

Minutes for August 9th, 2004

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062795 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **August 9, 2004 at 9:00 a.m.** Les Wigen, Chairman, G.R. "Jerry" Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Sharron Cunningham (9:00 a.m.) and Chad Connors (9:30 a.m.).

062796 1. Items discussed included a pipeline seminar, Public Works administrative expenses, Deputy Sheriff's retroactive pay, meeting with Finance and Administrative Services directors, evaluation forms and Juvenile Department staffing level. No action taken.

9:40 a.m. - Recess.

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

Present: Tammy Lewis and Kelli Campbell.

D062796A 2. Motion by Commissioner Finch to approve the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

062797 3. Claims/Payroll warrants numbered **165842, 165910-165951, 165987-166018** and **166035-166121** for **\$1,033,050.20** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	39,927.16
102	Building & Development	228.72
103	Countywide Planning	51.00
110	County Roads	184,788.82
119	Emergency Services	1,028.87
126	Treasurer's M&O	110.00
132	Auditor's Document Preservation	39.35
135	Prosecutor's Stop Grant	10.93
142	Whitcom-911	31,754.04
310	Museum Construction	1,340.05
320	Cap. Project/Outside Sources (Bond)	21.51
400	Solid Waste	491.61
410	Solid Waste Reserve	128.99
501	Equipment Rental & Revolving	161,240.29
690	Clearing & Suspense	246,027.71
ET	Electronic Transfer	365,861.15

062798 4. August 2, 2004 minutes approved.

062799-062802 5. Personnel board orders approved.

062803 6. Ms. Campbell presented a revision to the County Sick Leave Policy changing the sick leave conversion to 4 hours of sick leave for 1 hour of vacation for non-represented employees. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to approve the revised sick leave conversion portion of the sick leave policy for non-represented employees.

RESOLUTION NO. 062803

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

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

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached **POL-0500-HR SICK LEAVE.**

Dated this 9TH day of August 2004 and effective as of July 1, 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

Effective Date: 07/01/04	POLICY	Page 1 of 4
Cancels: 062062		Approved by: BOCC
See Also: POL#0510-HR		Res. #062803

POL - 0500 - HR

SICK LEAVE

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

Definitions

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

Grandparent - a parent of a parent of an employee

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

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

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

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

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

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

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

2. **Sick Leave is Accrued Monthly**

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

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

Temporary employees do not earn sick leave benefits.

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

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

4. A Conversion of Sick Leave to Vacation is Allowed.

Four hours of sick leave in excess of 960 hours may be converted to one hour of vacation. All accrual maximums still apply. Converted vacation days are not compensable upon an employee's departure or retirement. Therefore, each department must develop a system for keeping track of converted vacation hours. (See Procedure PRO-0500-1-HR)

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

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

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

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

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

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

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

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

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

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

1. An illness or injury incapacitating the employee.
2. Exposure to a contagious disease, during which period attendance at work would constitute a health threat to other employees or the public.
3. Doctor or dental appointments.
4. Illness in the immediate family. This includes caring for (a) a child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.
5. Death in the immediate family, as defined, requiring the attendance of the employee, including attendance at funerals. Leave for such shall be limited to three (3) days of sick leave to attend a funeral or illness or up to five (5) days if the funeral or illness is more than 250 miles away in one direction. Additional leave may be granted at the discretion of the Department Head.

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

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

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

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

After one year of employment, an employee whose record indicates a consistent lack of more than five days of accumulated sick leave or a persistent pattern of using one or more sick leave days per month may be considered to have jeopardized said employee's sick leave privilege and such privilege will be

subject to review by the Department Head. Disciplinary action up to and including discharge may be taken.

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

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

An employee who is eligible for Labor and Industry compensation because of time off for an on-the-job injury, shall be paid sick leave in the amount of the difference between the employee's regular pay and the amount paid by the L & I after the first three days off the job. Full amount of sick leave will be paid in the first three days. Should an employee be later paid by L & I for the first three days, that amount shall be credited to Whitman County from the money due the employee from the next payroll and the three days of sick leave will be reinstated. The prorated part of sick leave as determined by the ratio of regular sick leave and L & I compensation shall be charged the employee for time off the job.

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

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

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

062804 7. A letter was received from the City of Palouse requesting a special election in conjunction with the general election for proposed annexation to the Whitman County Library District. A resolution will be prepared for the Board's signature next week.

BOCC MINUTES-08/09/04

062805 8. The Washington State Liquor Control Board (WSLCB) sent notice of a request for a liquor license filed by the Colton Booster Club. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to approve the license request as presented. The completed form was returned to the WSLCB.

062806 9. A letter was received from the Port of Whitman County relinquishing their 2004 award of .08 funds in the amount of \$31,392 since their attempts to negotiate a lease with a prospective tenant were unsuccessful.

D062806A 10. Commissioners' pending list reviewed.

10:20 a.m. - Recess.

10:30 a.m. - Dane Dunford, Public Works Director.

Present: Mark Storey and Tammy Lewis.

Action Items:

062807 1. Mark Storey reported while performing an on-site review of the Looney Bridge with the contractor and structural engineer last Tuesday, they discovered many of the support girders under the bridge were broken clear through. He immediately closed the road and bridge on an emergency basis because the bridge is unsafe to cross. (The road is open on the other end.) The road and bridge was already scheduled for temporary closure later in the month for bridge replacement. Within 1-2 weeks a temporary detour will be in place. No properties are denied access as a result of this closure, but rather somewhat of an inconvenience. Today's resolution makes this action official. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** that the resolution to close the Looney Bridge (off the Penawawa Road pavement side) be signed as presented.

RESOLUTION NO. 062807

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of temporarily closing a portion of a certain road pursuant to R.C.W. 47.48.010.

WHEREAS, it is noted that the Looney Bridge No 8200-00.05 has been damaged by heavy traffic during harvest; and,

WHEREAS, the Looney Bridge has been closed to all traffic until further notice on an emergency basis by the County Engineer, as of August 3, 2004.

IT IS HEREBY RESOLVED that the Getz-A E Seavers Road #8200 be temporarily closed to vehicular traffic from milepost 0.00 to approximately milepost 1.00 for up to three weeks to accommodate the contractors efforts to install a construction detour around the Looney Bridge, thereby re-opening the road.

BOCC MINUTES-08/09/04

ADOPTED this 9th day of August 2004.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Les Wigen, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

G. R. Finch, Commissioner

062808 2. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to publish the notice of closure for Looney Bridge.

062809 3. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** that the interlocal joint purchasing agreement with the City of Bellevue be signed as presented.

Solid Waste Division:

062810 4. Ms. Lepper said \$4,000 was offered for the 2004 Coordinated Prevention competitive grant. The Town of Garfield was the only applicant. Garfield would like to enhance their composting facility and have requested \$1,450 to install signs, VCR camera/monitor and compost thermometer. Ms. Lepper said she would like to offer Garfield these funds. The balance of \$2,550 will be re-allocated in 2005. **Motion** by Commissioner Partch **seconded** by Commissioner Finch and **carried** to the award.

062811 5. Fall clean up has been scheduled for September 20-25 (Monday-Saturday).

D062811A 6. The Coordinator is also participating in the Lentil Festival and Palouse Empire Fair. She will have a display booth at the fairgrounds, working with DOE Air Quality Division on burn barrel education, assisting the Master Gardeners with their composting program and adding additional recycling bins at the fairgrounds.

Engineering Division:

D062811B 7. The Engineer gave a brief update on the Palouse Cove Road, Looney Bridge and Twitmeyer Bridge projects.

10:50 a.m. - Recess.

1:30 p.m. - Board Business Continued/BOCC Workshop.

Present: Fran Martin, Robin Cocking and Sharron Cunningham (1:30 p.m.), Kelli Campbell (2:00 p.m.), and Dane Dunford and Mark Storey (3:00 p.m.).

062812 11. Items discussed included state audit findings, emergency services, long-term care insurance for LEOFF I members and Naylor Farms. No action taken.

3:45 p.m. - Recess.

D062812A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **August 10, 2004** at **2:00 p.m.** Les Wigen, Chairman, G.R. "Jerry" Finch and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Brett Myers, Jodie Hamilton, Ron Rockness and Sharron Cunningham.

D062812B 12. Sheriff Department related items discussed. No action taken.

3:15 p.m. - Adjournment.

D062812C Commissioner Partch **moved** to adjourn the **August 9 and 10, 2004** 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 16, 2004**. The foregoing action made this **10th** day of **August 2004**.

ss/ G.R. FINCH, Commissioner
ss/ GREG PARTCH, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

LES WIGEN, CHAIRMAN
Board of County Commissioners