

Minutes for August 6, 2012

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) 397-5240.

073235 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 6, 2012** at **9:00 a.m.** Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Bill Spence Holly Bowen and Joe Smillie.

073236 1. Items discussed included Public Works Trust Fund loan application, 2013 budget, Pullman tax sharing, Jail chiller update, McKinstry Phase 2, Martin Hall and liability insurance. No action taken.

9:40 a.m. - Recess.

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

Present: Karen Johnson, Bill Spence, Holly Bowen and Joe Smillie.

D073236A 2. Motion by Commissioner O'Neill to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

073237 3. Claims/Payroll warrants numbered **264535-264632** for **\$439,777.77** approved.

073238 4. July 30, 2012 minutes approved.

073239 5. Personnel change orders approved.

6. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the following grant application data forms:

073240 Dept. of Commerce CDBG-PS 2012-13 #12-65400-011 for \$98,170

073241 WA Military Dept. Homeland Security 2012-13 #E12-355 for \$48,554

073242 7. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to enter into a contract with Pullman Heating and Electric for purchase and installation of the Information Technology Building server room cooling unit for the amount of \$10,126.73.

BOCC MINUTES-08/06/12

073243 8. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the Chairman to sign the amended Washington state Military Department contract #E12-33 for Whitcom.

073244 9. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize a credit card for a Juvenile Court Services employee.

073245 10. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to increase the credit card limit for (5) Juvenile Court Services employees.

073246 11. Notice of annexation of property to Fire District #3 was received.

073247 12. A copy of a letter sent to the County Treasurer was received regarding arbitrage rebate computations for the 2002 General Obligation bonds.

073248 13. An executed copy of WA Military Department contract #E12-355 for Emergency Management funding received.

073249 14. Commissioners' pending list reviewed.

10:45 a.m. - Recess.

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

Present: Fran Martin.

073250 15. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individual until 2:30 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

2:30 p.m. - Return to Open Session/Recess.

D073250A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 13, 2012** at **11:00 a.m.** Patrick J. O'Neill and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Greg Partch was not available.

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

BOCC MINUTES-08/06/12

Present: Karen Johnson, Norm Willson, Joe Smillie Fran Martin, Robin Cocking, Steve Krigbaum, Lester Erwin, Gary Petrovich, Kelli Campbell and Gary Libey.

073251 Not used.

073252 16. Claims/Payroll warrants numbered 264666-264766 for \$508,170.77 approved.

073253 17. Veterans Relief claim approved.

073254-073257 18. Personnel change orders approved.

073258-073259 19. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to adopt both the Health Care Benefits and State/Federal Health Care Benefits policies.

**RESOLUTION NO. 073258
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy: **Providing Health Care Benefits;**

WHEREAS, this policy has been updated for clarification and consolidation purposes, and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached policy **POL-700-HR Providing Health Care Benefits.**

Dated this 13th day of August 2012 and effective as of September 1, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



PROVIDING HEALTH CARE BENEFITS

Policy: POL-700-HR • Effective Date: 9/1/2012 •
Res. #073258
Cancels: Policy # H-1, H-2 • Reference: Individual
benefit plan documents

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

Definitions:

EAP - Employee Assistance Program

FSA - Flexible Spending Account

Health Care Benefit - Benefits related to an employee's, physical, emotional, psychological or financial wellbeing.

HRA/VEBA - Health Reimbursement Account/Voluntary Employee Benefit Account

1. Whitman County Offers a Comprehensive Benefit Package.

Whitman County offers a comprehensive package of medical, dental, vision, life, FSA, EAP, and disability insurance for eligible employees and their dependents. The coverage offered, premium contributions, carriers, and plan provisions are determined by the applicable Collective Bargaining Agreement or as approved by the Board of County Commissioners.

Whitman County contributes specified maximum dollar contributions toward medical, dental, vision, life and long term disability as determined through collective bargaining and the Board of County Commissioners. The County reserves the right to modify the plan, the carrier and the amount of contribution provided. Any difference between the insurance premium and the County's contribution shall be paid by the employee through payroll deduction.

Other employee benefit programs are provided through or mandated by State or Federal governments such as retirement, worker's compensation and unemployment. Employer contributions, eligibility and termination rules for state and federal benefits are set by the appropriate government agency and do not apply to this policy.

2. Regular Full-Time and Part-Time Employees are Eligible for Benefits.

Regular employees working a minimum of eighty (80) hours per month are eligible for county sponsored benefits. The Employee Assistance Program is available to all employees despite their work status.

Part-time employees working between eighty (80) and 173.33 hours per month shall receive a pro-rated portion of the employer benefit contribution. Pro-rated calculations shall be based on the employee's percentage of full-time status. Employees on job share status share the benefits allocated to the position. Temporary employees are not eligible for benefits except those required by law.

Part-time employees hired prior to January 1, 2007 receive a full employer contribution toward health care benefits.

Eligibility varies by carrier, but if not otherwise specified, shall begin on the first of the month if hired on the first of the month. If the employee is hired after the first of the month, eligibility begins on the first of the month following the date of hire. The same rules apply to current employees who were previously ineligible and become eligible during their employment.

Employees may waive medical insurance by providing proof of other group coverage. Dental, vision and life insurance may not be waived. In waiving medical insurance, employees also waive the employer medical contribution beyond that required to cover dental, vision and life coverage.

3. Eligible Employees may Contribute Toward an HRA/VEBA.

HRA/VEBA is a health reimbursement account that may be established when the employee's health benefit premiums are less than the County's contribution. Eligible employees will be provided with the application forms during orientation. Funds earn interest tax-free and there is no tax on reimbursements. Account balances can be carried over from year to year without penalty. You may be reimbursed funds for qualified medical expenses at any time. Funds in this account continue to earn interest if you leave employment with Whitman County. See the information provided with the VEBA application, County policy and union contracts for additional details.

4. Spouses may Pool the Employer Contribution.

Employees in the non-represented, Courthouse, Road and Solid Waste bargaining units with spouses in one of these same employee groups may pool their employer benefit contribution. One spouse may then cover the second spouse as a dependent under medical insurance. Each spouse must maintain separate dental, vision and life insurance enrollment. Contact Human Resources for further information.

5. Waiting Periods may Apply to Specific Benefits.

Waiting periods may apply to specific benefits as determined by County policy, state and federal law, or the policies of the benefit carrier.

6. Enrollment Forms Are Submitted to Human Resources.

Enrollment forms are distributed and returned to Human Resources for processing. A signed enrollment form must be completed to obtain coverage.

Deadlines for enrollment and mandatory enrollment requirements are governed by collective bargaining, the Board of County Commissioners and the individual carriers. Contact Human Resources for additional information.

7. Enrollment may Occur When Hired, at Annual Open Enrollment, or a Qualifying Event.

Employees and dependents may be enrolled immediately after being hired, at the annual open enrollment period or when a qualifying event occurs. Dependents must be enrolled on the same plan as the employee. If an employee elects not to enroll dependents at the time of hire, she/he will have to wait for the Open Enrollment period unless a "qualifying event" has occurred, as defined by the carrier. Contact Human Resources for specific requirements.

Open enrollment for employees of Whitman County usually occurs during the months of October and/or November. Employees may change insurance plans, add dependents, and in some cases, change primary care physicians. The changes selected during an Open Enrollment period will take effect at the beginning of the new group contract, usually January 1st of the next year.

8. Benefits May be Terminated and COBRA Offered.

Termination of coverage may occur due to lack of premium, becoming ineligible, termination of employment, unpaid leave, or other causes as determined by the carrier. Termination of coverage shall occur on the last day of the month for which the employee became ineligible.

Eligible employees and their families may continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). COBRA enrollees are responsible for paying 100% of the premium and updating Human Resources regarding contact information. Contact Human Resources for further COBRA administration rules.

9. Voluntary Benefit Plans are Available to Employees

A variety of voluntary benefits are available to employees through payroll deduction. These benefits are optional and paid 100% by the employee. Contact Human Resources for a list of current voluntary benefits.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy: **Providing State and Federal Benefits:**

WHEREAS, this policy has been updated for clarification and consolidation purposes, and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached policy **POL-710-HR Providing State and Federal Benefits.**

Dated this 13th day of August 2012 and effective as of September 1, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



PROVIDING STATE AND FEDERAL BENEFITS

Policy: POL-710-HR • Effective Date: 9/1/2012 •
Res. #073259
Cancels: Policy # H-3, H-4,-5 • Reference: None

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

- 1. Whitman County Participates in the Washington State Retirement Systems.**
Eligible Whitman County employees are required to participate in the appropriate Washington State retirement system as long as their compensated hours continue to qualify them for service credit under the appropriate plan.

Participating employees shall pay the required amount toward the contribution costs. The employee's contribution shall be made by means of a payroll deduction. The County will make contributions as required by law. Further information regarding retirement benefits is available through Human Resources.

2. FICA Covers Eligible Employees.

All eligible employees are covered by the Federal Insurance Contributions Act (FICA). Both the County and the employee pay contributions through payroll deduction.

3. Worker's Compensation Covers Eligible Employees and Volunteers.

County employees are insured under the Industrial Insurance Laws of the State of Washington. Benefits are designed to protect employees against medical costs resulting from on-the-job accidents and injuries. The County and employees make contributions through the payroll process as required by law.

All accidents and on-the-job injuries must be reported immediately to a supervisor. The supervisor shall direct the employee to seek medical treatment if necessary and is responsible for reporting the injury to the Human Resources Department through the completion of an accident report form. Employees are responsible for reporting on-the-job injuries to their physician, who in turn files a report with Washington State for Worker's Compensation coverage.

Eligible Industrial Insurance hours are reported for employees through the payroll system. Departments are required to report hours for volunteers through the Auditor's Office.

4. Unemployment Insurance is Available to Eligible Individuals.

Unemployment insurance provides benefits to eligible workers who become unemployed. The cost of unemployment insurance is borne entirely by the County. Additional information about unemployment insurance benefits and regulations should be directed to the Employment Security Division of Washington State.

073260 **20.** Gary Libey explained an assignment of improvements document assigning ownership of property at the Bald Butte tower site from Whitman County (Sheriff) to Fire Protection District #12 for the sum of \$1.00. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to sign approve said assignment.

073261 **21.** The unofficial transmittal for a proposed amendment to the Comprehensive Plan and Zoning ordinance was received as it relates to allowing for front yard administrative variances in the Heavy Commercial,

BOCC MINUTES-08/06/12

Light Industrial, Highway/Waterway Commercial and Heavy Industrial Districts.

073262 22. Notice of liquor licenses due to expire 11/30/12 received from the Washington State Liquor Control Board.

11:15 a.m. - Adjournment.

D073261A Commissioner Largent **moved** to adjourn the **August 6 and 13, 2012** meeting. Motion **seconded** by Commissioner O'Neill and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 20, 2012**. The foregoing action made this **13th** day of **August 2012**.

ss/ PATRICK J. O'NEILL, COMMISSIONER

ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners