DISCLOSURES**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

**Action By:**

**Action:**

- |   |   |
|---|---|
| <b>Employee/Client</b>                              | 1. <b>Requests</b> in writing of the Department Head/Elected Official to amend his/her PHI.   |
| <b>Department Head/Elected Official or Designee</b> | 2. <b>Verifies</b> the identity of the employee/client. This may be done through personal knowledge or photo identification.<br>3. <b>Reviews</b> the request.<br>4. <b>Collects</b> the necessary data.<br>4a. If a log of disclosures is unacceptable, <b>forwards</b> the request and a written denial letter to the Privacy Compliance Officer. <b>(Skip to step #7)</b><br>5. <b>Forwards</b> a copy of the written log to the employee/client within 60 days of the request date.<br>6. <b>Records</b> what specific information has been provided to the employee/client. <b>(Skip to step #9)</b> |
| <b>Privacy Compliance Officer</b>                   | 7. <b>Reviews</b> the request and denial for legal compliance.<br>7a. If compliant, notifies the Department Head/Elected Official in writing.<br>7b. If not compliant, works with Department Head/Elected Official to come in to compliance.  |
| <b>Department Head/Elected Official or Designee</b> | 8. <b>Makes</b> any necessary adjustments to become compliant.<br>9. <b>Notifies</b> the employee/client in writing of the request's outcome and <b>mails</b> the necessary copies within 60 days of the request.<br>10. <b>Files</b> the request and documentation for six years.  |

Effective Date: July 21, 2003

**PROCEDURE**

Cancels:

Approved by: BOCC

See Also:

Resolution #061410

**PRO – 01600-7 – HR DOCUMENTING AND ACCOUNTING FOR DISCLOSURES OF PHI**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/client information of a private nature, including demographic, financial, medical/health and social data related the health care.

**Action By:**

**Action:**

**Employee/Client**

1. **Requests** in writing of the Department Head/Elected Official to disclose his/her PHI.

**Department Head/Elected Official or Designee**

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Provides** the employee/client with an Authorization Form.

3a. If no authorization form is required, **reviews** the request for legal compliance. **(Skip to step #7)**

**Employee/Client**

4. **Completes** the Authorization Form.

5. **Returns** the Authorization Form to the Department Head/Elected Official.

**Department Head/Elected Official or Designee**

6. **Reviews** the Authorization Form.

7. **Discloses** the PHI in accordance with the Authorization Form's criteria.

7a. If the specified PHI cannot be disclosed, **forwards** the request and a written denial to the Privacy Compliance Officer. **(Skip to step #9)**

8. **Records** the dates and information that was disclosed.

**Privacy Compliance Officer**

9. **Reviews** the request and denial for legal compliance.

9a. If compliant, notifies the Department Head/Elected Official in writing.

9b. If not compliant, works with Department Head/Elected Official to come in to compliance.

**Department Head/Elected Official or Designee**

10. **Makes** any necessary adjustments to become compliant.

11. **Notifies** the employee/client in writing of the request's outcome.

12. **Files** the request and documentation for six years.

Effective Date: July 21, 2003	<b>PROCEDURE</b>	
Cancels:		Approved by: BOCC
See Also:		Resolution #061410

**PRO – 01600-8 – HR      REQUESTING TO MODIFY AND/OR COPY AN AUTHORIZATION FORM**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

**Action By:**

**Action:**

- |   |   |
|---|---|
| <b>Employee/Client</b>                              | <b>1. Requests</b> in writing of the Department Head/Elected Official to modify/copy his/her Authorization Form.  |
| <b>Department Head/Elected Official or Designee</b> | <b>2. Verifies</b> the identity of the employee/client. This may be done through personal knowledge or photo identification.<br><b>3. Reviews</b> the request.<br><b>4. Modifies/copies</b> the Authorization Form.<br>4a. If the modification/copy is unacceptable, <b>forwards</b> the request and a written denial letter to the Privacy Compliance Officer. <b>(Skip to step #7)</b><br><b>5. Notifies</b> the appropriate parties that the Authorization Form has been modified.<br><b>6. Records</b> that the Authorization Form has been modified/copied. <b>(Skip to step #9)</b> |
| <b>Privacy Compliance Officer</b>                   | <b>7. Reviews</b> the request and denial for legal compliance.<br>7a. If compliant, notifies the Department Head/Elected Official in writing.<br>7b. If not compliant, works with Department Head/Elected Official to come in to compliance.  |
| <b>Department Head/Elected Official or Designee</b> | <b>8. Makes</b> any necessary adjustments to become compliant.  |

9. **Notifies** the employee/client in writing of the request’s outcome and **mails** the necessary copies.

10. **Files** the request and documentation for six years.

Effective Date: July 21, 2003

**PROCEDURE**

Cancels:

Approved by: BOCC

See Also:

Resolution #061410

PRO – 01600-9 – HR

**REQUESTING REVOCATION OF AUTHORIZATION TO USE/DISCLOSE PHI**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Protected Health Information (PHI)** – Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

**Action By:**

**Action:**

**Employee/Client**

1. **Requests** in writing of the Department Head/Elected Official to revoke his/her Authorization Form.

**Department Head/Elected Official or Designee**

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Reviews** the request.

4. **Revokes** Authorization Form.

4a. If the modification/copy is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step #7)**

5. **Notifies** the appropriate parties that the Authorization Form has been revoked, **stopping** the use/disclosure of PHI.

6. **Records** that the Authorization Form has been revoked. **(Skip to step #9)**

**Privacy Compliance Officer**

- 7. **Reviews** the request and denial for legal compliance.
  - 7a. If compliant, notifies the Department Head/Elected Official in writing.
  - 7b. If not compliant, works with Department Head/Elected Official to come in to compliance.

**Department Head/Elected Official or Designee**

- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request’s outcome.
- 10. **Files** the request and documentation for six years.

Effective Date: July 21, 2003	<b>PROCEDURE</b>
Cancels:	Approved by: BOCC
See Also:	Resolution #061410

**PRO – 01600-10 – HR      GRIEVANCE PROCEDURE**

**Definitions**

**Grievance** – a written concern about Whitman County’s compliance with health information privacy laws and regulations.

**BOCC** – Board of County Commissioners

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**Action By:**

**Action:**

**Complainant**

- 1. **Provides** a written grievance to the Privacy Compliance Officer.

**Privacy Compliance Officer**

- 2. **Reviews** the grievance.
- 3. **Interviews** the complainant, the Department Head/Elected Official, and the appropriate employees.
- 4. **Documents** his/her conclusion regarding the grievance.
- 5. **Forwards** the conclusion and advise to the Department Head/Elected Official.

- Department Head/Elected Official**  
Compliance Officer's advice.
- 6. Takes** action based on the grievance and the Privacy
- 7. Documents** the outcomes.
- 8. Forwards** the Privacy Compliance Officer a written statement of the outcomes.
- Privacy Compliance Officer**
- 9. Reviews** the outcomes for legal compliance.
- 9a. If the outcomes are compliant, **initials** the statement and **files** it for six years.
- 9b. If the outcomes are not compliant, **works** with the Department Head/Elected Official to come in to compliance.
- Department Head/Elected Official**
- 10. Adjusts** the outcomes appropriately. **(Skip to step #18)**
- 10a. If he/she disagrees with the Privacy Compliance Officer, **appeals** the decision in writing to the BOCC.
- BOCC**
- 11. Reviews** the grievance and appeal.
- 12. Investigates** the grievance and appeal.
- 13. Decides** if the outcomes were appropriate.
- 14. Notifies** the Privacy Compliance Officer in writing of their decision.
- Privacy Compliance Officer**
- 15. Reviews** the decision.
- 16. Notifies** the Department Head/Elected Official in writing of the BOCC decision.
- 16a. If the BOCC decides the original outcomes were appropriate, **files** all documentation for six years. **(Skip to step #20)**
- Department Head/Elected Official**
- 17. Adjusts** any outcomes appropriately.
- 18. Notifies** the Privacy Compliance Officer in writing that the adjustments have been made.
- 19. Records** the changes made.
- Privacy Compliance Officer**
- 20. Notifies** the complainant in writing of the grievance's

outcomes.

- 21. **Records** the outcomes.
- 22. **Files** all documentation for six years.

**RESOLUTION NO. 061411**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Task Distributing the Revised Notice of Privacy Practices.

**WHEREAS**, this action is required by the federal HIPAA Privacy Rule,

**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 **TSK-01600-1-HR DISTRIBUTING THE REVISED NOTICE OF PRIVACY PRACTICES.**

Dated this 21<sup>st</sup> day of July 2003 and effective as of July 21, 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 21, 2003

**TASK OUTLINE**

Cancels:  
See Also: POL-01600-HR

Approved by: BOCC  
Resolution #061411

**TSK – 01600-1 – HR      DISTRIBUTING THE REVISED NOTICE OF PRIVACY PRACTICES**

**Definitions**

**Privacy Compliance Officer** – An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

**After making updates to the Notice of Privacy Practices the Privacy Compliance Officer:**

1. **Revises** the County's privacy policies.
2. **Posts** a revised Notice of Privacy Practices with all County employment posters.
3. **Updates** the Orientation Summary.
4. **Updates** the web site Notice of Privacy Practices.
5. **Sends** a written notice to every department stating that the Notice of Privacy Practices has been updated.

**061412** 14. The commissioners signed a certificate of appreciation to Galen Mertsching and his crew for their efficient, friendly, and considerate display of workmanship during the installation of the Courthouse windows.

**061413** 15. Information associated with the Motor Vehicle Excise Tax and County Arterial Preservation Program for 2004 was received from the County Road Administration Board.

**061414** 16. The commissioners reviewed a copy of Grant County's State of the County Report-2002 Accomplishments.

**061414A** 17. Commissioners' pending list reviewed.

**10:40 a.m. – Recess.**

**10:45 a.m. – Chad Connors, Juvenile Court Administrator.**

Present: Brett Bosse and Tammy Lewis.

**061415** Mr. Connors presented an interlocal cooperative act agreement between Whitman County and the Administrative Office of the Courts (Judicial Branch) for BECCA funding. This funding was previously processed through the Juvenile Rehabilitation Act (Executive Branch) making it one of the first areas susceptible to cut by the Governor. The 2003-2004 biennium allocation is \$35,420, which is \$4,000 less than the previous biennium allocation.

**Motion** by Commissioner Partch **seconded** by Commissioner Finch to sign the interlocal cooperative act agreement between Whitman County and the Administrative Office of the Courts for BECCA funding.

**BOCC Minutes-07/21/03**

Commissioner Partch noted much time and effort was expended lobbying to transfer BECCA funding from the Juvenile Rehabilitation Act to the Administrative Office of the Courts. Although the allocation is somewhat less, it is more secured funding. Motion **carried**.

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

Present: Brett Bosse and Tammy Lewis.

**Action Items:**

**061416 1. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to sign a lease agreement between Whitman County and Fire District #12.

Commissioner Partch commented this is good for everyone and he was glad to see it move forward. Fire District #12's current training facility is at the Port of Whitman Industrial Park in Pullman, located close to Schweitzer Engineering. The District's present training equipment could easily be moved to the new location. Chairman Finch said the new training area will definitely address a public safety issue and is a win-win situation for everyone.

**Maintenance Division:**

**D061416A 2.** Mr. Dunford said the crews have completed work for the City of Colfax but will come back in a month to do some seal coating. Otherwise, all work requested by the various towns has been completed for the summer.

**D061416B 3.** The crews are also cleaning equipment from seal coating. They will return to regular maintenance activities. Some staff will be gone for harvest. District II has begun work and will continue for the next 5-6 weeks on the "S" curve safety project south of Johnson.

**Engineering Division:**

**D061416C 4.** Mr. Storey reported on the status of the Endicott Road, City of Albion, and Palouse Cove Road projects.

**D061416D 5.** Commissioner Partch pointed out he received a call about enactment of a fire ban in all of Whitman County. He emphasized that decision is left up to the discretion of the individual Fire Districts and not the county commissioners, unless otherwise directed by the Governor.

**11:25 a.m. - Recess.**

**11:30 a.m. - Wassum Bridge Project.**

Present: Dane Dunford, Mark Storey, Julie Banks, Phil Meyer, 3 bidders, Brett Bosse, and Tammy Lewis.

**BOCC Minutes-07/21/03**

**061417** The following bids were received, opened, and read aloud. Staff will make a recommendation for award today at 2:00 p.m.

A&R Construction	\$372,314.60
NA Degerstrom	\$348,139.06
Harcon, Inc.	\$399,417.45
VONO, Inc.	\$341,946.30*

\*Commissioner Partch noted there was a revision to the VONO, Inc. bid. The original amount was crossed out and \$341,946.30 is their final bid price.

**11:35 a.m. - Recess.**

**1:30 p.m. - Fran Martin, Public Health/Emergency Management Director.**

Present: Tammy Lewis and Hillary Hamm.

**D061417A 1.** An interagency agreement between Whitman County and Whitcom was tabled to later in the day. This agreement provides for Emergency Management Coordinator services by Mark Miller, Whitcom Coordinator.

**061418 2.** A draft mutual aid agreement with all cities, towns, fire districts, and WSU was reviewed and approved for use.

**061419 3.** A copy of the Greater Palouse Hazardous Materials Team (GPHMT) Callout Procedures was received from Ms. Martin. Whitman County recently received a \$56,000 spectrometer to assist the GPHMT in determining what type of chemical hazard they may be dealing with. The State Patrol will respond to these types of call and assist any way they can, but a Hazardous Materials Team must also respond either from Whitman or Spokane County.

**D061419A 4.** Mark Miller, Brett Myers, Ms. Martin, the Rosalia Fire Chief, and a few Public Health employees attended a meeting last week to be trained to perform an assessment of explosive, chemical biological, and radiological, explosive types of threats. Ten teams will be formed to evaluate and make assessments using their expertise to determine if these types of concerns exist in specific areas. After which, all teams will meet to draft a countywide plan. From the county plan they will generate their equipment needs for 2004-2005.

There is still some equipment outstanding. A prioritized list of equipment was submitted with Whitman County's #1 need being communications. Items requested included repeater towers, satellite telephones, and radios for law enforcement.

The assessment must be completed by October 31, 2003 because the comprehensive plan must be submitted to the federal government by December 31, 2003.

**BOCC Minutes-07/21/03**

**D061419B 5.** The above individuals also attended a Region 9 Bioterrorism Board meeting. They learned they could obtain an Americorp/Vista volunteer worker for one year. The only requirement is that all equipment be provided to the individual to perform a job. They agreed to apply for an Americorp/Vista worker for this region with Whitman County serving as the lead agency. Americorp/Vista does not assign an individual, that is up to the requesting agency, but they will pay the individuals wages. The group is looking at a program specialist position for Emergency Management to perform data entry, track funding, type contracts and plans, etc. This position might also be able to assist the City of Pullman as well as Asotin, Columbia, and Garfield Counties.

**D061419C 6.** Whitman County's vulnerability study has been completed and submitted. They will now proceed to Step II while bringing the Comprehensive Emergency Management Plan up to speed.

**D061419D 7.** Ms. Martin is also working on an agreement with school districts for disaster or emergency needs. The agreement would allow Whitman County to use the school's cooking facilities and to house a large number of people that may need to be sheltered. The school would be reimbursed for any costs.

**2:00 p.m. - Wassum Bridge Bids.**

Present: Dane Dunford, Mark Storey, Phil Meyer, Brett Bosse, Tammy Lewis, and Fran Martin.

**061420** Staff was present to recommend award of the Wassum Bridge project to VONO, Inc. for \$341,946.30.

**061421 Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to award the Wassum Bridge project to VONO, Inc. in the amount of \$341,946.30.

**2:05 p.m. - Board Business Continued/BOCC Workshop.**

Present: Dane Dunford, Mark Storey, Phil Meyer, John Peterson (2:05 p.m.), Hillary Hamm (2:40 p.m.), and Fran Martin (2:50 p.m.).

**061421A 18.** Items discussed included parking lot improvements, water quality funding survey, and mutual aid policies. No action taken.

**2:55 p.m. - Fran Martin, Public Health/Emergency Management Director.**

**061422 8. Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to sign the emergency management interagency agreement between Whitman County Emergency Management and Whitcom.

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

**D061422A 19.** Items discussed included disaster preparedness. No action taken.

**3:30 p.m. - Adjournment.**

**D061422B** Commissioner Partch **moved** to adjourn the **July 21, 2003** meeting. Motion **seconded** by Commissioner Finch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 4, 2003**. The foregoing action made this **21st** day of **July 2003**. The July 28<sup>th</sup> meeting has been canceled.

ss/ GREG PARTCH, Commissioner

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MARIBETH BECKER, CMC  
Clerk of the Board

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G.R. FINCH, Chairman  
Board of County Commissioners