

BOCC MINUTES-07/30/18

080439 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, July 30, 2018** at **9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Bill Tensfeld, Bailey Wiedmer and Will DeMarco (9:00 a.m.).

080440 1. The following items were discussed but no action was taken.

- Public Service Bldg. Update
- Outdoor Amusement Ordinance
- Martin Hall CIP
- Noise Complaint
- PayneWest Portal
- Service Only Animals
- EM-EC Vehicle
- Rosalia Fire District
- WCIF
- Budget Report
- State Auditor

10:00 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Sharron Cunningham, Jessica Jensema, Gary Petrovich and Garth Meyer.

D080440A 2. Pledge of Allegiance.

Consent Agenda:

080441 3. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to accept the consent agenda as presented.

080442 4. Treasurer's Wire Transfers and Check Report in the amount of **\$145,233.55**, Payroll warrants numbered **337599-337605** for **\$407,044.83** and General Claims/Veterans' Relief warrants numbered **337624-337735** for **\$338,489.29** approved.

080443 5. July 16, 2018 minutes approved.

080444-080449 6. Personnel change orders approved.

080450 7. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Assessor revised signature authorization delegation.

10:35 a.m. - Bailey Wiedmer.

080451 8. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to authorize a policy to increase internal controls for New World users.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of Adopting) RESOLUTION NO. 080451
A New World User Policy)

WHEREAS, it is the County's duty to protect taxpayer funds and create appropriate internal controls to protect Whitman County against fraud or misuse of the New World software is necessary.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the attached New World User Policy be adopted.

Dated at Colfax, Washington this 16th day of July, 2018 and effective as of August 1, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



NEW WORLD USER POLICY

Effective Date: August 1, 2018
Policy #: POL-080451-BOCC

Res. #: 080451
Cancel Policy: New

Purpose:

This document defines the policy for Whitman County that ensures all New World users are properly accessing and using the application for protection of the user and Whitman County.

Scope:

This policy applies to all Whitman County employees who have access to New World.

Definitions:

Employee: Any individual employed by Whitman County, regardless of bargaining unit or exemption status.

User: An employee who has a login and password to New World.

POLICY

Passwords:

- Each employee who is granted access to New World must keep their password(s) private. Passwords are not to be shared under any circumstance to alleviate the chance of a fraudulent activity and provide adequate internal controls. Suspected fraudulent activity and use of New World should be reported to the user's Department Head or Elected Official and the Auditor's Finance Department.
- Passwords in New World are set to expire every six months. Passwords are required to have at the least one numerical character and to be a minimum of six characters long. If you need assistance in changing a password please contact the Auditor's Finance Department.

Users:

- Each login must be assigned to one individual user. For the protection of the user and the County there cannot be a general login used for a department. In most cases a user will only have one login. If a second login is required for separate permissions it will be assessed on a case by case basis by the Auditor's Finance staff.

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- In order for an employee (new or existing) to receive accesses to New World the Department Head/Elected Official will send a detailed, written request to the Auditor's Finance staff. For new employee, the Department Head/Elected Official will specify if access to Payroll/Human Resources and/or Financial Management are needed and if the new employee's permissions will copy a current or inactive New World user.
- When an employee with New World access no longer requires access to some or all of their New World logins, notify the Auditor's Finance Department immediately so the account can be inactivated.

Changes :

- When a user needs to make changes to their New World access, the Department Head or Elected Official must provide a written request to the Auditor's Finance Staff. If access is being requested for a department that the user is **not** associated with, that Department Head or Elected official must also agree/approve in writing for the user to have those accesses.

Violations

- Violations of this policy may result in disciplinary action up to and including termination. New World access may be removed from any employee due to misuse or violation of this policy as determined by the appropriate Department Head or Elected Official.
- Whitman County reserves the right to use legal action for misuse of the New World system and passwords.

080452 **9.** **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to authorize the publishing of a notice of hearing for proposed revisions to WC Code, Title 5, Chapter 5.08-Outdoor Amusements or Assemblies ordinance.

080453 **10.** **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to authorize the Chairman to sign a letter of appreciation to Francisco Manzo Robledo for his service on the Citizens' Commission for Salaries for Elected Officials.

080454 **11.** **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to concur with the Chairman's signing of the Public Service Building temporary shoring contract.

080455 **12.** **Motion** by Commissioner Largent **seconded** by Commissioner Swannack and **carried** to authorize the Chairman to sign the WA State Military Dept. FY 19 SECO County Basic Service Operations contract and signing of the signature authorization form by all members.

080456 **13.** No action was taken regarding the request for an employee survey for medical data.

CORRESPONDENCE :

D080456A **12A.** The following correspondence was received:

080457 **13.** An executed copy of the Greater Columbia Behavioral Health, LLC certificate of formation of a limited liability company.

080458 **14.** Commissioners' pending list reviewed.

080459 **15.** At 11:00 a.m. Gary Petrovich provided the 6-months YTD budget performance report/analysis.

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Present: Gary Petrovich, Annie Pillers, Bill Tensfeld, Mark Clinton, Bailey Wiedmer, Robin Jones and Garth Meyer.

2 nd Quarter Revenue	\$5,094,283
2 nd Quarter Expenses	\$3,474,238
2 nd Quarter Cash Position	\$6,998,223
2 nd Quarter Restricted Reserve	\$1,219,029
2 nd Quarter Revenues Less Expenses	\$1,620,045

Mr. Petrovich voiced his concern over the lack of certain revenues, but stated it could be due to when grant funds are received from the federal and state government departments. If the county had a grant accounting software module it would be helpful to track when grant funds are expected. Commissioner Swannack suggested Mr. Petrovich visit with departments about the status of their revenues.

With regards to restricted reserve, the Director pointed out the county still has not achieved reserving 2 full months of wages and benefits in the amount of \$1,490,000.

Mr. Petrovich talked about estimating an ending fund balance as well as a beginning fund balance for budget purposes and Commissioner Largent agreed. The Chairman solicited comments from the audience and none were received.

The commissioners thanked the Director for his work on the 2nd quarter report.

D080459A 22. Approved documents signed.

Present: Alan Thomson, Mark Clinton and Garth Meyer remained.

080460 21. Marie Fowler was not in attendance to discuss a noise problem in Pine City.

11:40 a.m. - Recess.

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

Present: Doug Robinson and Marlynn Markley.

080461 23. The following items were discussed but no action was taken.

- District Court GR 29
- Pullman District Court
- Courthouse Security
- Outdated Website Info.
- Salary Commission
- Commissioners' Staff

4:00 p.m. - Adjournment.

D080461A Commissioner Largent **moved** to adjourn the **July 30, 2018** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 6, 2018**. The foregoing action made this **30th** day of **July 2018**.

ss/ ARTHUR D SWANNACK, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

DEAN KINZER, CHAIRMAN
Board of County Commissioners