

## Minutes for August 15, 2011

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**072126 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 15, 2011 at 9:00 a.m.** Chairman Greg Partch and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner O'Neill was unavailable until 1:30 p.m.

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

Present: Gary Petrovich, Bill Spence, Kelli Hadley, Jerry Jones (9:00 a.m.) and Kelli Campbell, Mike and Joy Otis, and Gary and Valerie Hunt (9:15 a.m.).

**072127 1.** Items discussed included accounting policies and procedures, 2010 county audit, 2012 budget, financial statement programming for New World, 2010 importation into New World and 2012 county employee medical insurance. No action taken.

**9:35 a.m. - Recess.**

**10:05 a.m. - Board Business Continued/Pledge of Allegiance.**

Present: Chris Nelson and Kelli Hadley.

**D072127A 2. Motion** by Commissioner Largent to accept the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

**072128 3.** Claims/Payroll warrants numbered 257164, 257170-257182, 257304-257336, 257343 and 257350-257572 for **\$319,006.08** approved.

**072129 4.** August 1, 2011 minutes approved.

**072130-072134 5.** Personnel change orders approved.

**072135 6.** Commissioner Largent **moved** Commissioner Partch **seconded** the motion and it **carried** to approve the updated Workplace Violence Prevention Policy as presented.

**RESOLUTION No. 072135  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** revising POL-0100-40-HR PREVENTING & RESPONDING TO  
WORKPLACE VIOLENCE:

WHEREAS, County policy requires an annual review and update of the Preventing & Responding to Workplace Violence policy and program; and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Whitman County Board of Commissioners that POL-0100-40-HR PREVENTING & RESPONDING TO WORKPLACE VIOLENCE is approved and adopted as attached and is effective August 15, 2011.

Dated at Colfax, WA this 15th day of August 2011.

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

Due to the length of this policy, it will not appear in the Commissioners' minutes in full context but is available in the Human Resources Department.

072136 7. Commissioner Largent moved Commissioner Partch seconded the motion and it carried to adopt the updated Suspended Operations Policy as presented.

RESOLUTION NO. 072136  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of adoption for the Whitman County Policy Staffing During Reduced/Limited Operations;

WHEREAS, this policy has been updated for clarification purposes,

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-1800-HR Staffing During Reduced/Limited Operations.**

Dated this 15th day of August 2011 and effective as of September 1, 2011.

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



**STAFFING DURING REDUCED/LIMITED OPERATIONS**

Policy: POL-1800-HR • Effective Date: 9/1/2011 •  
Res. #072136 •  
Cancels: Res. # 068495 • Reference: None

**This policy applies to all county employees and departments unless otherwise stated in a bargaining unit contract.**

**Definitions:**

**Reduced or Limited Operations** - The regular business of county departments are temporarily stopped or altered.

**Essential Personnel** - County employees needed to maintain specific operations of each department. Essential personnel may change depending on the emergency. Essential personnel are designated and directed by their department head/elected official and the Whitman County Emergency Management Plan.

**1. It is Whitman County's Policy to Maintain County Operations.**

Whitman County maintains operations in accordance with Whitman County Code 2.32. However, the County recognizes that emergency situations do arise where reduced or limited operations of all or part of the County may be necessary.

**2. Operations Shall be Maintained by Essential Personnel.**

Essential personnel shall maintain each department's necessary functions in accordance with the Whitman County Emergency Management Plan. If approved by the department head/elected official, employees may perform work from home. Employees may also be directed to an alternate work site and assigned temporary duties in response to the emergency.

Essential personnel are chosen and directed at the discretion of the department head/elected official and the Whitman County Emergency Management Plan. Again, essential personnel may change depending on the emergency.

**3. Employees will be Notified of Reduced or Limited Operations.**

Reduced or limited operations shall be determined by the Board of County Commissioners in consultation with the Emergency Management Department and other elected officials. Employees may be notified of the reduced or limited operations: by their department head/elected official; by calling the county hotline at 509-397-5622; or by viewing an announcement on the county's website [www.whitmancounty.org](http://www.whitmancounty.org).

If employees are still concerned about attending work after using the resources above, they are strongly encouraged to contact their department head/elected official to discuss issues surrounding their ability to attend work.

**4. Employees Shall Receive Regular Pay or Use Accrued Leave.**

Employees unable to work during reduced or limited operations shall receive straight pay for regularly scheduled hours under the following conditions:

- a) the employee arrived at his/her work location but was sent home prior to the end of his/her shift;
- b) the employee was unable to arrive at his/her work location due to road closures;
- c) the employee was contacted by the County and told to stay home due to suspended operations.

Regular pay shall be paid for all regularly scheduled hours up to fifteen calendar days. After fifteen days employees may begin using accrued leave. An extension of the fifteen day period may be extended with the approval of the Board of County Commissioners.

Employees choosing to stay home from work without meeting one of the conditions above shall have the option of using accrued leave or leave without pay in accordance with county policy. Employees may also arrange to make up lost hours in lieu of using accrued time in accordance with provision five of this policy.

Employees previously scheduled to use accrued leave during the hours of suspended operation shall use their accrued leave as planned.

Temporary employees shall be paid only for hours worked.

All policies and contract language pertaining to employees notifying their supervisor of absences still apply.

**5. Employees Shall Account for Lost Work Hours.**

Employees may account for lost work hours by using the following options:

- a) Accrued annual leave;
- b) Accrued compensatory time;
- c) Floating holiday;
- d) Leave without pay;
- e) Requesting make up time for hours lost as a result of suspended operations.

If an employee chooses to make up missing hours, he/she must select this option within fifteen calendar days after operations resume. Reasonable work must exist and the Department Head/Elected Official must approve the request to work. The time must be made up within ninety calendar days after operations resume. The Department Head/Elected Official shall schedule hours at a time most convenient to the work of the department and, whenever possible, at the most convenient time for the employee.

All hours worked are compensated in compliance with FLSA rules. If the employee is subject to the FLSA, he or she receives time-and-one-half compensation or compensatory time for hours worked over forty hours in one week.

**072137**      **8.** Chris Nelson of Information Services submitted a request to enter into a 3-year contract with Sophos Endpoint Security for anti-virus software in the amount of \$3,195/year with tax. This amount will be almost a wash in replacing the former anti-virus software being used. Commissioner Largent **moved** Commissioner Partch **seconded** the motion and it **carried** to approve the request as presented.

**072138**      **9.** Commissioner Largent **moved** Commissioner Partch **seconded** the motion and it **carried** to approve the contract with Ace Elliott Landscaping for construction of the scenic byway signs as presented.

**072139**      **10.** The County Road Administration Board (CRAB) provided the regular motor vehicle fuel tax and County Arterial Preservation Program allocation factors for 2012.

**11.** The following executed copies received:

**BOCC MINUTES-08/15/11**

**072140** Public Health Officer contract with Dr. Moody (12/31/11).

**072141** DSHS contract #1163-31943 DDD County Services (06/30/12).

**072142** 12. Commissioners' pending list reviewed.

**10:20 a.m. - Recess.**

**10:30 a.m. - Board Business Continued/2011 Budget Amendment #1.**

Present: David Ledbetter, Gary Petrovich, Eunice Coker, Kelli Campbell, Bob Lothspeich, Sonya Miller, Jerry Jones, Kelli Hadley and Evan Ellis.

**072143** 13. Chairman Partch convened the hearing for budget amendment #1 and requested a staff report.

David Ledbetter provided the following report.

Current Expense Departments	BA#1 Submitted	Budget Saving Line Spread	2011 CE Budget	BA#1 Revenue	BA #1 Expenses	2011 Proposed Budget
ADMIN SERVICES	YES	YES	71,111	-	4,612	75,723
ASSESSOR	YES	NO	340,628	1,600	9,319	351,547
AUDITOR	YES	YES	653,813	-	(3,432)	650,381
CLERK	YES	NO	183,603	-	1,522	185,125
COMISSIONERS	YES	YES	1,801,784	112,000	216,354	2,130,138
CORONER	YES	YES	98,666	-	14,080	112,746
DISTRICT COURT	NO	NO	1,026,553	-	-	1,026,553
EMERGENCY MGMT	YES	YES	334,737	(56,033)	(57,713)	220,991
EXTENSION	YES	NO	115,881	-	(162)	115,719
FAC&FAIR	YES	NO	789,418	-	2,041	791,459
PUBLIC HEALTH	YES	YES	1,191,220	8,736	(30,000)	1,169,956
HR	YES	YES	162,214	(1,000)	(2,911)	158,303
IT	NO	NO	236,362	-	-	236,362
JUVENILE	YES	YES	642,354	(34,148)	(38,983)	569,223
PARKS&REC	YES	YES	311,801	-	51	311,852
PA AND CHILD SUPORT	YES	NO	688,640	16,000	(4,527)	700,113
SHERRIFF	YES	NO	3,110,886	30,000	(11,000)	3,129,886
SUPERIOR COURT	YES	YES	163,895	-	3,526	167,421
TREASURER	YES	NO	302,230	260,000	18,250	580,480
WEED	YES	NO	81,136	-	2,691	83,827
		Total	12,306,932	337,155	108,218	12,752,305
				CE REVENUE		TOTAL CE
				EXPENSES	228,937	SAVINGS

**Non Current Expense Revenues**

Fund/Acct Number	Description	Department Responsible	2011 Budget Level	Increase/(Decrease)	Adjusted Budget
101.012.000.363.00.01	INSURANCE PREMIUMS & RECOVERIES	ADMIN SERVICES	-	14,759	14,759
144.260.001.313.16.00	1/10 of 1% SALES TAX	EMERG. MGMT.	444,444	45,026	489,470
111.280.000.367.11.16	DONATIONS-CETC	PUBLIC HEALTH	5,000	4,000	9,000
690.026.001.333.14.228	INDIRECT FED GRANT-CDBG	ADMIN SERVICES	140,000	32,830	172,830
129.170.001.308.00.00	HB 3900 BEGINNING FUND	JUVENILE	36,293	(335)	35,958
129.170.001.334.04.642	STATE GRANT JUV HB3900	JUVENILE	12,305	(824)	11,481
103.400.000.397.00.02	TRANSFERS IN-CE	PUBLIC WORKS	190,296	(6,000)	184,296
104.340.000.311.10.00	PROPERTY TAXES-DEVEL. SERVICES	DEVEL. SERVICES	26,000	9,580	35,580
103.400.000.345.81.00	ZONING AND SUBDIVISION	PUBLIC WORKS	50,000	75,000	125,000
127.140.000.338.21.01	INTERGOV SER REV-MARIJUANA ERADICAT.	SHERRIFF	4,000	(4,000)	-
117.140.000.333.97.012	INDIRECT FED GRANT-BOATING SAFETY	SHERRIFF	17,000	26,817	43,817

**BOCC MINUTES-08/15/11**

104.340.000.397.00.02	TRANSFERS IN-CE	DEVEL. SERVICES	16,363	(51)	16,312
108.010.000.311.10.00	VETERANS RELIEF-PROPERTY TAXES	AUDITOR	1,400	30,620	32,020
300.010.005.397.00.02	TRANSFER-CE	COMMISSIONERS	155,699	15,500	171,199
			<b>TOTAL</b>	<b>227,422</b>	

BOCC MINUTES-08/15/11

Expenses					
Fund/Acct Number	Description	Department Responsible	2011 Budget Level	Increase/(Decrease)	Adjusted Budget
144.260.001.525.60.1600	Salaries-Professional/Para-Professional	EMERG. MGMT.	123,038	946	123,984
144.260.001.525.60.2100	Benefits-Medical	EMERG. MGMT.	12,060	300	12,360
144.260.001.525.60.2200	Benefits-Social Security (FICA)	EMERG. MGMT.	9,412	69	9,481
144.260.001.525.60.2300	Benefits - Retirement (PERS) Contribution	EMERG. MGMT.	6,533	1,142	7,675
144.260.001.525.60.2400	Benefits - State Industrial Insurance	EMERG. MGMT.	1,850	461	2,311
144.260.001.525.60.3121	PRINTED MATERIALS	EMERG. MGMT.	400	(400)	0
144.260.001.525.60.3123	PRINTING & PHOTOCOPY SUPPLIES	EMERG. MGMT.	100	(100)	0
144.260.001.525.60.3167	OFFICE FURNITURE	EMERG. MGMT.	350	(350)	0
144.260.001.525.60.3241	GASOLINE	EMERG. MGMT.	0	2,000	2,000
144.260.001.525.60.3559	SMALL TOOLS/ EQUIP-ELECTRONIC TEST EQ	EMERG. MGMT.	15,000	(556)	14,444
144.260.001.525.60.3569	SMALL TOOLS & EQUIP-SOFTWARE	EMERG. MGMT.	1,000	(400)	600
144.260.001.525.60.4190	PROFESSIONAL SERVICES-CONSULTANTS	EMERG. MGMT.	35,000	(33,000)	2,000
144.260.001.525.60.4830	REPAIRS & MAINTENANCE-COM	EMERG. MGMT.	15,000	22,000	37,000
144.260.001.525.60.4875	REPAIRS & MAINTENANCE -	EMERG. MGMT.	0	4,000	4,000
144.260.001.525.60.4876	REPAIRS & MAINTENANCE - CONTRACTOR	EMERG. MGMT.	0	22,000	22,000
144.260.001.525.60.6260	CAPITAL OUTLAY-BUILDINGS	EMERG. MGMT.	17,000	52,672	69,672
144.260.001.525.60.6262	CAPITAL OUTLAY-STRUCTURES	EMERG. MGMT.	22,672	(22,672)	0
144.260.001.525.60.6429	CAPITAL OUTLAY-RADIO EQUIPMENT	EMERG. MGMT.	230,000	(230,000)	0
144.260.001.525.60.6499	CAPITAL OUTLAY-OTHER EQUIP	EMERG. MGMT.	0	226,914	226,914
690.026.001.586.00.4947	MISC-ECONOMIC DEVLOPMENT PROGRAM	ADMIN SERVICES	140,000	32,830	172,830
129.170.001 527.40.1900	WAGES OTHER	JUVENILE	0	3,888	3,888
129.170.001 527.40.2200	BENEFITS-SOCIAL SECURITY	JUVENILE	165	133	298
129.170.001 527.40.2300	BENEFITS PERS	JUVENILE	0	492	492
129.170.001 508.00.00	HB 3900 ENDING FUND BALANCE	JUVENILE	45,953	(3,192)	42,761
129.70.001 527.40.1901	WAGES PT EMPLOYEE	JUVENILE	2,160	(2,160)	0
129.170.001 527.40.2600	BENEFITS-UNEMPLOYMENT	JUVENILE	20	(20)	0
129.170.001 527.40.3114	FOOD AND SUPPLIES	JUVENILE	300	(300)	0
103.400.000.508.00.00	ESTIMATED FUND BALANCE	PUBLIC WORKS	40,000	(6,000)	34,000
103.400.000.558.10.4190	PROFESSIONAL SERVICES-CONSULTANTS	PUBLIC WORKS	50,000	75,000	125,000
127.140.000.521.23.3506	SMALL TOOLS AND EQUIPMENT	SHERRIFF	20,000	16,000	36,000
117.140.000.521.22.6464	CAPITAL OUTLAY-VEHICLES	SHERRIFF	0	25,000	25,000
117.140.000.521.22.1800	WAGES-OVERTIME	SHERRIFF	29,800	1,817	31,617
104.340.000.568.10.2100	BENEFITS-MEDICAL INSURANCE PREMIUMS	DEVEL. SERVICES	5,628	140	5,768
104.340.000.568.10.2300	BENEFITS-PERS	DEVEL. SERVICES	2,519	418	2,937
104.340.000.568.10.2400	BENEFITS-L&I	DEVEL. SERVICES	254	(35)	219
104.340.000.568.10.3110	OFFICE SUPPLIES	DEVEL. SERVICES	300	(95)	205
104.340.000.568.10.3125	PROGRAM SUPPLIES	DEVEL. SERVICES	4,579	(379)	4,200
104.340.000.568.10.3516	SMALL TOOLS AND EQUIPMENT	DEVEL. SERVICES	100	(50)	50
104.340.000.568.10.4221	TELEPHONE	DEVEL. SERVICES	700	150	850
104.340.000.568.10.4300	TRAVEL	DEVEL. SERVICES	4,000	(100)	3,900
104.340.000.568.10.4980	MISC DUES&MEMBERSHIPS	DEVEL. SERVICES	400	(100)	300
108.010.000.553.60.4948	MISC-PUBLIC ASSISTANCE	AUDITOR	26,860	30,620	57,480
300.010.005.594.19.6302	CAPITAL OUTLAY-IMPROVEMENTS	COMMISSIONERS	155,699	15,500	171,199

<b>TOTAL</b>	<b>234,583</b>
<b>TOTAL OTHER REVENUE -</b>	
<b>TOTAL OTHER EXPENSE=</b>	
	<b>8,339</b>

CURRENT BUDGET	
DEFICIT	(539,012)
CE REVENUES-	
EXPENSES	213,437
OTHER REVENUES-	
EXPENSES	8,339
<b>DEFICIT AFTER</b>	
<b>BA#1</b>	<b>(317,236)</b>
DEFICIT AFTER	
BA#1	(317,236)
COMMISSIONERS	
CONTRIBUTION	330,000
<b>BALANCE</b>	<b>12,764</b>



**BOCC MINUTES-08/15/11**

The Chairman opened the hearing to public comments.

Auditor Coker said with the good work Mr. Petrovich and Mr. Ledbetter have done on the budget, the county now has additional revenue.

Treasurer Lothspeich indicated some of the additional revenue is a result of Wal-Mart and new sales tax from farm equipment sales.

There being no further comments, the hearing was adjourned.

The Chairman read a statement from Commissioner O'Neill voicing his approval of the budget amendment as presented.

Commissioner Largent **moved** Commissioner Partch **seconded** the motion and it **carried** to adopt budget amendment #1 as presented.

**RESOLUTION NO. 072144**  
**OF**  
**THE BOARD OF WHITMAN COUNTY COMMISSIONERS**  
**FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, August 15, 2011; and,

WHEREAS, any and all taxpayers appearing at the hearing held August 15, 2011, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds through the end of the fiscal year 2011.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2011 be amended by the amounts indicated as attached; and,

BE IT FURTHER RESOLVED that the appropriate entries to the accounting records be made to reflect the aforementioned budget amendment.

PASSED, APPROVED AND ADOPTED this 15th day of August, 2011.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC  
Clerk of the Board

Michael Largent, Commissioner

2011 WHITMAN COUNTY BUDGET AMENDMENT #1			2011	BUDGET	2011 #1		
Fund	Acct	Acct Description	ADOPTED	AMENDMENT	Amendment	Increase/	% of
			BUDGET	# 1	Balance	Decrease	Change
001.000.000	308.00.00	BEG FUND BAL	539,012		539,012	-	0.00%
					-	-	-
SUBTOTAL NEW REVENUE			11,767,920	337,155	12,105,075	337,155.00	2.87%
CURRENT EXPENSE REVENUE			11,767,920	337,155	12,105,075	337,155.00	2.87%
					-	-	-
COMMISSIONERS			1,801,784	216,354	2,018,138	216,354.00	12.01%
ADMINISTRATIVE SERVICES			71,111.00	4,612	75,723	4,612.00	6.49%
HUMAN RESOURCES			162,214	-2,911	159,303	(2,911.00)	-1.79%
SUPERIOR COURT			163,895	3,526	167,421	3,526.00	2.15%
DISTRICT COURT			1,026,553	0	1,026,553	-	0.00%
CLERK			183,603	1,522	185,125	1,522.00	0.83%
TREASURER			302,230	18,250	320,480	18,250.00	6.04%
AUDITOR			653,813	-3,432	650,381	(3,432.00)	-0.52%
ASSESSOR			340,628	9,319	349,947	9,319.00	2.74%
PROSECUTING ATTORNEY			555,865	-4,527	551,338	(4,527.00)	-0.81%
CHILD SUPPORT ENFORCEMENT			132,775	0	132,775	-	0.00%
FACILITIES MANAGEMENT			538,962	-14,085	524,877	(14,085.00)	-2.61%
SHERIFF			3,110,886	-11,000	3,099,886	(11,000.00)	-0.35%
JUVENILE SERVICES			642,354	-38,983	603,371	(38,983.00)	-6.07%
WEED			81,136	2,691	83,827	2,691.00	3.32%
CORONER			98,666	14,080	112,746	14,080.00	14.27%
COUNTY EXTENSION			115,881	-162	115,719	(162.00)	-0.14%
EMERGENCY MANAGEMENT			334,737	-57,713	277,024	(57,713.00)	-17.24%
PUBLIC HEALTH			1,191,220	-30,000	1,161,220	(30,000.00)	-2.52%
FAIR/FAIRGROUNDS			250,456	16,126	266,582	16,126.00	6.44%
PARKS & RECREATION			311,801	51	311,852	51.00	0.02%
INFORMATION TECHNOLOGY			236,362	0	236,362	-	0.00%
<b>CURRENT EXPENSE EXPENDITURES</b>			<b>12,306,932</b>	<b>123,718</b>	<b>12,430,650</b>	<b>123,718.00</b>	<b>1.01%</b>
					-	-	-
SELF INSURANCE REVENUE			50,000	14,759	64,759	14,759.00	29.52%
SELF INSURANCE EXPENDITURES			50,000	0	50,000	-	0.00%
					-	-	-
BUILDING & DEVELOPMENT REVENUE			270,050	0	270,050	-	0.00%
BUILDING & DEVELOPMENT EXPENDITURES			270,050	0	270,050	-	0.00%
					-	-	-
COUNTYWIDE PLANNING REVENUE			289,271	69,000	358,271	69,000.00	23.85%
COUNTYWIDE PLANNING EXPENDITURES			289,271	69,000	358,271	69,000.00	23.85%
					-	-	-
DEVELOPMENTAL SERVICES REVENUE			679,153	9,529	688,682	9,529.00	1.40%
DEVELOPMENTAL SERVICES EXPENDITURES			679,153	-51	679,102	(51.00)	-0.01%
					-	-	-
EXTENSION PUBLICATIONS REVENUE			630	0	630	-	0.00%
EXTENSION PUBLICATIONS EXPENDITURES			630	0	630	-	0.00%
					-	-	-
VETERANS RELIEF REVENUE			26,860	30,620	57,480	30,620.00	114.00%

BOCC MINUTES-08/15/11

VETERANS RELIEF EXPENDITURES	26,860	30,620	57,480	30,620.00	114.00%
			-	-	-
HOMELESS HOUSING PLAN REVENUE	145,000	0	145,000	-	0.00%
HOMELESS HOUSING PLAN EXPENDITURES	145,000	0	145,000	-	0.00%
			-	-	-
COUNTY ROAD REVENUE	16,152,000	0	16,152,000	-	0.00%
COUNTY ROAD EXPENDITURES	16,152,000	0	16,152,000	-	0.00%
			-	-	-
COMMUNITY EDUCATION & TRAINING CENTER REVENUE	14,800	4,000	18,800	4,000.00	27.03%
COMMUNITY EDUCATION & TRAINING CENTER EXPENDITURES	14,800	0	14,800	-	0.00%
			-	-	-
PUBLIC FACILITIES IMPROVEMENT REVENUE	955,182	0	955,182	-	0.00%
PUBLIC FACILITIES IMPROVEMENT EXPENSES	955,182	0	955,182	-	0.00%
			-	-	-
COUNTY BULK PURCHASING-SOFTWARE REVENUE	-	0	-	-	-
COUNTY BULK PURCHASING-SOFTWARE EXPENDITURES	-	0	-	-	-
			-	-	-
HOTEL/MOTEL TAX REVENUE	22,933	0	22,933	-	0.00%
HOTEL/MOTEL TAX EXPENDITURES	22,933	0	22,933	-	0.00%
			-	-	-
DOMESTIC VIOLENCE SERVICES REVENUE	1,400	0	1,400	-	0.00%
DOMESTIC VIOLENCE SERVICES EXPENDITURES	1,400	0	1,400	-	0.00%
			-	-	-
BOATING SAFETY REVENUE	60,500	26,817	87,317	26,817.00	44.33%
BOATING SAFETY EXPENDITURES	60,500	26,817	87,317	26,817.00	44.33%
			-	-	-
INMATE WELFARE REVENUE	16,100	0	16,100	-	0.00%
INMATE WELFARE EXPENDITURES	16,100	0	16,100	-	0.00%
			-	-	-
HISTORICAL PRESERVATION/PROGRAMS REVENUE	25,500	0	25,500	-	0.00%
HISTORICAL PRESERVATION/PROGRAMS EXPENDITURES	25,500	0	25,500	-	0.00%
			-	-	-
COUNTY BULK PURCHASING PAPER REVENUE	-	0	-	-	-
COUNTY BULK PURCHASING PAPER EXPENDITURES	-	0	-	-	-
			-	-	-
SHERIFF'S K-9 UNIT REVENUE	8,500	0	8,500	-	0.00%
SHERIFF'S K-9 UNIT EXPENDITURES	8,500	0	8,500	-	0.00%
			-	-	-
PATHS & TRAILS REVENUE	93,000	0	93,000	-	0.00%
PATHS & TRAILS EXPENDITURES	93,000	0	93,000	-	0.00%
			-	-	-
CHIPMAN PATH REVENUE	189,165	0	189,165	-	0.00%
CHIPMAN PATH EXPENDITURES	189,165	0	189,165	-	0.00%
			-	-	-
BCPT-SPECIAL DONATIONS REVENUE	5,000	0	5,000	-	0.00%
BCPT-SPECIAL DONATIONS EXPENDITURES	5,000	0	5,000	-	0.00%
			-	-	-
REET TECHNOLOGY FUND REVENUE	108,538	0	108,538	-	0.00%
REET TECHNOLOGY FUND EXPENDITURES	108,538	0	108,538	-	0.00%
			-	-	-
DONATIONS & PLANNED GIVING-FAIR	1,878	0	1,878	-	0.00%
DONATIONS/PLANNED GIVING EXPENDITURES-FAIR	1,878	0	1,878	-	0.00%
			-	-	-
DONATIONS & PLANNED GIVING-PARKS	80,500	0	80,500	-	0.00%
DONATIONS & PLANNED GIVING EXPENDITURES-PARKS	80,500	0	80,500	-	0.00%
			-	-	-
TREASURERS M & O REVENUE	28,650	0	28,650	-	0.00%
TREASURERS M & O EXPENDITURES	28,650	0	28,650	-	0.00%
			-	-	-
DRUG ENFORCE/QUAD CITY REVENUE	313,500	-4,000	309,500	(4,000.00)	-1.28%
DRUG ENFORCE/QUAD CITY EXPENDITURES	313,500	16,000	329,500	16,000.00	5.10%
			-	-	-
CRIME VICTIMS/WITNESSES REVENUE	50,000	0	50,000	-	0.00%
CRIME VICTIMS/WITNESSES EXPENDITURES	50,000	0	50,000	-	0.00%
			-	-	-
HOUSE BILL 3900 FUNDS-CTED VICTIMS/ WITNESS REVENUE	36,726	0	36,726	-	0.00%

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HOUSE BILL 3900-CTED VICTIMS/WITNESS EXPENDITURES	36,726	0	36,726	-	0.00%
				-	-
JUVENILE- HB3900 REVENUE	48,598	-1,159	47,439	(1,159.00)	-2.38%
JUVENILE- HB3900 EXPENDITURES	48,598	-1,159	47,439	(1,159.00)	-2.38%
				-	-
JUVENILE- SPECIAL REVENUE (CASA) REVENUE	3,655	0	3,655	-	0.00%
JUVENILE- SPECIAL REVENUE (CASA) EXPENDITURES	3,655	0	3,655	-	0.00%
				-	-
INTER-LOCAL DRUG REVENUE	26,000	0	26,000	-	0.00%
INTER-LOCAL DRUG EXPENDITURES	26,000	0	26,000	-	0.00%
				-	-
AUDITORS DOCUMENT PRESERVATION REVENUE	207,000	0	207,000	-	0.00%
AUDITORS DOCUMENT PRESERVATION EXPENDITURES	207,000	0	207,000	-	0.00%
				-	-
COMMISSIONERS SPECIAL REVENUE	43,575	0	43,575	-	0.00%
COMMISSIONERS SPECIAL REVENUE EXPENDITURES	43,575	0	43,575	-	0.00%
				-	-
COMMISSIONERS JUVENILE JUSTICE REVENUE	63,000	0	63,000	-	0.00%
COMMISSIONERS SPEC REV - JUVENILE JUSTICE EXPENDITURES	63,000	0	63,000	-	0.00%
				-	-
COMMISSIONERS RESERVE REVENUE	385,000	0	385,000	-	0.00%
COMMISSIONERS RESERVE EXPENDITURES	385,000	0	385,000	-	0.00%
				-	-
ELECTIONS RESERVE REVENUE	33,000	0	33,000	-	0.00%
ELECTIONS RESERVE EXPENDITURES	33,000	0	33,000	-	0.00%
				-	-
SPECIAL ELECTIONS PROJECT REVENUE	360,000	0	360,000	-	0.00%
SPECIAL ELECTIONS PROJECT EXPENDITURES	360,000	0	360,000	-	0.00%
				-	-
PROSECUTORS STOP GRANT REVENUE	32,486	0	32,486	-	0.00%
PROSECUTORS STOP GRANT EXPENDITURES	32,486	0	32,486	-	0.00%
				-	-
ELECTRIC MONITORING REVENUE	11,000	0	11,000	-	0.00%
ELECTRIC MONITORING EXPENDITURES	11,000	0	11,000	-	0.00%
				-	-
PUBLIC DEFENSE IMPROVEMENT REVENUE	40,000	0	40,000	-	0.00%
PUBLIC DEFENSE IMPROVEMENT EXPENDITURES	40,000	0	40,000	-	0.00%
				-	-
WEB SITE DEVELOPMENT REVENUE	2,400	0	2,400	-	0.00%
WEB SITE DEVELOPMENT EXPENDITURES	2,400	0	2,400	-	0.00%
				-	-
FEDERAL EQUITABLE SHARING REVENUE	281,600	0	281,600	-	0.00%
FEDERAL EQUITABLE SHARING EXPENDITURES	281,600	0	281,600	-	0.00%
				-	-
WASHINGTON HOUSING SHB 2060 REVENUE	64,000	0	64,000	-	0.00%
WASHINGTON HOUSING SHB 2060 EXPENDITURES	64,000	0	64,000	-	0.00%
				-	-
TRIAL COURT IMPROVEMENTS REVENUE	57,161	0	57,161	-	0.00%
TRIAL COURT IMPROVEMENTS EXPENDITURES	57,161	0	57,161	-	0.00%
				-	-
EMERGENCY COMMUNICATIONS SYSTEMS REVENUE	745,000	45,026	790,026	45,026.00	6.04%
EMERGENCY COMMUNICATIONS EXPENDITURES	745,000	45,026	790,026	45,026.00	6.04%
				-	-
MARTIN HALL DEBT-REVENUE	44,257	0	44,257	-	0.00%
MARTIN HALL DEBT-EXPENDITURES	44,257	0	44,257	-	0.00%
				-	-
LIMITED TAX GO BOND 2002 REVENUE	165,690	0	165,690	-	0.00%
LIMITED TAX GO BOND 2002 EXPENDITURES	165,690	0	165,690	-	0.00%
				-	-
CAPITAL PROJECTS GENERAL REVENUE	44,257	0	44,257	-	0.00%
CAPITAL PROJECTS GENERAL EXPENDITURES	44,257	0	44,257	-	0.00%
				-	-
CP-ASSET ACQUISITION REVENUE	-	0	-	-	-
CP-ASSET ACQUISITION EXPENDITURES	-	0	-	-	-
				-	-
CP-COMPUTER SYSTEMS REVENUES	-	0	-	-	-

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CP-COMPUTER SYSTEMS EXPENDITURES	-	0	-	-	-
CAPITAL IMPROVEMENT PROJECTS-CIP REVENUE	163,699	15,500	179,199	15,500.00	9.47%
CP-CAPITAL IMPROVEMENT PROJECT EXPENDITURES	163,699	15,500	179,199	15,500.00	9.47%
CAP PROJ-DOCUMENT MANAGEMENT REVENUE	35,600	0	35,600	-	0.00%
CAP PROJ-DOCUMENT MANAGEMENT EXPENDITURES	35,600	0	35,600	-	0.00%
CP-MUSEUM CONSTRUCTION REVENUE	20,816	0	20,816	-	0.00%
CP-MUSEUM CONSTRUCTION EXPENDITURES	20,816	0	20,816	-	0.00%
CP-GO BOND 2002 REVENUE	569,000	0	569,000	-	0.00%
CP-GO BOND 2002 EXPENDITURES	569,000	0	569,000	-	0.00%
SOLID WASTE REVENUE	6,915,611	0	6,915,611	-	0.00%
SOLID WASTE EXPENDITURES	6,915,611	0	6,915,611	-	0.00%
SOLID WASTE RESERVE REVENUE	1,301,950	0	1,301,950	-	0.00%
SOLID WASTE RESERVE EXPENDITURES	1,301,950	0	1,301,950	-	0.00%
EQUIPMENT RENTAL & REVOLVING REVENUE	6,701,350	0	6,701,350	-	0.00%
EQUIPMENT RENTAL & REVOLVING EXPENDITURES	6,701,350	0	6,701,350	-	0.00%
PHOTOCOPIER REVOLVING REVENUE	-	0	-	-	-
PHOTOCOPIER REVOLVING EXPENSES	-	0	-	-	-
UNEMPLOYMENT INSURANCE REVOLVING REVENUE	370,000	0	370,000	-	0.00%
UNEMPLOYMENT INSURANCE REVOLVING EXPENDITURES	370,000	0	370,000	-	0.00%
COMMUNICATIONS REVOLVING REVENUE	-	0	-	-	-
COMMUNICATIONS REVOLVING EXPENDITURES	-	0	-	-	-
INFORMATION TECHNOLOGY OPERATIONS REVENUE	683,385	0	683,385	-	0.00%
INFORMATION TECHNOLOGY OPERATIONS EXPENSES	683,385	0	683,385	-	0.00%
WHITCOM GENERAL OPERATIONS REVENUE	1,998,959	0	1,998,959	-	0.00%
WHITCOM GENERAL OPERATIONS EXPENDITURES	1,998,959	0	1,998,959	-	0.00%
WHITCOM 911 TAX/GRANT FUND REVENUE	1,395,593	0	1,395,593	-	0.00%
WHITCOM 911 TAX/GRANT FUND EXPENDITURES	1,395,593	0	1,395,593	-	0.00%
WHITCOM CAPITAL PROJECTS REVENUE	45,000	0	45,000	-	0.00%
WHITCOM CAPITAL PROJECTS EXPENDITURES	45,000	0	45,000	-	0.00%
COMMUNITY ACTION AGENCY SERVICES REVENUE	140,000	32,830	172,830	32,830.00	23.45%
COMMUNITY ACTION AGENCY SERVICES EXPENDITURES	140,000	32,830	172,830	32,830.00	23.45%
ERNIE DIPPEL MEMORIAL FUND REVENUE	4,483	0	4,483	-	0.00%
ERNIE DIPPEL MEMORIAL FUND EXPENDITURES	4,483	0	4,483	-	0.00%
ZAIDEE PARVIN MEMORIAL FUND REVENUE	9,039	0	9,039	-	0.00%
ZAIDEE PARVIN MEMORIAL FUND EXPENDITURES	9,039	0	9,039	-	0.00%
PALOUSE EMPIRE FAIR BUILDING REVENUE	1,609	0	1,609	-	0.00%
PALOUSE EMPIRE FAIR BUILDING EXPENDITURES	1,609	0	1,609	-	0.00%
CURRENT EXPENSE REVENUE	12,306,932		12,306,932	-	0.00%
OTHER REVENUE	42,881,531	242,922	43,124,453	242,922.00	0.57%
<b>TOTAL REVENUE</b>	<b>55,188,463</b>	<b>242,922</b>	<b>55,431,385</b>	<b>242,922.00</b>	<b>0.44%</b>
CURRENT EXPENSE EXPENDITURES	12,306,932		12,306,932	-	0.00%
OTHER EXPENDITURES	42,638,609	234,583	42,873,192	234,583.00	0.55%
<b>TOTAL EXPENDITURES</b>	<b>54,945,541</b>	<b>234,583</b>	<b>55,180,124</b>	<b>234,583.00</b>	<b>0.43%</b>

10:40 a.m. - Recess.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Alan Thomson and Iris Mayes.

ACTION ITEMS

**Engineering Division:**

072145 13. Commissioner Largent **moved** Commissioner Partch **seconded** the motion and it **carried** that the resolution to establish a sole source supply agreement with Coral Sales Company to purchase Nu-Metrics traffic county equipment and software be signed as presented.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON**

In the Matter of Establishing a Sole )  
Source Purchasing Contract for ) RESOLUTION No. 072145  
Traffic Count Equipment and Software )  
Whitman County, Washington ) **Establishing Sole Source Purchasing**

BEFORE THE BOARD OF COUNTY COMMISSIONERS of Whitman County, Washington in the matter of engineering measurement equipment (traffic counters) for the Public Works Department;

WHEREAS, it is recognized that the Public Works Department needs to purchase equipment for the purpose of conducting state mandated traffic counts on the County road system, and

WHEREAS, the Public Works Department wishes to purchase new equipment that is compatible with existing equipment and information needs, and

WHEREAS, Public Works management personnel have reviewed the performance and application information relative to similar engineering testing equipment intended to satisfy the department needs, and

WHEREAS, Public Works management personnel wish to minimize training requirements for technical personnel by purchasing new equipment of the same brand and type as existing equipment, and

WHEREAS, Public Works management and financial personnel have determined that the better interests of Whitman County would be served through the purchase and use of the Nu-Metrics (Vaisala) traffic counters sold through their Washington Distributer, Coral Sales Company, and

WHEREAS, Nu-Metrics (Vaisala), having supplied similar testing equipment to Whitman County in the past, is in a position to supply new equipment that will satisfy this need for Whitman County,

IT IS HEREBY RESOLVED that the Whitman County Board of County Commissioners authorizes the Public Works Department to enter into a sole-source supply

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agreement with Coral Sales Company, to purchase Nu-Metrics (Vaisala) traffic counters for use by the department.

ADOPTED this 15th day of August, 2011.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

---

Greg Partch, Chairman

---

Patrick J. O'Neill, Commiss.

ATTEST:

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Maribeth Becker, CMC  
Clerk of the Board

---

Michael Largent, Commissioner

**D072145A 14.** Commissioner Largent **moved** Commissioner Partch **seconded** the motion and it **carried** that the contract between Whitman County and Harry Johnson Plumbing and Excavation, Inc. for the Neel Bridge project be signed as presented when received.

**D072145B 15.** Commissioner Largent **moved** Commissioner Partch **seconded** the motion and it **carried** that the interlocal agreement between Whitman County and the Town of Oakesdale for design and construction of the Steptoe Street Bridge be signed as presented when received.

**Maintenance Division:**

**D072145C 16.** Mr. Storey indicated all Transportation Improvement Board (TIB) seal coating projects have been completed for 2011. The St. John project has been postponed until 2012.

**Planning Division:**

**072146 17.** Discussion ensued regarding the Volunteer Stewardship Program (VSP) and Statewide Advisory Committee. Commissioner Largent was unsure of the risks involved.

Alan Thompson said the critical areas ordinance and farmers are exempt creating two conflicting regulations in Washington. The legislation passed 05/16/11 mandates counties have 6 months from that date to put a regulation in place. That is not possible for Whitman County by November. A lot would need to be done in a short period of time with many state agencies involved. The Planner's conference is next month and Mr. Thompson said this is a topic of discussion. He hoped to obtain more information at that time about opting in/out of the VSP.

**11:50 a.m. - Recess.**

**11:30 a.m. - Monthly Financial Review.**

Present: Bob Lothspeich, Brett Myers, Eunice Coker, Fran Martin, Gary Petrovich, Greg Partch, Kelli Campbell, Kim Kopf, Mark Storey, Michael Largent, Robin Cocking, Sonya Goldsby and Tim Myers.

Excused: Commissioner O'Neill.

**072147 17.** The July 2011 month ending financial report provided by Mr. Petrovich.

Current Expense	\$12,627,670
Budget Reductions	320,828
Net Current Expense	12,306,932

Budget Amendment #1	\$12,624,710
Budget Reductions	194,060
Net 2011 Budget	12,430,650

**12:00 p.m. - Recess.**

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

Present Tim Myers, (1:30 p.m.) and Mike Shelton, Kelli Campbell, Kris Thompson, Susan Nelson, Michele Beckmann, Jerry Jones, Mike and Joy Otis and Gary and Valerie Hunt (2:00 p.m.).

Commissioner O'Neill joined the meeting.

**072148 18.** Items discussed included distribution of Mental Health, Chemical Dependency and Development Services funds, byway signs contract, Boyd elevator, Developmental Services rate schedule, Palouse Empire Fair and the 2012 WCIF county employee medical insurance presentation.

**3:00 p.m. - Recess.**

**3:30 p.m. - Board Business/Executive Session.**

Present: Gary and Valerie Hunt and Kelli Campbell.

**072148A 19.** Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 4:30 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

**4:30 p.m. - Return to Open Session/Recess.**



**BOCC MINUTES-08/15/11**

**D072148B THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, August 16, 2011 at 2:00 p.m.** Chairman Greg Partch, Patrick J. O'Neill, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Largent was unavailable.

**2:00 p.m. - Meeting Reconvened/Board of Health.**

Present: Fran Martin, Michael Baker, Killian Condon, Phil Hagihara and Melissa Elkins.

**D072148C 1.** Melissa Elkins provided the Health Officer report on behalf of Dr. Moody. No communicable diseases to report; anticipate STD's since the students are back; STD information has been provided to WSU.

**D072148D 2.** The department is in receipt of the seasonal influenza vaccines and will begin administering the vaccine 09/12/11. A drive-thru clinic is also scheduled for one day in Pullman and one day in Colfax. In response to Commissioner Partch, vaccines are not offered to inmates.

**D072148E 3.** Ms. Elkins is working with Michael Baker and the mobile clinic in the event a health need arises. They will be conducting a mock drill using the mobile clinic.

**D072148F 4.** Ms. Martin indicated she is working with a local physician who may be interested in pursuing the position of county health officer.

**D072148G 5.** Killian Condon reported septic inspections are picking up and he is cross-training Phil Hagihara to perform inspections as well as GPS referencing. Likewise, Mr. Hagihara is cross-training Mr. Condon on food inspections.

**D072148H 6.** Mr. Condon said one of the four on-going solid waste issues has been resolved. The department continues to work with the property owners in resolving the remaining three solid waste issues.

**D072148I 7.** Mr. Condon is focusing on the Continuity of Operations Plan for the Public Health Department. He hoped to have an exercise in the next few months.

**D072148J 8.** Mr. Hagihara reported he has been busy with food inspections for community events and seasonal pool inspections.

**D072148K 9.** Mr. Hagihara contacted Dr. Moody regarding bat/dog bites and Dr. Moody recommended the patients receive the rabies vaccine.

**D072148L 10.** The state, county and WSU are working together on WSU's water system. No major deficiencies were noted. Mr. Hagihara will also be inspecting WSU's composting site within the next few weeks.

**11.** Fran Martin presented the 2011-2012 school health nurse contracts. The Director pointed out the department is unable to contract with the Colfax School District this year based on the proposed contract terms. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to approve the 2011-2012 school health services contracts as presented.

- 072149** Colton School District #306
- 072150** Endicott School District #308
- 072151** Garfield School District #302
- 072152** Lacrosse School District #126
- 072153** Palouse School District #301
- 072154** St. John School District #322
- 072155** Steptoe School District #304

**072156 12.** Ms. Martin explained annually the Board of Health reviews the fee schedules. The cost for providing services has increased warranting the need to adjust the fees for service. As proposed, the average overall Public Health fee increase is 7%. Fees not recouped must be offset by Current Expense. In reviewing other counties Environmental Health fees Mr. Condon said Whitman County has the lowest fees in the area. Ms. Martin recommended adoption of the intake fee schedule as of 09/01/11 and the Environmental Health fees as of 01/01/12.

Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to adopt the intake fee schedule effective 09/01/11 and the Environmental Health fees effective 01/01/12.

**RESOLUTION No. 072156**  
**BOARD OF WHITMAN COUNTY COMMISSIONERS FOR WHITMAN COUNTY, STATE OF WASHINGTON**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to have a schedule of fees for operating programs of the Whitman County Health Department;

WHEREAS, the Whitman County would like to adopt the following:  
Fee Schedules: Public Health (Intake Forms) effective September 1, 2011 and, Environmental Health Fees effective January 1, 2012;

WHEREAS, these essential fees will enable the Whitman County Health Department to operate and provide vital services;

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NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Health Department Fees Schedule (Intake Form) effective September 1, 2011 and the Environmental Health Fees effective January 1, 2012 be adopted.

Done this 16<sup>th</sup> day of August, 2011.

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

**INTAKE FORM EFFECTIVE 09/01/11**

Whitman Co. Public Health Dept. 310 N Main St. STE 108 Colfax, WA 99111 & 1205 SE Pro Mall Blvd STE 203 Pullman, WA 99163 ID # 91-6001384

**INTAKE FORM (Please Print)**

**Today's Date** \_\_\_\_\_ **Location (Circle):** Colfax Pullman Other \_\_\_\_\_

**Client Name** \_\_\_\_\_  
(Last) (First) (Middle)

**Client Address** \_\_\_\_\_  
(Street/P.O Box) (City) (State) (Zip Code)

**Birth Date** \_\_\_\_\_ **Age** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Sex (Circle):** Male Female Transgendered **Immigration (Circle):** Yes No **Marital Status (Circle):** Single/Never Married Married Widowed Partnered Separated/Divorced

**Family Monthly Income** \_\_\_\_\_ **# Household Members** \_\_\_\_\_ **Provider One #** \_\_\_\_\_

**Tobacco Use (Circle):** Current Former Never **If current user, are you ready to quit (Circle):** Yes No **Disability (Circle):** Yes No

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**Optional: Race (Circle):** Caucasian Native American Asian/Pacific African American Hispanic Other:\_\_\_\_\_

Assignment and release: I authorize Medicaid be paid directly to the provider. I am financially responsible for any balance due.

I also authorize the provider, or Medicaid to release any information required to collect this claim.

**AUTHORIZED SIGNATURE (Client/Guardian)**

PLEASE DO NOT WRITE BELOW THIS LINE

**Patient Status (Circle/Highlight):**

New to Program	Single Encounter	Repeat Visit
----------------	------------------	--------------

**Type of Visit (Circle One):**

99211	Minimal Office Visit (1 service)	17.00
99211	Intermediate Office Visit (2 or more services)	20.00
99201	TB Test, 1 Step Office Visit	28.00
99215	TB Test, 2 Step Office Visit	38.00
99348	Home Visit	40.00

**(32) Immunization Service**

90702-SL	DT	15.00
90700-SL	DTaP	15.00
90723-SL	DTaP/HBV/IPV	15.00
90698-SL	DTap/HIB/IPV	15.00
90633-SL	Ped Hep A (1-18 years)	15.00
90744-SL	Hep B (0-19 years)	15.00
90645-SL	HIB (4 dose) HIB Titer	15.00
90646-SL	HIB (Booster) Connaught	15.00
90647-SL	HIB (3 dose) PedVax	15.00
90648-SL	Hiberix	15.00
90649-SL	HPV Gardasil (11-18 years)	15.00
90655-SL	Influenza Injection (6-35 months)	15.00
90658-SL	Influenza Injection (3-18 years)	15.00
90660-SL	Influenza Flumist Nasal Spray (2-18 years)	15.00
90713-SL	IPV	15.00
90707-SL	MMR	15.00
90710-SL	MMRV	15.00
90670-SL	PCV-13	15.00
90680-SL	Rotavirus	15.00
90718-SL	Tetanus/TD (7-18 years)	15.00
90715-SL	Tdap (10-18 years)	15.00
90716-SL	Varicella (1-18 years)	15.00
90734-SL	Meningococcal Menactra (11-18 years)	15.00

**(32) - Private Pay (Cannot be slid)**

90632	Hep A Adult (19+ years)	37.00
90746	Hep B (19+ years)	44.00
90741	Immune Serum Globulin	Market
90658	Influenza Injection	25.00
90715	Tdap Adacel (11-64 years)	48.00

**Diagnostic Codes (Please Highlight or Circle)**

V06.5	DT
V06.1	DTaP
V06.8	DTaP/HBV/IPV
V06.8	DTap/HIB/IPV
V05.3	Hep A
V05.3	Hep B
V03.81	HIB
V04.89	HPV
V04.5	Immune Globulin Rabies

**(32) - Private Pay (Cannot be slid)**

90742	Rabies IG	Market
90742	Rabies Vaccine	Market
90718	Td Adult (19+ years)	35.00

**(34) TB**

86580	TB Skin Test (1 Step)	10.00
86580	TB Skin Test (2 Step)	12.00
99341	Home Visit, New Patient	62.00
99347	Home Visit, Established Patient	40.00
	TB Treatment Curative	Market
	TB Preventative (INH)	5.00
	Diagnostic Workup Labs, CXR	Market

**(39) Communicable Disease**

	Hep C Screen	NC
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**(29) Adult Health**

99402	Disease Information (Consult)	40.00
	Injection (Meds supplied by Client)	15.00
	Venipuncture	10.00

**(24) Dental**

D9999	Family Oral Health Education	28.00
D1330	Oral Hygiene Instruction	15.00
D1203	Fluoride Treatment	18.00

**(22) MIH/CAH**

	Nutritional Consultation	40.00
	Nutritional Follow-Up (Repeat)	28.00
	Pregnancy Test (Urine)	15.00

**(35) HIV/AIDS**

86701	HIV (HIV Test) OraQuick (can be slid)	45.00
<i>Not Slid</i>	2 Hour BBP, HIV Videos	25.00
<i>Not Slid</i>	4 Hour HIV Videos	50.00
<i>Not Slid</i>	7 Hour HIV Videos	75.00

**Nursing Services**

	Education Consultation (Per Hour)	40.00
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<b>042</b>	AIDS
<b>V65.3</b>	Dietary Counseling
<b>V01.6</b>	Exposure to STD
<b>V01.7</b>	Contact w/ or exposure to viral disease
<b>V20.2</b>	Fluoride Varnish
<b>070.1</b>	Hepatitis Infect A
<b>070.30</b>	Hepatitis Infect B
<b>V08.0</b>	HIV+
<b>795.71</b>	HIV Inconclusive

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V04.81	Influenza Vaccine
V04.0	IPV
V07.2	ISG
V03.89	Meningococcal Conjugate Vaccine
V06.4	MMR
V06.8	MMRV
V03.82	PCV
V04.5	Rabies Vaccine
V04.89	Rotavirus
V06.1	Tdap
V06.5	Tetanus/Td
V05.4	Varicella Vaccine

<b>401.9</b>	Hypertension
<b>301.9</b>	Personality Disorder
<b>V72.40</b>	Pregnancy Test
<b>V04.5</b>	Rabies
<b>011.9</b>	TB Disease
<b>010.9</b>	TB Infection
<b>V74.1</b>	TB PPD
<b>305.1</b>	Tobacco Dependence

REFERRAL

S:

**(44) Tobacco**

Referral to QuitLine 1-800-QUIT-NOW
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**Nurse (Circle):**    **Debbie**        **Dianne**        **Fran**        **Julie**        **Joy**

**Melissa**        **Shannon**        **Vicky**

<b>Today's Charges:</b>	
<b>Sliding Scale:</b>	A        B        C        D        E
<b>Adjusted Charges:</b>	<b>MINIMUM</b> <b>\$10</b>

**Amount**

<b>Payment</b>	Paid in Cash	<b>Receipt #</b>
<b>Method</b>	Paid in Check	<b>Check #</b>
	Medical Coupon	
	<b>Balance Due</b>	
	<b>Bill to:</b>	

**Action (Initial)        Date**

<b>Nurse</b>		
<b>Billed / Inv. #</b>		
<b>Child Profile</b>		
<b>Client Management</b>		
<b>TB</b>		

## ENVIRONMENTAL HEALTH FEES EFFECTIVE 01/01/12

Permit Type	2011	2012
Food & Beverage Workers Permit	10.00	10.00
Replacement Food & Beverage Workers Permit	5.00	5.00
Restaurants – (Prorated Fees – See Below*)		
Simple Menu w/Food	+ \$45.00	49.50
Complex Menu	+\$75.00	82.50
Minimum Fee	\$140.00	154.00
1 – 25 Seats	\$170.00	187.00
26 –50 Seats	\$225.00	247.50
51 – 100 Seats	\$ 310.00	341.00
101+ Seats	\$365.00	401.50
With Lounge/Liquor, add additional fee of	\$110.00	121.00
With Beer/Wine served, add additional fee of	\$82.50	90.75
Taverns – Same Seating Schedule as above		
With Food Service, add additional fee of	\$65.00	71.50
Basic Grocery Store	\$115.00	126.50
Meat-cutting Facility Permit	\$65.00	71.50
Deli Section Permit-Complex	n/a	110.00
Deli Section Permit-Simple	\$90.00	90.00
Dairy Section Permit	n/a	15.00
Produce Section w/ Food Preparation Permit	n/a	45.00
Catering/Mobile Units	\$150.00	165.00
Additional Mobile Units	\$75.00	82.50
Fraternities & Sororities	\$125.00	125.00
Fraternities & Sororities Whole-House Inspections	\$150.00	\$150.00
Temporary Commercial	\$75.00	75.00
Temporary Benevolent	\$15.00	15.00
Commercial Low Risk Menu	\$50.00	50.00
Commercial Limited Risk Menu	\$25.00	25.00
Bed & Breakfast	\$110.00	121.00
Follow-up Inspection for Food Establishment	\$150.00	150.00
Plan Review – First 2 Hours	\$175.00	180.00
Each Additional Hour	\$125.00	150.00
Late Plan Reviews (WAC 246-215-8-302.11)	n/a	55.00
Schools	\$125.00	\$125.00
*Food Program fees are reduced by 50% if permit is purchased after June 30		

Water System Survey (Plus lab fees for Nitrate and Bacteriological water testing)	\$275.00	316.25
Sanitary Landfill	\$3850.00	4100.25
Transfer Stations	\$1100.00	1171.50
Monofill	\$825.00	878.50
Impoundments	\$825.00	878.50
Inert Fill Permit	\$1100.00	1171.50
Demolition Materials (w/Ecology Approval)	\$1100.00	1171.50
Land Spreading	\$1100.00	1171.50
Recycling Centers	\$ 100.00	106.50
Composting Piles	\$1100.00	1171.50
Piles	\$825.00	878.50
Sludge Utilization	\$825.00	878.50
Septage Disposal	\$825.00	878.50
<b>Liquid Waste</b>		
Septic Tank Installers Initial Permit	\$275.00	290.00
Septic Tank Installers- Renewal	\$250.00	265.00
Septic Tank Pumpers – Initial Permit	\$275.00	290.00

**BOCC MINUTES-08/15/11**

Septic Tank Pumpers- Renewal	\$250.00	265.00
Septic Tank Truck Inspection and Approval	n/a	175.00
<b>Onsite Sewage Systems</b>		
Onsite Sewage Disposal Application Permit	\$325.00	350.00
Engineered Onsite Sewage Disposal Application Permit	\$375.00	405.00
Onsite Sewage System Plan Review	55.00/Hr	60.00/Hr
Repair of On-Site Sewage Disposal System	\$125.00	125.00
Septic Tank Replacement Permit	\$100.00	100.00
On-Site Sewage Disposal System Site Evaluation (inc-RHC)	\$275.00	295.50
Each additional site, adjoining property	\$250.00	268.75
Replacement System	n/a	\$125.00
Additional Call-backs and/or Re-inspection (per site/per visit)	\$175.00	175.00
Building Permit Evaluations	\$85.00	85.00
Site Assessment/ System Verification	n/a	\$65.00
As Built Collections Fee	n/a	\$55.00
Renewal of OSS Permit (Annual Fee-5 Year maximum renewal)	n/a	\$60.00
OSS History/Property Research (Fee waived for Permittee)	n/a	\$15.00
Unpermitted Onsite Sewage System	DOUBLE PERMIT FEE	DOUBLE ALL FEES
Water Recreation Facility Permit	250.00	265.00

**D072156A 13.** The Director said the department is very involved in Pullman Farmer's Market every Wednesday and they will also be participating in the Lentil Festival and Palouse Empire Fair.

**D072156B 14.** Based on the department's staffing level, birth and death certificate registrations are accepted anytime, but the requests will only be filled on Fridays.

**D072156C 15.** The next Board of Health meeting is September 20<sup>th</sup>.

**3:00 p.m. - Recess.**

**D072156D THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, August 22, 2011 at 9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**9:00 a.m. - Meeting Reconvened/Board Business Continued/Workshop.**

Present: Gary Petrovich, Kelli Campbell, Joe Smillie, Susan Nelson, Bill Spence, Christina Cooper, Mike Otis, Evon Jones, Debbie Hooper, Julie Edgeman, Denis Tracy, Mark Storey, Brett Myers, Jeff Marshall, Chris Chapman, Judi Dunn-Gray, Laurie Line and Alan Thompson.

**072157 20.** Items discussed included the weekly financial report and 2012 county employee medical insurance. No action taken.

**10:10 a.m. - Recess.**

**10:20 a.m. - Board Business Continued.**

**BOCC MINUTES-08/15/11**

Present: Bob Reynolds.

**072158** 21. Claims/Payroll warrants numbered **257586** and **257690** for **\$133,400.80** approved.

**072159-072160** 22. Personnel change orders approved.

**072161** 23. A contract with Harry Johnson Plumbing & Excavating, Inc. was signed by the Board, as previously approved, for the Neel Bridge.

**072162** 24. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign DSHS contract #1163-33518 for the consideration of consolidated services (12/31/11).

25. Executed copies of the following documents received:

**072163** Washington Teamsters Welfare Trust Subscription agreement for Corrections Officers/Support Staff (12/31/11).

**072164** Washington Teamsters Welfare Trust Subscription agreement for the Road Department (12/31/11).

**072165** Ace Elliott Land for scenic byways signage.

**D072165A** 26. Mr. Reynolds provided an update on the status of the upcoming Palouse Empire Fair and the 9-11 ceremony that will be held at the Fairgrounds September 11<sup>th</sup>. In addition, all military personnel and their immediate families will receive free passes to the fair.

**10:30 a.m.** - Dave Frazier, Sonya Goldsby, Denis Tracy, Gary Petrovich and Joe Smillie.

**072166** 27. Those in attendance spoke about the establishment of the Superior Court Drug Treatment Court. According to Prosecutor Tracy, the goal of the program is to be smarter on crime while still being tough on crime. The idea is to break the cycle of drug addiction recidivism. If they can do that and hold the person accountable then the taxpayers save money in the long run.

This will be a revenue neutral proposition. Two components will fund the program: 1) criminal defendants will pay a fee every month to be in the program and 2) those convicted of drug crimes in Whitman County will be assessed a certain amount of money that will be deposited into the drug court fund to pay for Drug Court services not covered by participants monthly fee. The primary reason for today's meeting is to inform you of this and request the commissioner authorize the creation of a drug court fund to track the revenues and expenditures.



**BOCC MINUTES-08/15/11**

A resolution to establish said fund will be prepared for the commissioners' approval on August 29<sup>th</sup>. Sonya Goldsby will act as the Drug Treatment Court Administrator.

**10:50 a.m. - Recess.**

**11:00 a.m. - Board Business Continued/BOCC Workshop.**

Present: Mark Storey, Jeff Marshall, Phil Meyer and Joe Smillie.

**072167 28.** The item discussed was Public Works staffing. No action taken.

**11:30 a.m. - Adjournment.**

**D072167A** Commissioner O'Neill **moved** to adjourn the **August 15, 16 and 22, 2011** meeting. Motion **seconded** by Commissioner Largent and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **August 29, 2011**. The foregoing action made this **22nd** day of **August 2011**.

ss/ PATRICK J. O'NEILL, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board

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GREG PARTCH, CHAIRMAN  
Board of County Commissioners