

Minutes for August 5, 2013

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074468 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 5, 2013 at 9:00 a.m.** Chairman Michael Largent, Arthur Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell, David Ledbetter, Bill Spence and Sally Ousley.

074469 1. Items discussed included CETC building, Prosecutor's position, Eastern WA Council of Governments, New World, Palouse Empire Fair senior breakfast, Safety Committee, audit update, budget amendment #2, financial review, meeting w/budget writers and Greenhouse gas emissions. No action taken.

9:40 a.m. - Recess.

10:00 a.m. - Reconvene/Pledge of Allegiance.

Present: Bob Reynolds, Kelli Campbell, Bob Lothspeich, Bill Spence and Sally Ousley.

D074469A 2. Flag Salute.

074470 3. Motion by Commissioner Swannack to accept the consent agenda with one addition and one deletion. Motion **seconded** by Commissioner Kinzer and **carried**.

074471 4. General/Veterans/Payroll warrants numbered **305029-305127** for **\$226,873.66** approved.

074472 5. July 29, 2013 minutes approved.

074473-074474 6. Personnel change orders approved.

074475 7. Ms. Campbell said in March 2013 Whitman County updated the administrative policies and procedures used to maintain compensation for non-represented employees. This draft policy makes those same changes for employees represented by Teamsters (Courthouse/Road/Solid Waste). The changes are designed to reduce administrative workload; eliminate pieces of the current system drawing complaints by Teamster members; and create more flexibility in managing the system (which also creates more opportunity for negotiation). It should be stressed these are administrative changes only. They do not change the current salary matrix to match the non-represented employees and Teamsters voiced no objections.

Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Compensating Employees-Represented policy and its procedure as presented.

**RESOLUTION NO. 074475
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Compensating Employees - Represented;**

WHEREAS, this policy has been amended for clarification purposes and,

WHEREAS, this policy reflects updated administrative practices and,

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-0826-HR COMPENSATING EMPLOYEES - REPRESENTED.**

Dated this 5th day of August 2013 and effective as of August 5, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner



COMPENSATING EMPLOYEES - REPRESENTED

Policy: POL-826-HR

Effective Date: August 5, 2013

Res. #: 074475

Cancels: Res. 056869; 073710

Reference: None

Unless otherwise covered by a bargaining unit agreement, this policy applies to all positions related to the Courthouse, Road, and Solid Waste bargaining units.

Definitions:

BOCC – Board of County Commissioners

Classification – a set of positions connected by similar purpose, function, responsibility, authority and qualifications

Current Salary – the total compensation an employee has been receiving for a period of not less than six months

1. **A Compensation Plan Shall be Maintained for all Classifications**

A compensation plan shall be maintained on all classifications for the following purposes:

- Equal pay for equal work as provided by law
- Create an appropriate salary structure for recruitment and retention
- Provide a means of rewarding employees for good performance
- Establish internal equality between classifications
- Review and establish external equitable relationships

The compensation plan shall consist of job classifications and the approved salary range for each classification. It shall include a description of premium pay, opportunity for movement through a salary range, and the effects of personnel movement such as promotion, demotion, transfer, and reassignment.

2. **Salary Ranges are Determined Using External Market Sources and Internal Alignment**

Salary ranges are determined using a comparison of similar classifications found in external market entities. External entities shall be made primarily of five to seven Eastern Washington counties comparable in population, assessed value and General Fund revenue, but may be adjusted to include other entities (public or private) when a sufficient position comparison cannot be made. A sufficient comparison includes similar classification in at least three market entities.

Classifications will not necessarily be tied directly to external market data. Significant emphasis is placed on internal alignment in order to maintain equity between classifications.

Human Resources shall conduct classification surveys and reviews for each classification every three to five years. Classifications may be surveyed all at once, divided by employee group or on an individual basis when necessary.

Surveys are used for various purposes including salary range placement, classification and re-classification, negotiations, and as a consideration in wage adjustments.

3. **A Salary Step Range is Assigned to Each Classification**

Salary step ranges are set in increments of around 9% and are numbered one (1) through thirteen (13). The steps are in increments of around 3% and are lettered A through N.

With a satisfactory performance review, employees will move from step A to B in six months, step B to C in twelve (12) months, and every eighteen (18) months between steps C through N. Employees not receiving a satisfactory performance review will move to the next step the 1st of the month following a satisfactory performance review.

New hire probationary periods are unrelated to step progression, except that an employee must pass his/her probationary period before being eligible for a step increase.

Step dates round to the first of the month if starting in a position before the 16th of the month. Otherwise step dates round to the first of the following month.

4. **Employees Must Pass a Performance Review Before Step Movement**

Employees must receive a satisfactory performance rating of at least “Meets Expectations” before receiving a step increase. Performance reviews related to step increases must be completed prior to the scheduled step date.

Employees not receiving a satisfactory review will be evaluated no later than every six months. Employees may move forward a step after a satisfactory evaluation is achieved, as determined by the elected official/department head.

5. **New Hires Shall be Hired Within the Matrix**

New employees may be hired between steps A and D based on experience and qualifications.

With approval of the Board of County Commissioners, classifications may be designated “Critical” or “Essential.” After meeting specific criteria Critical classifications may be placed one salary range higher than the current placement in accordance with task TSK-826-5-HR. Classifications deemed Essential may be moved to a higher starting wage within the current salary range in accordance with task TSK-826-6-HR. Current positions within the adjusted classification are also moved to meet the new placement.

Critical criteria:

- The classification must affect all Whitman County governmental operations or be a required position under State or Federal law.
- The classification must have had at least two (2) recruitment attempts involving at least two (2) weeks in a minimum of two (2) area newspapers, concurrently, fail to produce any successful candidates.
- All other county resource options must be fully explored with Human Resources (i.e.-cross training, reorganization, etc.).
- The county must have a long-term need for the classification.

Essential criteria:

- The classification must affect countywide services.
- The position must have remained unfilled for at least six months.
- At least five (5) recruitment attempts involving at least two (2) weeks in two (2) area newspapers concurrently must fail to produce any successful candidates.
- All other county resource options must be fully explored with Human Resources (i.e.-cross training, reorganization, etc.)
- The county must have a long-term need for the classification.

6. Employees May be Transferred, Promoted, Demoted or Reassigned

Transfers occur when an employee is moved between positions in the same classification or between classifications contained in the same salary range. In the case of a transfer, the employee shall remain at the same range and step. Service time since the employee’s last step continues to be counted toward a movement to the next step.

A promotion occurs when an employee is moved to a position in a classification with a higher maximum salary rate and involves a change in job responsibilities. Human Resources calculates a minimum increase by using the employee’s current salary plus two (2) steps in the current salary range. Using this minimum increase calculation, HR places the promoted employee either at Step A or in the closest positive step of the promotion grade range. If the new placement is below Step D, the department head/elected official may move the employee to Step D at his/her discretion. The service requirement of the new step then begins in accordance with this policy.

Demotions are a disciplinary move from a position of higher classification and maximum salary rate to one of lower salary range. Reassignments are also movement to a lower classification but are done so voluntarily and unrelated to disciplinary action. Employees are moved to the lower salary range but remain at their current step. The service time since the employee’s last step will continue to be counted toward a movement to the next step in the salary range. If the demotion/reassignment is reversed by the department head/elected official within six months, and the employee returns to the same position previously held, he/she will remain at the same step.

7. Positions May be Re-classified

Positions re-classified in accordance with policy POL-820-HR have changed substantially enough to warrant a different salary range. Employees shall be moved to the higher or lower range, as determined by the re-classification, but remain at their current step.

8. Lead Workers Receive a Six Percent Increase for Duration of Designation

Department heads/elected officials may assign the designation of “lead worker” to employees leading teams or specific projects that are not a normal part of their classification. During the designation period employees receive a six percent (6%) increase in pay for the hours spent working on the project. When employees cease to function as lead workers, their pay will return to base pay.

9. Employees Working Out-of-Class Receive Additional Pay

It is the responsibility of the elected official/department head to assign work to employees which is within the scope and level of classification of the employee's position. Whitman County recognizes that rare circumstances may occur in which an employee must perform work of a higher classification on a temporary basis.

Employees assigned, in writing, to perform work from a higher classification for longer than thirty calendar days shall be compensated on an hour-by-hour basis at the higher classification's hourly wage based on the employees current step placement. The compensation shall be based on the employee's current step and be retroactive to the beginning of the pay period in which the employee began performing such duties. Out-of-class pay is a temporary arrangement. When an employee ceases to perform out-of-class, his/her pay returns to its normal rate.

Out-of-class pay does not apply to situations where employees are expected to fill in on an interim basis for co-workers due to employee breaks, training, troubleshooting, increased work load, short illnesses/injuries, etc.

Out-of-class pay requiring a budget amendment must be reviewed by Human Resources and approved by the Board of County Commissioners.

10. Temporary Employees are Paid Hourly

Temporary employees are employed at the discretion of the department head/elected official. Wages shall be no lower than Washington State minimum wage and paid on an hourly basis as determined by the department. Temporary employees are not part of the compensation system and are not subject to other provisions of this policy, except they may be promoted to regular positions in accordance with county policy and the appropriate collective bargaining agreement.

11. The Whitman County Classification Committee Monitors and Responds to the Compensation System

The Classification Committee monitors the compensation system and makes recommendations to the BOCC as issues arise. It also serves as a source of representation, information and appeal for county employees.

The Committee is run by a quorum vote of 50% + 1 of the membership and is comprised of volunteer employees from all areas of Whitman County employment. Members are selected from the following categories and may be changed by a vote of the committee and BOCC approval:

Elected Official	1 member
Management/Non-Represented	4 members
Management/Professional/Non-Represented	1 member
Non-Management/Non-Represented	1 member
Non-Management/Professional/Non-Represented	1 member
Human Resources	1 member

Bargaining units who participate in the County's classification system may each have one member on the committee.

The Human Resources Director shall be appointed to the committee on an on-going basis. All other members are appointed by the BOCC to staggered 2-year terms. Members may volunteer to sit for an additional 2-year term before stepping down from membership for a minimum of one year.

During the "step down" time, past members may volunteer to serve as one of the two official advisors (non-voting) positions. In the case where more than two past members volunteer for advisor positions, the Committee members make the appointments with preference given to the past Committee office holders.



EVALUATING EMPLOYEE PERFORMANCE: STEP INCREASE

Procedure: PRO-826-1-HR
Cancels: 056869

Effective Date: August 5, 2013
Reference: None

Res. # 074475

Action by:

Action:

- | | |
|----------------------------|--|
| HR | 1. Notifies the department of the upcoming eligibility of an employee to be reviewed for a step increase. |
| Elected Official/Dept. Hd. | 2. Reviews the employee's current job description for accuracy. |
| | 3. Schedules date, time, location for the performance review |
| | 4. Performs the performance evaluations and gives an overall performance rating. |
| | 4a. If the overall performance rating is "meets expectations" or above, grants the employee their next salary step. |
| | 4b. If the overall performance rating is "needs improvement" or "unsatisfactory", denies the employee their next salary step and continues to evaluate the employees performance (at no longer than 6 month intervals) until the overall performance rating is "meets expectations" and the next step increase may be granted. |
| | 5. Completes and submits a board order and performance evaluation to Human Resources for the step increase. |
| | 6. Completes board order form and Presents to BOCC for approval. |
| | 7. Files performance evaluation in personnel file. |
| BOCC | 8. Approves board order and Returns to HR for processing. |



DETERMINING CRITICAL AND ESSENTIAL JOB FAMILIES

Procedures: PRO-826-2-HR
Cancels: 056869

Effective Date: August 5, 2013
Reference: None

Res. #: 074475

Action by:

Action:

- | | |
|--|---|
| Department Head or
Elected Official | 1. Meets with the BOCC and discusses need to adjust job family placement to either retain or recruit employees. |
|--|---|

- BOCC
 - 2. **Determines** the need for a job family evaluation.
 - 2a. If a job family evaluation is not needed, **informs** Department Head or Elected Official their request has been denied.
 - 2b. If a job family evaluation is needed **forwards** a written request to Human Resources for evaluation.
- HR
 - 3. **Evaluates** the job family (TSK-0826-1-HR & TSK-0826-2-HR).
 - 3a. If the job family does not qualify for “critical” or “essential” status, **forwards** an explanation of the decision to the BOCC and department.
 - 3b. If the job family qualifies for a “critical” or “essential” status, **not** Classification Committee Chair.
- Classification Committee Chair
Classification Committee
 - 4. **Schedules** a meeting of the Classification Committee for further evaluation.
 - 5. **Evaluates** the job family (TSK-0826-3-HR & TSK-0826-4-HR).
 - 6. **Presents** job family status recommendation to the BOCC.
- BOCC
 - 7. Decides whether or not to approve the Classification Committee’s recommendation.
 - 7a. If job family status change is denied **notifies** Department Head or Elected Official.
 - 7b. If “critical” or “essential” job family status is approved **notifies** Human Resources and Department Head or Elected Official.
- HR
 - 8. Processes Commissioners’ decision.
 - 8a. If “critical” status is approved, **adjusts** job family, current, and new employee placements (TSK-0826-5-HR).
 - 8b. If “essential” status is approved, **adjusts** job family, current and new employee placements (TSK-0826-6-HR).



TASK: EVALUATING CRITICAL JOB FAMILY STATUS: HR

Task: TSK-826-1-HR
Cancels: #058466-A

Effective Date: August 5, 2013
Reference: None

Res. #: 074475

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a critical evaluation request from the BOCC, **Human Resources:**

1. **Determines** if the job family affects all Whitman County governmental operations or is a required position under State or Federal law.
 - 1a. If the job family does not affect all Whitman County governmental operations, **goes** to TSK-0826-2-HR.
2. **Determines** if critical status guidelines have been satisfied.

Critical Status Guidelines

- Have at least 2 recruitment attempts, as defined above, been made with no successful candidates? (This does not apply if the position is currently filled.)
 - Have County resource options been fully explored with Human Resources? (i.e. – Cross-training, reorganization, etc.)
 - Is this a long-term County need?
- 2a. If the critical status guidelines have not been satisfied, **determines** the job family status is not critical at this time and **forwards** written notification to the BOCC.
 - 2b. If the critical status guidelines have been satisfied, **notifies** the Classification Committee Chair for further evaluation.



TASK: EVALUATING ESSENTIAL JOB FAMILY STATUS: HR

Task: TSK-826-2-HR
Cancels: 056869

Effective Date: August 5, 2013
Reference: None

Res. #: 074475

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving an essential job family evaluation request from the BOCC or is referred here by TSK-0826-1-HR, **Human Resources:**

1. **Determines** if the job family affects countywide services.
If the job family does not affect countywide services, **determines** the job family status is not essential at this time and **forwards** written notification to the BOCC.
2. **Determines** if essential status guidelines have been satisfied.

Essential Status Guidelines

- Has the position remained unfilled at least 6 months?
 - Have at least 5 recruitment attempts, as defined above, been made with no successful candidates?
 - Have County resource options been fully explored with Human Resources? (i.e. – Cross-training, reorganization, etc.)
 - Is this a long-term County need?
- 2a. If the essential status guidelines have not been satisfied, **determines** the job family is not essential at this time and **forwards** written notification to the BOCC.
 - 2b. If the essential status guidelines have been satisfied, **notifies** the Classification Committee Chair for further evaluation.



TASK: EVALUATING CRITICAL JOB STATUS: CLASSIFICATION COMMITTEE

Task: TSK-826-3-HR
Cancels: 058466-A

Effective Date: August 5, 2013
Reference: None

Res. #: 074475

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a critical evaluation review from Human Resources, the **Classification Committee:**

1. **Determines** if the job family affects all Whitman County governmental operations or is a required position under State or Federal law.
 - 1a. If the job family does not affect all Whitman County governmental operations, **goes** to TSK-0826-4-HR.
2. **Determines** if critical status guidelines have been satisfied.

Critical Status Guidelines

- Have at least 2 recruitment attempts, as defined above, been made with no successful candidates? (This guideline does not apply if the position is currently filled.)
 - Have County resource options been fully explored with Human Resources? (i.e. – Cross-training, reorganization, etc.)
 - Is this a long-term County need?
- 2a. If the critical status guidelines have not been satisfied, **determines** the job family status is not critical at this time and **forwards** written notification to the BOCC.
 - 2b. If the critical status guidelines have been satisfied, **notifies** the BOCC of the critical status determination.



TASK: EVALUATING ESSENTIAL JOB FAMILY STATUS: CLASSIFICATION COMMITTEE

Task: TSK-826-4-HR
Cancels: 056869

Effective Date: August 5, 2013
Reference: None

Res. #: 074475

Definitions:

Recruitment Attempt – Advertising at least two weeks in a minimum of two area newspapers concurrently.

After receiving a status evaluation review from Human Resources or is referred here by TSK-0826-3-HR, the **Classification Committee:**

1. **Determines** if the job family affects countywide services.

1a. If the job family does not affect countywide services, **determines** the job family status is not essential at this time and **forwards** written notification to the BOCC.

2. **Determines** if essential status guidelines have been satisfied.

Essential Status Guidelines

- Has the position remained unfilled at least 6 months?
- Have at least 5 recruitment attempts, as defined above, been made with no successful candidates?
- Have County resource options been fully explored with Human Resources? (i.e. – Cross-training, reorganization, etc.)
- Is this a long-term County need?

2a. If the essential status guidelines have not been satisfied, **determines** the job family is not essential at this time and **forwards** written notification to the BOCC.

2b. If the essential status guidelines have been satisfied, **notifies** the BOCC of the essential status determination.



TASK: ADJUSTING SALARY STEPS – CRITICAL EMPLOYEES AND NEW HIRES

Task: TSK-826-5-HR
Cancels: 056869

Effective Date: August 5, 2013
Reference: None

Res. #: 074475

After receiving notification of an approved critical status evaluation from the BOCC, **Human Resources**:

1. **Prepares** and **submits** a board order adjusting all current critical position employees' one salary grade higher and to their current step or step H whichever is highest. The adjustment is made effective the 1st of the month following the critical status determination or when a new employee is hired, whichever comes first. Next step eligibility is in 18 months.
2. **Monitors** new hire placement between steps H and K of the new grade.
 - 2a. If a new hire is paid above step H, **prepares** and **submits** a board order adjusting current employees' salaries concurrent with the new hire's step and hire date. Next step eligibility is recalculated to be in 18 months. If an employee's current step is at or above the new hire's step, no adjustment in step or next step eligibility is made.



TASK: ADJUSTING SALARY STEPS – ESSENTIAL EMPLOYEES AND NEW HIRES

Task: TSK-826-6-HR
Cancels: 056869

Effective Date: August 15, 2013
Reference: None

Res. #: 074475

After receiving notification of an approved essential status evaluation from the BOCC, **Human Resources**:

- 1. **Prepares and submits** a board order adjusting all current essential position employees' salaries to step K of the current salary range. The adjustment is made effective the 1st of the month following the essential status determination or when a new employee is hired, whichever comes first. Next step eligibility is in 18 months.

If an employee's current step is at or above step K, no adjustment to either their step or next step eligibility is made.

- 2. **Monitors** new hire placement between steps K and N of the current grade.
 - 2a. If a new hire is paid above step K, **prepares and submits** a board order adjusting current essential position employees' salaries concurrent with the new hire's step and hire date. Next step eligibility is in 18 months. If an employee's current step is at or above the new hire's step, no adjustment to either their step or next step eligibility is made.

074476 8. Ms. Campbell explained that the Whitman County Incident Team requested a new "Building Lockdown" policy similar to those of other counties. The purpose of the policy is to allow the Commissioners to "lockdown" county buildings in case of emergency.

Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the Building Lockdown policy as presented.

**RESOLUTION NO. 074476
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Building Lockdown;**

WHEREAS, this policy has been created for the purpose of providing safety to Whitman County employees and citizens during an emergency and,

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-2002-HR Building Lockdown.**

Dated this 5th day of August 2013 and effective as of August 5, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner



BUILDING LOCKDOWN

Policy: POL-2002-H
Cancels: None

Effective Date: August 5, 2013
Reference: None

Res. # 074476

Definitions:

Lockdown – the temporary closing of a single or multiple county buildings in response to a potential violent or dangerous situation in or surrounding the facility.

1. Lockdown of County Buildings is Made in Response to Threats Where Physical Barriers May Provide Protection.
Deciding to lockdown county buildings will be made when it is determined there is an eminent threat or potential for serious harm to employees, volunteers or citizens where a physical barrier can help provide protection.

An example of threat includes dangerous person(s) in or near county buildings or a situation where evacuation from the area would be more dangerous than lockdown.

Employees who believe such a threat exists shall notify their supervisor, an Incident Team member, or 911 if immediate danger exists. When notified, the Incident Team shall meet to review the situation, if possible. The Team and supervisor shall notify the Commissioners' Office.

2. **Responsibility for Lockdown Belongs to the Board of Whitman County Commissioners.**
The Board of County Commissioners designate lockdown status. If a reasonably timed vote of the Board is not possible, authority is designated in the following order:

1. Board of County Commissioners
2. Two Commissioners
3. One Commissioner
4. Sheriff
5. Prosecutor
6. Judge(s)

Once the decision to lockdown has been made, a set of steps will be followed. First, law enforcement will be notified. Employees will be notified of the "Lockdown" decision through the Incident Team, elected officials and department heads.

Upon notification to "Lockdown" employees shall enter the nearest office bringing with them any individual in the immediate area. Employees will lock doors, close windows, lower shades, turn out lights and stay off phones unless needed for an emergency. Employees will remain in the room until a message of "All Clear" is received.

Employees should not expect immediate information. Information will be provided as time permits depending on the level of the threat.

Employees should expect law enforcement personnel to sweep through and around the buildings. Stay out of sight and away from windows and doors.

3. **Employees Remain in a Secure Area until Notified "All Clear."**
The "All Clear" notification will follow the same process as described in previous provision number two (2) .
4. **The Incident Team will Email a Report Describing the Incident.**

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After the "All Clear" notice, the Incident Team will meet and create a report outlining the general facts of the incident. The report will be emailed to each department as soon as possible.

074477 9. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the publishing of a notice of hearing for budget amendment #2.

074478 10. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to table any decisions pertaining to the CETC Building to August 19th.

074479 11. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve Interagency agreement #IAA14062 for the Becca Bill Programs and Services (06/30/14).

074480 11A. An invitation to join the Eastern Washington Council of Governments was received. No action taken.

074481 11B. An executed copy of DSHS county program agreement #1363-79607 was received (06/30/15).

074482 11C. An executed copy of the Rural Arterial Program (RAP) Project #3813-01 was received.

074483 12. Commissioners' pending list reviewed.

10:30 a.m. - Recess.

11:00 a.m. - Reconvene/Board Business Continued.

Present: Mark Storey, Dan Gladwill and Bill Spence.

ACTION ITEMS:

D074483A 13. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to amend the agenda to include a Pullman interlocal agreement.

074484 13A. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve an interlocal agreement between Whitman County and the City of Pullman Public Works for road work.

DIVISION UPDATES:

Building Division:

074485 13B. Dan Gladwill reviewed the 2nd quarter Building Department activity report.

Engineering Division:

D074485A 13C. **Construction project updates:**

Nearing completion of overlay project and paving begins this week on the Colfax Airport Road. Both projects will have clean-up work for weeks to come. The

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guardrail project is wrapping up, blasting work will take place in a few days at Union Center and additional rock will be hauled to Landfill this week.

11:10 a.m. - Bill McKee.

Administrative Division:

D074485B 13D. Mark Storey has begun looking into other sources for replacement of Public Works Trust Fund for the Solid Waste project. In the interim he is budgeting \$2 million in borrowed Road Fund money for 2014 in order to continue with the Solid Waste project.

11:15 a.m. - Recess.

11:30 a.m. - Board Business Continued/Monthly Financial Review.

Present: Bill Tensfeld, Bob Lothspeich, Bob Reynolds, Brett Myers, Chris Nelson, Cinnamon Brown, David Ledbetter, Denis Tracy, Gary Petrovich, Kelli Campbell, Mark Storey, Troy Henderson, Bill Spence and Bill McKee.

074486 14. The monthly financial report provided by Mr. Petrovich and Mr. Ledbetter.

2013 Revenues Forecasted	\$12,600,000	= 100.00%
2013 Revenues Thru 06/30/13	\$ 300,000	= 25.91%
2012 Revenues Thru 06/30/12	\$ 312,349	
2013 Current Cash in Treasury	\$ 3,322,945	
2012 Current Cash in Treasury	\$ 3,633,755	
2013 Expenditures Thru 06/30/13	\$ 6,065,373	= 46.00%
2012 Expenditures Thru 06/30/13	\$ 5,788,489	

D074486A 14A. Mr. Ledbetter distributed and reviewed a summary of proposed budget amendment #2.

D074486B 14B. Mr. Petrovich pointed out the county's revenue streams are not increasing. He hoped departments will have the same restraints with no increase proposed over their 2013 budgets due August 12th.

11:45 a.m. - Recess.

1:00 p.m. - Reconvene/State Auditor's Entrance Conference.

Present: Karen Wilson, Bill McKee, Bob Lothspeich, David Ledbetter and Gary Petrovich.

074487 15. The 2012 financial audit entrance conference held. The state will be auditing financial statements and federal grant compliance. The estimated cost of this audit is \$42,000.

D074487A 15A. Approved document signed.

1:30 p.m. - Mike Berney, Greater Columbia Behavioral Health (GCBH).

074488 16. Mr. Berney briefed the commissioners on the GCBH Board meeting held August 1st.

D074488A 16A. Corporate Compliance and Funding Committee Reports.

The fiscal close out of the 2011-2013 Biennium has been successfully completed. "Due to" and "due from" individual counties has occurred as has the replenishment, if any, of contractually required reserves. The committee reviewed a draft PSA for GCBH legal counsel as requested by the Board of Directors and recommended approval. Whitman County voted in favor of the revised PSA for GCBH legal counsel. Motion passed.

D074488B 16B. GCBH Letter from the Center for Medicare and Medicaid Services (CMS):

The State received a letter from CMS regarding their concerns about how services provided through the Regional Support Networks have been procured. The State needs to provide a corrective action plan within 90 days. General discussion was held by the GCBH Board of Directors.

D074488C 16C. Authorization to Sign 3 Contracts:

Contracts included were State/GCBH contract amendment #6 and Crisis Prevention and Stabilization services in Yakima and Whitman Counties. After some discussion a motion was made to authorize the Chair to sign all the contracts. Whitman County voted in favor of authorizing the Chair to sign amendment #6 and abstained from the vote on Crisis Prevention/Stabilization services.

D074488D 16D. Interlocal Agreement Update:

One county still has not signed the agreement.

D074488E 16E. Bylaws Update:

Whitman County was one of the first counties to sign the revised bylaws;

D074488F 16F. Mr. Berney responded to Commissioner Swannack's inquiry about juvenile evaluations.

1:45 p.m. - Recess.

074489 17. Executive session cancelled.

D074489A 18. Approved documents signed.

074490 19. No workshop needed for 08/06/13.

3:00 p.m. - BOCC Workshop.

Present: John Love, Dan Boone, Tom Kammerzell, Joe Poire and Gary Petrovich.

074491 20. Items discussed included Port and County related issues; Long-Term Strategic Planning, ADO position, Inland NW Partners, fiber optics, rail spurs, port property, oversize loads, Boyer Park, Governor's visit, .09 funds/sunsetting, Port's general obligation tax, Whitcom and McCoy elevator. No action taken.

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D074491A 21. Workshop cancelled for August 6th.

3:40 p.m. - Recess.

D074491B THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 12, 2013 at 9:00 a.m.** Chairman Michael Largent, Art Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell, David Ledbetter and Bill McKee.

074492 22. Items discussed included Palouse Empire Fair senior breakfast, OFM greenhouse gas emissions request, restricted cash, Douglas County support letter, Long-Term Strategic Planning, personnel change orders, CETC building, Finance Committee recommendation/New World, 2014 budget, agenda software and HIPAA changes. No action taken.

074493 23. Executive session cancelled.

D074493A 24. Approved documents signed.

074494-074495 24A. General/Veterans/Payroll warrants numbered 305173-305285 for \$2,112,305.91.

074496-074497 24B. Personnel change orders.

D074497A 25. No need for workshop on 08/13/13/.

9:30 a.m. - Recess.

11:00 a.m. - Guardrail Bid Opening.

Present: Mark Storey, Jeff Marshall and one bidder.

074498 26. The following bids were received.

BIDDER	AMOUNT
Frank Gurney, Inc., Spokane Valley, WA	\$205,485.00
Columbia River Contractors, Inc., Clackamas, WA	\$231,611.40

The commissioners will tentatively make an award today at 1:45 p.m. otherwise the award will take place on Monday, August 19th at 11:00 a.m.

11:15 a.m. - Tree Removal Bid Opening.

Present: Mark Storey, Jeff Marshall and one bidder.

074499 27. The following bids were received.

BIDDER	AMOUNT
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Harry Johnson Plumbing & Excavation, Inc., Walla Walla, WA	\$ 89,150.00
A&R Construction, Inc., Lewiston, ID	\$197,200.00

The commissioners will tentatively make an award today at 1:50 p.m. otherwise the award will take place on Monday, August 19th at 11:00 a.m.

11:20 a.m. - Recess.

1:45 p.m. - Reconvene/Board Business Continued.

074500 28. The guardrail bid award was tabled to 08/19/13 at 11 a.m.

074501 29. The tree removal bid award was tabled to 08/19/13 at 11 a.m.

2:00 p.m. - Reconvene/Board Business Continued/Workshop.

Present: Gary Petrovich, David Ledbetter, Janet Schmidt, Chris Nelson and Sally Ousley.

074502 30. Long-Term Strategic Planning, restricted reserve, grant funded positions and classification system discussed. No action taken.

2:50 p.m. - Adjournment.

D074502A Commissioner Kinzer **moved** to adjourn the **August 5, 6, and 12, 2013** 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 19, 2013**. The foregoing action made this **13th** day of **August 2013**.

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

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners