

Minutes for September 16, 2013

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074593 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 16, 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: Mark Storey, Kelli Campbell, Bill Spence, Bill McKee and Sally Ousley.

074594 1. Items discussed included heavy equipment operators clarification (CDL), Prosecutor's Diversion program, 2014 budget process, extraordinary criminal justice costs, restricted reserve, WRCIP, tax sharing, committee appointments, 2014 individual department head meetings, 2012 audit, SR 194, 2014 employee insurance, forthcoming county policies and upcoming negotiations. No action taken.

9:55 a.m. - Recess.

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

Present: Kelli Campbell, Bill Spence and Sally Ousley.

D074594A 2. Flag Salute.

D074594B 3. Motion by Commissioner Kinzer to accept the consent agenda. Motion **seconded** by Commissioner Swannack and **carried**.

074595 3. General Claims/Veterans/Payroll warrants numbered **305850-305991** for **\$210,507.27** approved.

074596 4. September 3, 2013 minutes approved.

074597-074598 6. Personnel change orders approved.

074599 7. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Holiday policy as presented.

RESOLUTION NO. 074599 BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

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

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

BOCC MINUTES-09/16/13

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-0525-HR HOLIDAYS.

Dated this 16TH day of September 2013 and effective as of October 1, 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



HOLIDAYS

Policy: POL-525-HR • Effective Date: • Res. #**074599**
Cancels: Res. # 062269 • Reference: None

Unless otherwise addressed in a union contract, this policy applies to all Whitman County employees.

Definitions:

Floating Holiday – One day of paid leave.

1. Whitman County Recognizes Eleven Paid Holidays

Whitman County recognizes eleven holidays per year. Regular employees qualify for a holiday if their position is classified at least 50% time and they worked twenty (20) hours per week during the corresponding pay period. The following dates are recognized and observed as paid holidays for all regular full and part-time employees who qualify:

<u>Holiday:</u>	<u>Date Celebrated:</u>
New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday of January
President's Day	3 rd Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	1 st Monday of September
Veteran's Day	November 11
Thanksgiving	4 th Thursday of November
Day After Thanksgiving	4 th Friday of November
Christmas	December 25
Floating Holiday	Varies

Whenever a holiday falls on Sunday, the succeeding Monday is observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. Each holiday is taken on one calendar day per year. Holidays are taken commensurate with an employees' work schedule. Part time employee holiday hours will be pro-rated based on their regularly scheduled hours of work.

2. One Floating Holiday is Provided Each Year to Eligible Employees

Employees may select one (1) Floating Holiday during each calendar year provided that the employee has been continuously employed by the County for at least six (6) months and the number of employees selecting a particular day off does not prevent the County from providing continued public service. Prior approval of the department head/elected official must be obtained before taking a floating holiday.

New employees must be hired before July 1st in order to qualify for the floating holiday for that year. This holiday is non-cumulative and non-compensable upon termination.

Employees in the Public Works Department are eligible to take their floating holiday between October 1st and December 31st.

3. Work on Holidays is Paid as Overtime

If an employee is required to work on a holiday listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of one and one half (1.5) times his/her regular pay.

074600 8. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Annual Leave policy as presented.

**RESOLUTION NO. 074600
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Annual 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-0520-HR ANNUAL LEAVE**.

Dated this 16TH day of September 2013 and effective as of October 1, 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



ANNUAL LEAVE

Policy: POL-520-HR • Effective Date: • Res. #**074600**
Cancels: Res. # 062061 • Reference: None

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

1. Annual Leave Shall be Earned in Accordance with a Schedule.

Regular employees classified at 50% time or more and having work hours for at least half the month shall be eligible to accrue annual leave.

Full time employees who qualify will be eligible to accrue annual leave time in accordance with the following schedule:

1. Up to the first five (5) years of service each full time employee shall receive 8 hours of annual leave for each month employed (12 days per year).
2. After five (5) years of service, each full time employee will receive 10 hours for each month served (15 days per year).
3. After ten (10) years of service each employee will receive 13.36 hours for each month served (20 days per year).
4. After fifteen (15) years of service each employee will receive 16.67 hours for each month served (25 days per year).
5. After twenty (20) years of service each employee will receive 20 hours for each month served (30 days per year).

Annual leave will be prorated for part time employees who qualify. Temporary employees do not earn annual leave benefits.

Future accrual increases as stated above shall be effective on each employee's rounded hire date. The rounded hire date shall be determined by the date the employee began employment and/or became eligible for annual leave. If the employee began employment and/or became eligible on or before the fifteenth (15) of the month, his/her rounded hire date shall be the first of the month he/she began/became eligible. If the hire date is after the fifteenth of the month, the employee's rounded hire date will be the first of the month following.

2. Using Annual Leave Requires the Approval of the Department Head/Elected Official.

Annual leave will be allowed with the approval of the department head/elected official. Insofar as is consistent with the efficient operations of the department, the department shall endeavor to schedule vacation according to the employee's length of service and choice of dates.

Employees may use annual leave after it has been accrued in so far that all conditions stated in this policy have been met. Whitman County reserves the right to deny the use of annual leave and make necessary adjustments to accruals if the requirements of this policy are not.

Annual leave shall not be used or earned during a leave or suspension without pay.

3. Annual Leave May be Drawn Upon After the Completion of an Evaluation Period.

Although annual leave benefits are earned from the date of employment, full and part-time employees, who qualify, will not be eligible to draw upon this benefit until they have completed their evaluation period.

Employees changing positions between departments will retain their annual leave balance. .

4. Annual Leave May be Accumulated to a Maximum of 216 or 240 Hours.

Annual leave may be accumulated to a maximum of 216 hours. If the employee has 20 years of continuous service with the County, he/she may earn up to a maximum of 240 hours.

Any annual leave accumulated beyond these limits shall be automatically forfeited, without action on the part of any party, at the end of each calendar year.

If an employee delays his/her annual leave at the written instruction of the department head/elected official, hours over the maximum allowed accrual may, with the approval of the Board of County Commissioners, be taken during the first five months of the succeeding calendar year (January through May). Requests to carry over hours must be approved and presented to the Commissioners by the department head/elected official. It must indicate a specific number of hours to carry over, a deadline for using the hours, and an explanation of why the carry over is necessary. All requests must be submitted to the Commissioners' Clerk of the Board by December 15th of each year.

5. Upon Termination of Employment, Annual Leave Shall be Paid Out.

Upon termination of employment, each employee shall be eligible to receive a payment of their accrued annual leave up to the 216 or 240 hour maximum.

Annual leave hours that were converted from sick leave hours in accordance with policy POL-0500-HR are not compensable upon leaving the County's employment.

Employees who are terminated during their evaluation periods will not receive compensation for accrued annual leave hours.

074601 9. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the updated Determining Overtime Pay Eligibility policy as presented.

**RESOLUTION NO. 074601
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption of a revision to the current Whitman County Personnel Policy **POL-320-HR DETERMINING OVERTIME PAY ELIGIBILITY;**

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 revision to the current Whitman County Personnel Policies is approved as the attached **POL-320-HR DETERMINING OVERTIME PAY ELIGIBILITY.**

Dated this 16th day of September 2013 and effective as of October 1, 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



DETERMINING OVERTIME PAY ELIGIBILITY

Policy: POL-320-HR • Effective Date: • Res. #**074601**
Cancels: Res. # 072090 • Reference: None

Unless otherwise covered by a bargaining unit agreement, this policy applies to all non-elected employees.

Definitions:

FLSA – Fair Labor Standards Act

Non-Exempt Employee – An individual working in an FLSA non-exempt position.

Overtime – Work in excess of 40 hours in a workweek.

Compensatory Time – Time off with pay granted in lieu of pay for work performed on an authorized overtime basis.

Exempt Employee – an individual designated by the County as being employed in a bona fide executive, administrative or professional capacity, as defined by the Washington State Minimum Wage Act (WAMWA) and the FLSA, and who is therefore exempt from the overtime pay requirements of the FLSA and WAMWA.

1. Whitman County Will Compensate Non-exempt Employees for Overtime Worked

For each hour of overtime worked, non-exempt employees will receive pay at a rate of one and a half (1.5) times their regular rate of pay **OR** an hour and a half (1.5) of compensatory time. Pay for work beyond the scheduled workweek shall be at straight time until the employee has worked forty (40) hours in the workweek.

2. Whitman County Won't Compensate Exempt Employees for Overtime Worked

Exempt employees professionally manage and schedule their own work time to complete their duties. Exempt employees shouldn't report or record any absences for less than a full workday.

Exempt employees shall not be eligible to accrue compensatory time nor shall they receive overtime pay for additional work.

Exempt positions shall be determined by Human Resources and the Department Head/Elected Official upon classification.

3. Holiday, Sick, Vacation, Compensatory & Military Hours Count as Time Worked for Figuring Overtime

4. Overtime Shall be Tracked in Fifteen (15) Minute Increments

Overtime shall be tracked in fifteen (15) minute increments. Time periods totaling ten minutes or less will be considered de minimis and will not be compensated.

5. Compensatory Time Accrues to a Balance Maximum of 48 Hours

Both the employee and supervisor must agree to compensatory time before the work is performed. Any hours worked beyond the 48-hour compensatory time maximum will be paid as wages. The County pays out any compensatory time balance upon termination or by approval of the BOCC.

Compensatory time may not be used before it is accrued.

With the exception of the Public Works Department, a maximum of 48 hours compensatory time may be carried from year to year.

If an employee is required to delay his/her use of compensatory time due to the written direction of the department head/elected official, a request may be made to the Board of County Commissioners to carry hours above the 48 hour cap in to the succeeding calendar year. The request must be approved and presented by the department head/elected official. It must indicate the specific number of hours to carry over, a deadline for using the hours, and an explanation pertaining to why the carry over is necessary. All carry over hours must be used by June 1st of the following year. If approved by the department head/elected official, the request must be submitted to the Commissioners' Clerk of the Board by December 15th of each year.

6. Supervisors Will Give Advance Notice of Required Overtime Work When Possible

7. Employees Must Obtain Supervisor Approval Prior to Working any Overtime

Employees who work unauthorized overtime may be subject to disciplinary action up to and including termination.

074602 10. Commissioner ____ moved Commissioner ____ seconded the motion and it carried to approve the updated Filling Vacant Positions policy as presented.

**RESOLUTION NO. 074602
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County policies and procedures:

- POL-201-HR Filling Vacant Positions
- PRO-201-1-HR Filling Vacant Positions
- PRO-201-2-HR Requesting to Fill Vacant Positions
- PRO-201-3-HR Selecting Candidates from the Original Applicant Pool
- TSK-201-1-HR Maintaining Job Files
- TSK-201-2-HR Processing Personnel Change Orders After BOCC Signature
- TSK-201-3-HR Processing Personnel Change Orders for BOCC Signature

WHEREAS, this policy and its procedures have been updated for clarification and compliance 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-201-HR Filling Vacant Positions
- PRO-201-1-HR Filling Vacant Positions
- PRO-201-2-HR Requesting to Fill Vacant Positions
- PRO-201-3-HR Selecting Candidates from the Original Applicant Pool
- TSK-201-1-HR Maintaining Job Files
- TSK-201-2-HR Processing Personnel Change Orders After BOCC Signature
- TSK-201-3-HR Processing Personnel Change Orders for BOCC Signature

Dated this 16th day of September 2013 and effective as of October 1, 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



FILLING VACANT POSITIONS

Procedure: PRO-201-1-HR – Effective Date: 10/1/2013 – Res. #**074602**
Cancels Res. #072953 – Reference: None

Action by:

Action:

- | | | |
|-----------------------------|-----|--|
| Dept. Head/Elected Official | 1. | Completes an Advertisement Request Form and sends it to Human Resources |
| | | 1b. If filling from a temporary pool, skips to step ten (10) |
| Human Resources | 2. | Updates/creates job announcement and advertisement |
| | 3. | Sends the announcement and advertisement to Department Head/ Elected Official for approval |
| Dept. Head/Elected Official | 4. | Reviews the announcement and advertisement |
| | 5. | Sends the announcement and advertisement to Human Resources with any changes |
| Human Resources | 6. | Saves the changes to the announcement and advertisement |
| | 7. | Processes the advertisement for publication/posting |
| | 8. | Publishes/posts the advertisement and announcement with vendors in accordance with the Department Head/Elected Official's request, Whitman County policy and union contract language |
| | 9. | Collects and processes applications during the advertisement period |
| | 10. | Forwards copies of received applications to the Department Head/ Elected Official after the advertisement period has closed |
| Dept. Head/Elected Official | 11. | Reviews the applications and conducts interviews |
| | 12. | Conducts necessary testing and/or background checks |
| | 13. | Hires an applicant |
| | 14. | Sends Human Resources a Hiring Status Form and Personnel Change Order for the hired applicant |
| | 15. | Processes the Change Order and sends it to the BOCC |
| | 16. | Sends each applicant a notice that a hire was made |
| | 17. | Closes the position's job file |
| BOCC | 18. | Reviews and signs the Change Order |
| | 19. | Processes the Change Order and sends it to Human Resources |

- Human Resources 20. Processes the Change Order and distributes it to the Department Head/Elected Official
- 21. Requests an orientation date and time from the Department Head/Elected Official
- Dept. Head/Elected Official 22. Arranges an orientation date and time with Human Resources



REQUESTING TO FILL VACANT POSITIONS

Procedure: PRO-201-2-HR • Effective Date: • Res. #074602
Cancels: Res # 072953 • Reference: TSK-201-3-HR

Action by:

Action:

- Dept. Head/Elected Official 1. Determines a position must be created and/or filled
- 2. Creates/updates the position's job description
- 3. Requests Human Resources classify/confirm the classification of the position
- Human Resources 4. Reviews and classifies the job description
- 5. Notifies the Department Head/Elected Official of the position's classification
- Dept. Head/Elected Official 6. If in disagreement with the classification, appeals under procedure PRO-0825-HR
- 6a. If in agreement with the classification, sends Human Resources the completed Personnel Change Order(s) requesting to fill, advertise and/or create the position.
- Human Resources 7. Reviews the Change Order for accuracy
- 8. If the Order meets criteria listed in task TSK-201-3-HR, #8, notifies the BOCC a workshop will be needed
- 8a. If the Order does not meet criteria listed in task TSK-201-3-HR, #8, sends the Change Order to the Clerk of the Board for public session
- BOCC 9. Reviews the Personnel Change Order
- 10. If ready for the Change Order, signs it in public session.
- 10a. If not ready for the Change Order, schedules a workshop and notifies Human Resources, Administrative Services and the Department Head/Elected Official of any additional information needed
- HR/Administrative Services
Department Head/Elected Official 11. Meets with BOCC to provide the necessary information
- BOCC 12. Notifies Human Resources it is ready for the Change Order
- Human Resources 13. Processes the Change Order and sends it to the BOCC for signature

- | | | |
|-----------------------------|------|---|
| BOCC | 14. | If in agreement, signs the Change Order |
| | 14a. | If in disagreement, does not sign the Change Order and continues the process at step 10b. |
| | 15. | Processes the Change Order and sends it to Human Resources |
| Human Resources | 16. | Processes the Change Order and distributes it to the appropriate departments |
| Dept. Head/Elected Official | 17. | Fills the position |



SELECTING CANDIDATES FROM THE ORIGINAL APPLICANT POOL

Procedure: PRO-201-3-HR • Effective Date: 10/1/2013 • Res. #074602
Cancels: Res # 072953 • Reference: None

Action by:

Action:

- | | | |
|-----------------------------|-----|--|
| Dept. Head/Elected Official | 1. | Notifies Human Resources an employee left within six months of hire. |
| | 2. | Sends Human Resources Personnel Change Orders ending the employee's employment and requesting to refill the position |
| Human Resources | 3. | Processes the Change Orders and sends them to the BOCC |
| | 4. | Re-opens the position's job file |
| | 5. | Sends copies of the original applications to the Department Head/Elected Official |
| BOCC | 6. | Reviews and signs the Change Orders |
| | 7. | Sends the Change Orders to Human Resources |
| Human Resources | 8. | Processes the Change Orders and sends them to the Department Head/Elected Official |
| Dept. Head/Elected Official | 9. | Hires an applicant from the original applicant pool |
| | 10. | Sends a Change Order and Hiring Status Form to Human Resources |
| Human Resources | 11. | Processes and sends the Change Order to the BOCC |
| | 12. | Sends applicants notice that someone was hired |
| BOCC | 13. | Reviews and signs the Change Order |
| | 14. | Sends the Change Order to Human Resources |
| HR | 15. | Processes and distributes the Change Order to the appropriate departments |
| | 16. | Closes the position's job file |

17. Requests an orientation date and time from the Department Head/Elected Official

Dept. Head/Elected Official

18. Arranges an orientation date and time with Human Resources



MAINTAINING JOB FILES

Task: TSK-201-1-HR • Effective Date: 10/1/2013 • Res. #074602
Cancels: Res # 072953 • Reference: None

Definitions:

BOCC – Board of County Commissioners

Personnel Change Order – Documentation verifying a personnel/position change within county departments

EEO – Equal Employment Opportunity

Once notified that a vacancy will be filled, **Human Resources:**

1. Labels a new file with the position, department and closing date.
2. While the position is open, collects all Personnel Change Orders, advertisements, applications and hiring related documents.
3. Removes all EEO information from applications as they arrive.
4. Files the EEO information separately from the job file and updates the EEO summary forms in accordance with federal regulations.
5. Completes the Hiring Status Form as applications arrive.
6. Copies applications and the Hiring Status Form after the position closes and forwards them to the appropriate department.

Once an applicant is hired for a vacant position, **Human Resources:**

1. Totals the EEO summary forms for federal reporting.
2. Sends each applicant a written notification on the status of the position.
3. Files all documents in the position's job file.
4. Retains the job file in accordance with state requirements.



PROCESSING PERSONNEL CHANGE ORDERS AFTER BOCC SIGNATURE

Task: TSK-201-2-HR • Effective Date: 10/1/2013 • Res. #074602
Cancels: Res # 072953 • Reference: None

Definitions:

BOCC – Board of County Commissioners

Personnel Change Order – Documentation verifying a personnel/position change within county departments

After the BOCC signs each Personnel Change Order **Human Resources:**

1. Makes three copies of each Change Order
2. Sends one copy to the Human Resource Director
3. Sends a second copy to the appropriate department
4. Writes employee numbers on the third copy and sends it to the Auditor's Office
5. Keeps the original for payroll data entry
6. Emails staff changes to Information Technology, Facilities Management, and the Auditor's Office
7. Completes internal Human Resource tracking documents



PROCESSING CHANGE FOR BOCC

Task: TSK-201-3-HR-Effective Date - Res. #074602
Cancels Res #072953

Definitions:

BOCC – Board of County Commissioners

Personnel Change Order – Documentation verifying a personnel/position change within county departments

Personnel Change Orders (Board Orders) are submitted to Human Resources and the Board of County Commissioners. They are then processed and returned to the Auditor's Office and the appropriate department Accounting Liaison. Board Orders notify the Commissioners, Human Resources, Auditor's Office, and each department of: employment status changes; new hires; wage changes; classification changes; EEO information; budget impacts; and payroll data. They are also used in tracking grants/contracts whose purpose it is to provide position funding. This data is then used to: correctly pay employees; track their employment and classification status; review budget changes and gather required information for some of the County's federal contracts.

In preparation for the BOCC Public Session, **Human Resources:**

1. Verifies all data on the Change Order is correct
 - 1a. If data is not correct, contacts the department for correction

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2. Determines eligible benefits for the position
 - 2a. If the Change Order ends employment, calculates the health care end date and notes to stop leave accruals and retirement on the document
3. Calculates next salary step eligibility date
4. Determines union eligibility
5. Determines position's FLSA status
6. Completes the section reserved for Human Resources
7. Stamps the Change Order indicating Human Resources' review is complete
8. If the Order meets any of the requirements below, notifies the BOCC that a workshop is needed
 - 8a. The request is outside the parameters of County policy and/or policy was not followed
 - 8b. Information is contradictory to data previously submitted regarding the same position/employee
 - 8c. The action is for a new position or a reclassification
 - 8d. The department requires additional budget authority to complete the action
 - 8e. The position is funded by a grant/contract and the action requires additional General Fund dollars
9. Creates a list of Change Orders for the upcoming week
10. Forwards all Change Orders and a list to the Clerk of the Board

074603 11. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Using Electronic Information policy as presented.

**RESOLUTION NO. 074603
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy Using Electronic Information and its corresponding procedures and tasks;

WHEREAS, this action is required by the federal HIPAA Security Rule,

WHEREAS, Whitman County policy requires a review and update every two years of privacy policies,

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-01500-HR **USING ELECTRONIC INFORMATION**
PRO-01500-1-HR **Authorizing Computer Access**

- PRO-01500-2-HR Authorizing Access to Electronic Protected Health Information Outside of Normal Operations
- PRO-01500-3-HR Reporting Malicious Software
- PRO-01500-4-HR Terminating Electronic Access

Dated this 16th day of September 2013 and effective as of September 23, 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



USING ELECTRONIC INFORMATION

Policy: POL-1500-HR • Effective Date: 9/23/2013 • Res. #**074603**
Cancels: Res. # 072278 • Reference: POL-1600-HR

This policy applies to all Whitman County departments and employees.

Definitions:

Administrative Safeguards – Administrative actions, policies, and procedures to manage the selection, development, implementation, and maintenance of security measures to protect electronic protected health information and to manage the conduct of the covered entity's or business associate's workforce in relation to the protection of that information.

Business Associate – A person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or to provide services to a HIPAA covered entity. Use or disclosure includes the creation, receipt, maintenance, or transmittal of PHI.

Covered Entity – A health care plan, clearinghouse, or provider as defined by 45 CFR Parts 160 and 164.

ePHI - Electronic Protected Health Information. Information that is PHI transmitted by or maintained in electronic media as defined by 45 CFR Parts 160 and 164.

HIPAA – Health Insurance Portability and Accountability Act rules as described in 45 CFR Parts 160 and 164.

Physical Safeguards – Physical measures, policies, and procedures to protect a covered entity's or business associate's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.

Technical Safeguards – The technology, policies and procedures used to protect ePHI and control access to it.

Protected Health Information (PHI) – Employee/client information of a private nature, including demographic, financial, medical/health and social data related to healthcare as defined by 45 CFR §160.103 and limited to the information created or received between a Covered Entity and Business Associate. PHI is found in a variety of forms, including oral, electronic and printed material.

1. Whitman County Recognizes the Risks of Electronic Information.

The County recognizes its responsibility to protect electronic information for its employees/clients in accordance with state and federal regulations. This protection must extend to electronic Protected Health Information (ePHI) in accordance with the HIPAA Security Rule. Therefore, this policy shall act in close conjunction with policy POL-01600-HR Protecting Private Information and POL-0408-HR Overseeing County E-Mail and Internet Systems. This policy shall concern electronically used, stored and/or communicated information only.

Whitman County recognizes that security risks to electronic information include, but are not limited to the following areas:

- Hacking
- Theft
- Moving/sending information by mistake
- Using expired passwords
- Information left in plain view of the public
- Unauthorized employee access
- Unauthorized non-employee access
- Unauthorized use and/or changes of information

2. Policies and Procedures Involving Private Electronic Information Shall be Reviewed and Updated in Accordance with Policy POL-01600-HR.

3. Department Heads/Elected Officials and Employees are Expected to Take Reasonable Steps to Protect Electronic Information.

Departments shall conduct services and operations in such a way that electronic information is protected in accordance with legal mandates and all related privacy policies. This includes implementing Administrative, Physical and Technical Safeguards to protect PHI in accordance with 45 CFR Parts 160 and 164.

Department Heads/Elected Officials shall be responsible for ensuring that access to private electronic information is limited to only those employees who need it in conducting their daily operations. Department Heads/Elected Officials shall investigate and, if feasible, use firewalls, screensavers, virus protection, record amending procedures and passworded documents to provide maximum security.

Passwords shall be created by each employee. They must be changed in the event of employee turnover, a change in software, a breach of privacy or any other event that would put confidential information at risk. Passwords shall be at least eight characters in length and consist of a combination of upper and lower case letters, numbers and at least one special character (i.e. exclamation point, @ sign, etc.). They shall not contain any part of the employee's username or full name. Computer passwords shall only be shared in case of emergency. Passwords for files or documents shall not be shared with others except when authorized by the Department Head/Elected Official. Nor shall passwords be stored where unauthorized individuals may easily access the information (i.e. under keyboards, on the front of monitors, etc.).

Passwords shall be reported to the Department Head/Elected Official or his/her designee. That individual shall store those passwords in a secure, confidential location. The Department Head/Elected Official and designee shall be the only individuals with access to the password record.

The public shall not have unsupervised access to electronic equipment containing private information. The monitors of such equipment shall be turned from public view.

Visitors and/or contractors with authorized access to electronic equipment shall wear identification tags. Identification tags shall be provided by the appropriate Department Head/Elected Official. They must be worn throughout the duration of the visitor/contractor's work with the County. Each department shall keep a record of who they have authorized, how long and why.

The downloading or installation of programs must be coordinated and approved by both the Department Head/Elected Official and Information Technology. It must also be in accordance with policy POL-0408-HR. Each Department Head/Elected Official and Information Technology are responsible for ensuring that all software/hardware is installed properly, licensed correctly and protected from computer viruses. All malicious software must be immediately reported to the Department Head/Elected Official and Information Technology (See procedure PRO -01500-3- HR).

Employees shall not copy software belonging to others or the County. Nor shall they read another employee's files without the permission of the Department Head/Elected Official. Software shall be transported between computers only by Information Technology and with the cooperation of the Department Head/Elected Official. No programs shall be downloaded or installed without the permission of the Department Head/Elected Official. Nor shall any programs or files be brought from home and downloaded, installed or viewed without the permission of the Department Head/Elected Official.

4. **All County Electronic Equipment Is Subject To Review and Monitoring.**

All electronic equipment and software provided by Whitman County is the property of the County and, therefore, subject to review and monitoring. Employees shall be held accountable for all usage of their systems.

5. **Each Department Shall Ensure That Only Authorized Personnel Have Access to Electronic Information.**

Authorized access to electronic information shall be governed by the Department Head/Elected Official in accordance with policy POL-1600-HR. Authorizations may come in the following forms:

- Specific written authorization for a specific time period (See procedure (PRO -01500-2- HR)
- Authorization written in to a position's job description
- Documentation required by policy POL-01600-HR
- Issued keys and/or pad lock combinations
- Documented department policy and/or procedure

All log-in attempts to County computers will be recorded and monitored on an as needed basis. Information Technology shall assign each computer a user name in accordance with the employee authorized to use it (See procedure PRO -01500-1- HR). Once an employee leaves employment, or no longer has a need to use a specific computer, the user name shall be disabled and/or changed to reflect the newly authorized individual (See procedure PRO -01500-4- HR). User name assignments shall be recorded and tracked by Information Technology.

Appropriate measures must be taken in order to protect electronic information after access is no longer needed. Such measures may include, but not be limited to:

- Changing door locks
- Changing security pad combinations
- Changing passwords to computers and files
- Voiding written authorizations allowing access to private information
- Amending job descriptions
- Amending documentation in accordance with policy POL-1600-HR

Repairs and modifications to the physical security components of County buildings shall be recorded by Facilities Maintenance.

All necessary records shall be changed to reflect the change in access.

6. **All Business Associate Agreements Shall Include Electronic PHI and be in Compliance with Policies POL-01600,01620-HR and 45 CFR Parts 160 and 164.**

7. **All Disclosures and Uses of Private Electronic Information Shall Be the Minimum Necessary in Accordance With POL-01600-HR.**

8. Electronic Equipment No Longer Used Shall Be Cleared.

Electronic equipment no longer in use or required for retention shall be cleared. Equipment such as disks, tapes, etc. containing private information shall be stored in accordance with POL-01600-HR and then destroyed. Computers shall be reformatted before being stored, transferred or disposed of.

Information Technology is responsible for assisting each department with securing private data before moving/destroying any electronic equipment. Records for the movement of hardware, media and those responsible shall be kept by Information Technology (in cooperation with each department) via inventory controls and any other appropriate County policies.

9. Whitman County Shall Provide Training to Its Employees In Accordance with Policy POL-01600-HR.

10. In Case of Emergency, Information Technology and Each Department Head/Elected Official Are Responsible For Data.

In case of emergency, Information Technology and the appropriate Department Head/Elected Official shall be responsible for retrieving lost data and securing it from unauthorized individuals. Access at the time of the emergency shall only be given to Information Technology, the Department Head/Elected Official and individuals specifically authorized by the Department Head/Elected Official.

Policies and procedures for data contingency plans, evaluation, integrity and transmission security are the responsibility of Information Technology. Employees who detect a problem must contact their Department Head/Elected Official and/or Information Technology immediately.

11. Misuse, Loss or Unauthorized Disclosures of Electronic Information Shall be Subject to Discipline.

Misuse, loss or unauthorized disclosure of private information shall be subject to discipline in accordance with policy POL-01600-HR. Violations of the policy shall be immediately reported to the Department Head/Elected Official and Information Technology. If PHI is involved violations shall also be reported to individual whose PHI was breached, the appropriate Covered Entity, Health and Human Services and the public as required by 45 CFR Parts 160 and 164. The Department Head/Elected Official, in cooperation with Information Technology, shall keep a record of incidents and outcomes.

12. PHI Documents Shall be Kept for Six Years.

This policy shall be retained by Human Resources for at least six years past its expiration. This policy shall be available to all County employees and those charged with implementing its requirements. Furthermore, the County shall keep the following PHI documents for six years after their irrelevancy in accordance with HIPAA:

- Healthcare Plan documents
- Policies on PHI uses and disclosures
- Minimum necessary policies
- Signed authorizations
- Privacy Notes
- Documents regarding individual rights for the treatment of PHI
- PHI disclosures for purposes other than the regular treatment, payment or healthcare operations
- All complaints regarding PHI and their outcomes
- Sanctions imposed on violators
- Business Associate contracts



AUTHORIZING COMPUTER ACCESS

Procedure: PRO-1500-1-HR • Effective Date: 9/23/2013 • Res. #**074603**
Cancels: Res. # 072278 • Reference: POL-1500-HR

Action By:

Action:

- | | |
|---|--|
| Department Head/Elected Official | 1. Hires and/or assigns an employee to work with a specific work station.
2. Notifies Information Technology of the assignment. |
| Information Technology | 3. Forwards the request to Human Resources for verification that the employee has signed an Email/Internet Acknowledgement. |
| Human Resources | 4. Verifies to Information Technology that the employee has or has not signed an acknowledgement.

4a. If no acknowledgment has been signed, trains the employee and obtains a signed form.

4b. If an acknowledgment has been signed, sends Information Technology a copy. |
| Information Technology | 5. If the employee has not signed, denies the requested computer account until he/she signs an acknowledgement.

6. If the employee has signed, disables any previous computer username on the system.

7. Assigns the workstation a new user-name based on the employee authorized to use it.

8. Teaches the new user how to log in to his/her new work station. |
| Employee | 9. Creates new passwords for his/her computer, email and confidential files.
10. Reports the passwords to his/her Department Head/Elected Official or designee. |
| Department Head/Elected Official or Designee | 11. Records the passwords.
12. Stores the records in a secure location.

13. Updates the HIPAA and other necessary records.
14. Changes all other security features needed to protect private data. |



**AUTHORIZING ACCESS TO ELECTRONICALLY PROTECTED PHI
OUTSIDE OF NORMAL OPERATIONS**

Procedure: PRO-1500-2-HR • Effective Date: 9/23/2013 • Res. #**074603**
Cancels: Res. # 072278 • Reference: POL-1500-HR

Action By:

Action:

- | | |
|---|--|
| Department Head/Elected Official | 1. Determines that an employee without normal authorization requires access. |
|---|--|

2. Authorizes the employee in writing to access electronic PHI for a specific time period.
3. **Files** the authorization.
- Employee** 4. **Performs** the necessary work within the specified time period.
- Department Head/Elected Official** 5. **Reviews** the need for further access to be granted.
 - 5a.. If needed, **extends** the authorization in writing.
 - 5b. If not needed, **records** that the authorization has ended.
6. **Instructs** the normally authorized employee to change the passwords.
7. **Verifies** that the password has been changed and **stores** it in a secure and confidential location.



REPORTING MALICIOUS SOFTWARE

Procedure: PRO-1500-3-HR • Effective Date: 9/23/2013 • Res. #**074603**
Cancels: Res. # 072278 • Reference: POL-1500-HR

Action By:

Employee

1. **Discovers** a piece of software/program is damaging to his/her computer/files.
2. **Reports** the incident to his/her Department Head/Elected Official.
3. **Reports** the incident to Information Technology.

Information Technology

4. **Investigates** the problem.
5. **Reports** the findings and solutions to Department Head/Elected Official and employee.

Department Head/Elected Official

6. **Reviews** the possible solutions.
7. **Chooses** the appropriate solution.
8. **Reports** the solution to Information Technology and the employee.

Information Technology

9. **Works** with Department to solve the problem.

Employee

10. **Works** to restore any lost/damaged information.
11. **Adjusts** his/her passwords.
12. **Reports** any damaged or missing PHI to the Department Head/Elected Official.

Department Head/Elected Official

13. **Reports** the damage of PHI to the Privacy Compliance Officer.

Privacy Compliance Officer

- 14. **Notifies** the appropriate individual in accordance with policy POL-01600-HR.
- 15. **Reviews** the report against the definition of Breach in 45 CFR Parts 160 and 164.
- 16. **Performs** the necessary follow-up to complete the record, including reporting the incident at appropriate entities as required by 45 CFR Parts 160 and 164.
- 17. **Files** the report in accordance with policy POL-01600-HR.



TERMINATING ELECTRONIC ACCESS

Procedure: PRO-1500-4-HR • Effective Date: 9/23/2013 • Res. #**074603**
 Cancels: Res. # 072278 • Reference: POL-1500-HR

Action By:

Action:

Department Head/Elected Official

- 1. Approves action resulting in termination of electronic access to a workstation and/or specific data.
 - 1a. If termination of employment, notifies Human Resources via exit checklist.
 - 1b. If a change in duties, notifies the employee no longer requiring access.
 - 1c. Notifies the employee access is now assigned to.

Information Technology

- 2. **Reports** the change to Information Technology.
- 3. **Disables** the existing user account until a new user is assigned.
- 4. **Notifies** the Department Head/Elected Official that the account has been disabled.

Department Head/Elected Official

- 5. **Changes** all necessary records and security features.

074604 12. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the updated Protecting Private Information policy as presented.

RESOLUTION NO. 074604
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy **Protecting Private Information** and its corresponding procedures and tasks;

WHEREAS, this action is required by the federal HIPAA Security Rule,

WHEREAS, Whitman County policy requires a review and update every two years of privacy policies,

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-01600-HR PROTECTING PRIVATE INFORMATION
- PRO-01600-1-HR Updating and Reviewing Privacy Policies
- PRO-01600-2-HR Requesting to Restrict PHI Disclosure
- PRO-01600-3-HR Requesting Alternative Method for Disclosing PHI
- PRO-01600-4-HR Requesting to Inspect/Copy PHI
- PRO-01600-5-HR Requesting to Amend PHI
- PRO-01600-6-HR Requesting a Log of PHI Disclosures
- PRO-01600-7-HR Documenting and Accounting for Disclosures of PHI
- PRO-01600-8-HR Requesting to Modify and/or Copy an Authorization Form
- PRO-01600-9-HR Requesting Revocation Authorization to Use/Disclose PHI
- PRO-01600-10-HR Grievance Procedure
- TSK-01600-1-HR Distributing the Revised Notice of Privacy Practices

Dated this 16th day of September 2013 and effective as of September 23, 2013.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Arthur D Swannack, Commissioner

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board



UPDATING AND REVIEWING PRIVACY POLICIES

Procedure: PRO-1600-1-HR • Effective Date: 9/23/2013 • Res. #074604
Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

Compliance Officer

1. Reviews all County policies regarding privacy every other year.
2. Sends department records to each Department Head/Elected Official.

- | | |
|---|--|
| Department Head/Elected Official | 3. Reviews his/her department's privacy policies & safeguards.
4. Brings the department policies & safeguards up to date.
5. Returns any changes to the Compliance Officer with confirmation that the department record is accurately updated and information is properly protected. |
| Compliance Officer | 6. Reviews the department's policies & safeguards.
7. Records that the department is in compliance.
7a. If the department is not in compliance, makes recommendations to the Department Head/Elected Official to correct its shortfalls. |
| Department Head/Elected Official | 8. Implements the appropriate changes.
9. Forwards those changes to the Compliance Officer. |
| Compliance Officer | 10. Documents that the policies & safeguards have been reviewed, updated and are compliant.
11. Files the documentation for six years. |



REQUESTING RESTRICTIONS OF PHI DISCLOSURES

Procedure: PRO-1600-2-HR • Effective Date: 9/23/2013 • Res. #074604
Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

- | | |
|---|--|
| Employee/Client | 1. Requests in writing of the Department Head/Elected Official to have his/her PHI disclosure restricted. |
| Department Head/Elected Official or Designee | 2. Verifies the identity of the employee/client. This may be done through personal knowledge or photo identification.
3. Reviews the request.
4. Restricts the disclosure.
4a. If the restriction is unacceptable forwards the request and a written denial letter to the Privacy Compliance Officer.
(Skip to step # 7)
5. Records the Change.
6. Notifies the necessary parties that PHI disclosure has been restricted. (Skip to step # 9)
7. Reviews the request and denial for legal compliance.
7a. If compliant, notifies the Department Head/ Elected Official in writing. |
| Privacy Compliance Officer | |

7b. If not compliant, **works** with Department Head/ Elected Official to come in to compliance.

Department Head/Elected Official or Designee

- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome.
- 10. **Files** the request and documentation for six years.



REQUESTING ALTERNATE METHODS OF DISCLOSING PHI

Procedure: PRO-1600-3-HR • Effective Date: 9/23/2013 • Res. #074604
Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to have his/her PHI disclosure through an alternate method.

Department Head/Elected Official or Designee

- 2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
- 3. **Reviews** the request.
- 4. **Changes** the method of disclosure.
 - 4a. If the alternative method is unacceptable **forwards** the request and a written denial letter to the Privacy Compliance Officer. (**Skip to step # 7**)
- 5. **Records** the Change.
- 6. **Notifies** the necessary parties that PHI disclosure has been changed to an alternate method. (**Skip to step # 9**)

Privacy Compliance Officer

- 7. **Reviews** the request and denial for legal compliance.
 - 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 7b. If not compliant, **works** with Department Head/Elected Official to come into compliance.

Department Head/Elected Official or Designee

- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome.
- 10. **Files** the request and documentation for six years.



REQUESTING TO INSPECT/COPY PHI

Procedure: PRO-1600-4-HR • Effective Date: 9/23/2013 • Res. #**074604**

Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to inspect/copy his/her PHI.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
3. **Reviews** the request.
4. **Notifies** the employee/client of when the PHI will be ready to inspect/copy.
 - 4a. If the PHI is available to inspect/copy at that time, **allows** the employee/client to inspect/copy his/her records. Inspections/copies must be made in the presence of an authorized employee.
5. **Prepares** the PHI for inspection/copying.
 - 5a. If inspection/copies of the PHI are unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 8)**
6. Forwards the records to the employee/client within 15 working days of the request.
 - 6a. If the request is delayed, notifies the employee/client in writing of the reason for the delay and the date the record will be available (no later than 21 working days from the request).
7. **Records** the inspections/copies made. **(Skip to step # 10)**

Privacy Compliance Officer

8. Reviews the request and denial for legal compliance.
 - 8a. If compliant notifies the Department Head/Elected Official in writing.
 - 8b. If not compliant, works with Department Head/Elected Official to come in to compliance.

Department Head/Elected Official or Designee

9. **Makes** any necessary adjustments to become compliant.
10. **Notifies** the employee/client in writing of the request's outcome and the necessary copies within 15 days of the request.
11. **Files** the request and documentation for six years.



REQUESTING TO AMEND PHI

Procedure: PRO-1600-5-HR • Effective Date: 9/23/2013 • Res. #**074604**

Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to amend his/her PHI.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Reviews** the request.

4. **Amends** the necessary records within ten calendar days of the request.

4a. If an amendment of the PHI is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. (**Skip to step # 7**).

4b. If the request cannot be accommodated within ten calendar days, **writes** the employee/client stating the reason for the delay and the date the amendment will take place (no later than 21 days from the date of the request).

5. **Notifies** all other entities/individuals that may use a record of the changes and **records** the necessary disclosures.

6. **Records** the amendments made. (**Skip to step # 9**)

Privacy Compliance Officer

7. **Reviews** the request and denial for legal compliance.

7a. If compliant, **notifies** the Department Head/Elected Official in writing.

7b. If not compliant, **works** with Department Head/Elected Official to come in to compliance.

Department Head/Elected Official or Designee

8. **Makes** any necessary adjustments to become compliant.

9. **Notifies** the employee/client in writing of the request's outcome and the necessary copies within ten days of the request.

10. **Files** the request and documentation for six years.



REQUESTING A LOG OF PHI DISCLOSURES

Procedure: PRO-1600-6-HR • Effective Date: 9/23/2013 • Res. #**074604**
Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official a log of his/her PHI.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Reviews** the request.

4. **Collects** the necessary data.

4a. If a log of disclosures is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 7)**

5. **Forwards** a copy of the written log to the employee/client within 30 days of the request date.

6. **Records** what specific information has been provided to the employee/client. **(Skip to step # 9)**

Privacy Compliance Officer

11. **Reviews** the request and denial for legal compliance.

7a. If compliant, **notifies** the Department Head/Elected Official in writing.

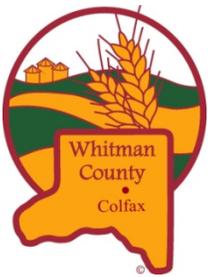
7b. If not compliant, **works** with Department Head/Elected Official to com compliance.

Department Head/Elected Official or Designee

12. **Makes** any necessary adjustments to become compliant.

13. **Notifies** the employee/client in writing of the request's outcome and the necessary copies within 30 days of the request.

14. **Files** the request and documentation for six years.



DOCUMENTING AND ACCOUNTING FOR DISCLOSURES OF PHI

Procedure: PRO-1600-7-HR • Effective Date: 9/23/2013 • Res. #**074604**
Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to disclose

his/her PHI.

Department Head/Elected Official or Designee

- 2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
- 3. **Provides** the employee/client with an Authorization Form.
 - 3a. If no authorization form is required, **reviews** the request for legal compliance. **(Skip to step # 7)**

Employee/Client

- 4. **Completes** the Authorization Form.
- 5. **Returns** the Authorization Form to the Department Head/Elected Official.

Department Head/Elected Official or Designee

- 6. **Reviews** the Authorization Form.
- 7. **Discloses** the PHI in accordance with the Authorization Form’s criteria.
 - 7a. If the specified PHI cannot be disclosed, **forwards** the request and a written denial to the Privacy Compliance Officer. **(Skip to step # 9)**
- 8. **Records** the dates and information that were disclosed.

Privacy Compliance Officer

- 9. **Reviews** the request and denial for legal compliance.
 - 9a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 9b. If not compliant, **works** with Department Head/Elected Official to come in to compliance.

Department Head/Elected Official or Designee

- 10. **Makes** any necessary adjustments to become compliant.
- 11. **Notifies** the employee/client in writing of the request’s outcome.
- 12. **Files** the request and documentation for six years.



REQUESTING TO MODIFY AND/OR COPY AN AUTHORIZATION FORM

Procedure: PRO-1600-8-HR • Effective Date: 9/23/2013 • Res. #**074604**
 Cancels: Res. 072277 • Reference: POL-1600-HR

Action By:

Action:

Employee/Client

- 1. **Requests** in writing of the Department Head/Elected Official to modify/copy his/her Authorization Form.

Department Head/Elected Official or Designee

- 2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
- 3. **Reviews** the request.

- 4. **Modifies/copies** the Authorization Form.
 - 4a. If the modification/copy is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 7)**
- 5. **Notifies** the appropriate parties that the Authorization Form has been modified.
- 6. **Records** that the Authorization Form has been modified/copied. **(Skip to step # 9)**
- 7. **Reviews** the request and denial for legal compliance.
 - 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 7b. If not compliant, **works** with Department Head/Elected Official to come into compliance.
- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome and **mails** the necessary copies.
- 10. **Files** the request and documentation for six years.

Privacy Compliance Officer

Department Head/Elected Official or Designee



REQUESTING REVOCATION OF AUTHORIZATION TO USE/DISCLOSE PHI

Procedure: PRO-1600-9-HR • Effective Date: 9/23/2013 • Res. #**074604**
 Cancels: Res. # 072277 • Reference: POL-1600-HR

Action By:

Action:

Employee/Client

- 1. **Requests** in writing of the Department Head/Elected Official to revoke his/her Authorization Form.
- 2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
- 3. **Reviews** the request.
- 4. **Revokes** Authorization Form.
 - 4a. If the revocation is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 7)**
- 5. **Notifies** the appropriate parties that the Authorization Form has been revoked, **stopping** the use/disclosure of PHI.
- 6. **Records** that the Authorization Form has been revoked. **(Skip to step # 9)**
- 7. **Reviews** the request and denial for legal compliance.

Department Head/Elected Official or Designee

Privacy Compliance Officer

- 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
- 7b. If not compliant, **works** with Department Head/Elected Official to come into compliance.

Department Head/Elected Official
or Designee

- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome.
- 10. **Files** the request and documentation for six years.



GRIEVANCE PROCEDURE

Procedure: PRO-1600-10-HR • Effective Date: 9/23/2013 • Res. #**074604**
 Cancels: Res. # 072277 • Reference: POL-1600-HR

Definitions:

Grievance – a written concern about Whitman County's compliance with health information privacy laws and regulations.

Action By:

Action:

- | | |
|---|--|
| Complainant | 1. Provides a written grievance to the Privacy Compliance Officer. |
| Privacy Compliance Officer | 2. Reviews the grievance.
3. Interviews the complainant, the Department Head/Elected Official, and the appropriate employees.
4. Documents his/her conclusion regarding the grievance.
5. Forwards the conclusion and advice to the Department Head/Elected Official. |
| Department Head/Elected Official | 6. Takes action based on the grievance and the Privacy Compliance Officer's advice.
7. Documents the outcomes.
8. Forwards the Privacy Compliance Officer a written statement of the outcomes. |
| Privacy Compliance Officer | 9. Reviews the outcomes for legal compliance.
9a. If the outcomes are compliant, initials the statement and files it for six years.
9b. If the outcomes are not compliant, works with the Department Head/Elected Official to come into compliance. |
| Department Head/Elected Official | 10. Adjusts the outcomes appropriately. (Skip to step # 18)
10a. If he/she disagrees with the Privacy Compliance Officer, appeals the decision in writing to the BOCC. |
| BOCC | 11. Reviews the grievance and appeal.
12. Investigates the grievance and appeal. |

- 13. **Decides** if the outcomes were appropriate.
- 14. **Notifies** the Privacy Compliance Officer in writing of their decision.
- Privacy Compliance Officer**
- 15. **Reviews** the decision.
- 16. **Notifies** the Department Head/Elected Official in writing of the BOCC decision.
- 16a. If the BOCC decides the original outcomes were appropriate, **files** all documentation for six years. **(Skip to step # 20)**
- Department Head/Elected Official**
- 17. **Adjusts** any outcomes appropriately.
- 18. **Notifies** the Privacy Compliance Officer in writing that the adjustments have been made.
- 19. **Records** the changes made.
- Privacy Compliance Officer**
- 20. **Notifies** the complainant in writing of the grievance’s outcomes.
- 20. **Records** the outcomes.
- 22. **Files** all documentation for six years.



DISTRIBUTING THE REVISED NOTICE OF PRIVACY PRACTICES

Task: TSK-1600-1-HR • Effective Date: 9/23/2013 • Res. #074604
 Cancels: Res. # 072277 • Reference: POL-1600-HR

After making updates to the Notice of Privacy Practices the Privacy Compliance Officer:

- 1. **Revises** the County’s privacy policies.
- 2. **Posts** a revised Notice of Privacy Practices with all County employment posters.
- 3. **Updates the Orientation Summary.**
- 4. **Updates** the web site Notice of Privacy Practices.
- 5. **Sends** a written notice to every department stating that the Notice of Privacy Practices has been updated.

074605 13. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the updated Privacy Compliance Officer policy as presented.

**RESOLUTION NO. 074605
 BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy Selection and Appointment of Privacy Compliance Officers and its corresponding procedures and tasks;

WHEREAS, this action is required by the federal HIPAA Security Rule,

WHEREAS, Whitman County policy requires a review and update every two years of privacy policies,

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-01610-HR SELECTION AND APPOINTMENT OF PRIVACY COMPLIANCE OFFICERS

Dated this 16th day of September 2013 and effective as of September 23, 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



SELECTION AND APPOINTMENT OF PRIVACY COMPLIANCE OFFICER(S)

Policy: POL-1610-HR • Effective Date: 9/23/2013 • Res. #**074605**
Cancels: Res. # 067425 • Reference: POL-1600-HR

Definitions:

Business Associate – A person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or to provide services to a HIPAA covered entity. Use or disclosure includes the creation, receipt, maintenance or transmittal of PHI.

Covered Entity – A health care plan, clearinghouse, or provider as defined by 45 CFR Parts 160 and 164.

ePHI – Electronic Protected Health Information. Information that is PHI transmitted by or maintained in electronic media as defined by 45 CFR Parts 160 and 164.

Privacy Compliance Officer and Security Compliance Officer– An individual(s) responsible for creating and maintaining the privacy policies and practices of Whitman County in accordance with State and Federal regulations as it pertains to PHI. Security Compliance Officers pertain specifically to ePHI.

Protected Health Information (PHI)– Employee/client information of a private nature, including demographic, financial, medical/health and social data related to healthcare as defined in 45 CFR §160.103 and limited to the information created or received between a Covered Entity and Business Associate. PHI is found in any form including oral, electronic and printed material.

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BOCC – Board of County Commissioners

High Ranking Individual – A management employee with the authority to enforce policy and determine the action to be taken in case of policy violation.

HIPAA – Health Insurance Portability and Accountability Act rules as described in 45 CFR Parts 160 and 164.

1. **Whitman County Shall Have Compliance Officer(s) in Accordance with State and Federal Law.**
Privacy and Security Compliance Officer(s) shall be appointed on an as-needed basis by the BOCC.

2. **Compliance Officer(s) Shall Meet the Following Criteria in Accordance with State and Federal Law.**
Compliance Officer(s) shall meet the following requirements:
 - Be a high ranking individual
 - Possess real authority – no “straw figures”
 - Be capable of detail and follow-up
 - Have full knowledge of county management
 - Have full knowledge of chain of command
 - The County must be willing to provide continuing education to the individual

3. **Compliance Officer(s) Shall Work With All County Departments in Order to Create and Maintain the Privacy Policies of Whitman County, as well as State and Federal Regulations (See PRO# 01600-1-HR).**
Compliance Officer(s) shall be responsible for the following duties:
 - Researching and updating County policies to meet new or revised legal regulations
 - Identifying noncompliance within the County
 - Establishing and administering a process for receiving, documenting, tracking, investigating and taking action on all complaints regarding PHI
 - Conducting assessments and internal audits to determine organizational compliance with HIPAA
 - Overseeing the development, delivery and documentation of privacy training and awareness for the County. This includes training for new and existing employees
 - Participating in the development, implementation and ongoing compliance monitoring of business associate agreements
 - Maintaining appropriate authorization forms, privacy notices and other materials regarding the privacy of PHI
 - Coordinating visits and cooperating with the Office of Civil Rights, other legal entities and organization officers in any compliance review of investigations
 - Managing requests for amendments and changes of PHI
 - Serving as a resource for questions on privacy policies and regulations

074606 **14.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the updated Business Associate policy as presented.

RESOLUTION NO. 074606
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Contracting with HIPAA Business Associates and its corresponding procedures and tasks;

WHEREAS, this action is required by the federal HIPAA Security Rule,

WHEREAS, Whitman County policy requires a review and update every two years of privacy policies,

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-01620-HR CONTRACTING WITH HIPAA BUSINESS ASSOCIATES

Dated this 16th day of September 2013 and effective as of September 23, 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



CONTRACTING WITH HIPAA BUSINESS ASSOCIATES

Policy: POL-1620-HR • Effective Date: 9/23/2013 • Res. #**074606**
Cancels: Res. # 064930 • Reference: POL-1600-HR

Definitions:

- Breach** – The acquisition, access, use, or disclosure of PHI in a manner not permitted by HIPAA which compromises the security or privacy of PHI. See 45 CFR §164.402 for a more detailed description.
- Business Associate** – A person or entity that performs certain functions or activities that involve the use or disclosure of protected health information on behalf of, or to provide services to a HIPAA covered entity. Use or disclosure includes the creation, receipt, maintenance, or transmittal of PHI.
- Covered Entity** – A health care plan, clearinghouse, or provider as defined by 45 CFR Parts 160 and 164.
- Health Information** – Any information, including genetic information, whether oral or recorded in any medium that: (1) is created or received by a provider, health plan, public health authority, employer, insurer, school or university, or clearing house; and (2) related to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual, or the past, present, or future payment for the provision of care to an individual.
- Individually Identifiable Health Information** – Information that is a subset of Health Information, including demographic information collected from an individual and: (1) is created or received by a provider, health plan, employer, or clearinghouse; and (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of care to an individual ; and (a) identifies that individual; or (b) with respect to which there is reasonable basis to believe the information can be used to identify an individual. See 45 CFR §160.103 for a more detailed description.
- Protected Health Information (PHI)** – Employee/client information of a private nature, including demographic, financial, medical/health, and social data related to healthcare as defined in 45 CFR §160.103 and limited to the information created or received between an Covered Entity and Business Associate. PHI is found in any form including oral, electronic and printed material.

HIPAA – Health Insurance Portability and Accountability Act rules as described in 45 CFR Parts 160 and 164.

1. **Whitman County shall have a contract with all business associates as defined by HIPAA in accordance with 45 CFR, Parts 160 and 164. The contract shall contain the following elements:**

- A description of the permitted and required uses of protected health information by the business associate
- Assurance that the information will be used only for purposes for which the business associate needs it
- Administrative, Physical, and Technical safeguards from misuse including an agreement that the business associate will not use or disclose the protected information other than as permitted or required by law or the contract
- Provide individuals with access to their own information and a history of certain disclosures
- Ensure subcontractors will not use or disclose PHI in a manner violating the contract or federal regulations
- Breach notification requirements
- Other requirements required by 45 CFR, Parts 160 and 164

2. **Violations of the Contract Shall be Grounds for Terminating the Business Relationship.**

If the County learns of a breach or violation of the contract by the business associate, the County is required to take reasonable steps to cure the breach/violation. If such steps are unsuccessful the County will terminate the business arrangement.

If terminating the business arrangement is not feasible, the County shall report the problems to the Department of Health and Human Services Office for Civil Rights.

3. **The County Recognizes Exceptions to the Business Associate Contract Required by HIPAA.**

HIPAA allows for certain exceptions to the business associate contract. These exceptions include:

- Disclosures by the County to a health care provider for treatment of an individual. However, a written authorization from the employee is required
- Information from a group health plan provided that the information given is the minimum necessary
- Disclosures to public benefit programs, such as Medicare or Social Security in determining eligibility, enrollment or other uses as allowed by law
- With persons or organizations whose functions or services do not involve the use or disclosure of protected health information, and where any access to such information would be incidental
- With a person or organization that acts as a conduit for protected health information, such as the US Postal Service
- Disclosing information to a researcher for research purposes, either with employee authorization or as a limited data set pursuant to 45 CFR 164.514(e)
- When a financial institution processes consumer-conducted financial transactions that directly facilitate or effect the transfer of funds for payment of health care

074607 15. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to approve the updated restricted reserve resolution as presented. Commissioner Kinzer appreciated the other members work on this issue.

RESOLUTION NO. 074607

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, September 16, 2013; and,

WHEREAS, on July 7, 2008, the Board of County Commissioners adopted Resolution #068366 designating 7.5% of the prior year's General Fund/Current Expense budget to be designated each year as restricted fund balance and restricted cash with a growth factor of 1.5% each year after the 2008 base year to accomplish a 15%

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restricted fund balance and restricted cash balance by 2013. Once the year 2013 is reached, the methodology is to be reviewed and updated; and,

WHEREAS, the restricted cash and restricted fund balance is only to be used for extraordinary, unbudgeted expenses agreed upon by the Board of County Commissioners such as unexpected adjudication, Public Works contingencies, emergencies that threaten public safety and county infrastructure, or a cash flow crisis; and,

WHEREAS, based on economic conditions and declining revenues the Whitman County Commissioners suspended the 1.5% growth factor for:
2010 (Resolution #070051, dated November 2, 2009),
2011 (Resolution #072041, dated July 18, 2011) and,

WHEREAS, the Whitman County Commissioners wish to continue the growth factor suspension indefinitely.

NOW THEREFORE, BE IT HEREBY RESOLVED that the 1.5% growth factor for the restricted fund balance as provided in Resolution #068366 be suspended until further notice by resolution and any obligations to provide additional funding to the restricted fund balance under said resolution for calendar year 2012 be nullified.

PASSED, APPROVED AND ADOPTED this 16th day of August 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

074608 **16.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** approve the interagency agreement IAA24143 between the State of Washington Administrative Office of the Courts and Whitman County Juvenile Court for the support of CASA programs.

074609 **17.** Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize the Chair to communicate with the State Auditor's Office to continue the 2012 audit.

074610 **18.** Notice of liquor licenses due to expire 11/30/13 was received from the Washington State Liquor Control Board.

074611 **19.** Commissioners' pending list reviewed.

10:30 a.m. - Mark Storey, Public Works Director.

Present: Bill Spence, Bill McKee, Sally Ousley (10:30 a.m.) and Alan Thomson (10:35 a.m.).

ACTION ITEMS

074612 20. Commissioner Swannack moved Commissioner Kinzer seconded the motion and it carried that the resolution of intent to vacate all alleyways in block 9 in Johnson be signed as presented.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

In the Matter of the Intent to)	RESOLUTION NO. <u>074612</u>
Vacate and Abandon All of the)	
Alleyways in Block 9, Original)	
Town of Johnson, in the NW ¼)	INTENT TO VACATE AND DIRECTIVE
Of Section 10, Township 13 North,)	
Range 45 East, W.M., Whitman)	TO COUNTY ENGINEER FOR REPORT
County)	

WHEREAS, the Whitman County Board of County Commissioners has received a Petition, for the Vacation and Abandonment of all the alleyways in Block 9, Original Town of Johnson, in the NW ¼ of Section 10, Township 13 North, Range 45 East, W. M., Whitman County, WA, from the majority of the abutting property owners and the appropriate cash deposit of \$1,000.00, said petition being filed at the Office of the Whitman County Engineer,

WHEREAS, pursuant to RCW 36.87.040, before a final decision can be reached on said vacation, the Whitman County Engineer shall investigate and prepare a report on the proposed vacation.

NOW, THEREFORE, BE IT RESOLVED that all of the alleyways in Block 9, Original Town of Johnson is preliminarily found to be of no use to Whitman County and that the vacation of said County Road or some portion thereof may be in the best interest of Whitman County.

IT IS FURTHER RESOLVED that pursuant to RCW 36.87.040 the Whitman County Engineer shall investigate and prepare a report on the issue of vacating all of the alleyways in Block 9, Original Town of Johnson or any portion thereof now existing.

IT IS FURTHER RESOLVED that this resolution be entered upon the minutes of this Board.

DATED at Colfax, Washington, this 16th day of September, 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

074613 21. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to publish a public notice of intent to vacate all alleyways in Block 9 in Johnson.

DIVISION UPDATES

Planning Division:

D074613A 22. I-502 (Marijuana legislation) and associated permitting requirements and possible county code revisions needed was briefly discussed with the Board. The commissioners will provide their questions regarding this matter to the Prosecutor in advance of a mid-October workshop.

11:00 a.m. - BOCC Workshop.

Present: Becky Bryne (via telephone), Kelli Campbell, Debbie Hooper, Kris Thompson, Lindsay Stovall, Jamie Kinley, Mark Storey, Bill McKee, Michele Beckmann, Bill Spence, Sally Ousley and Brett Myers (12:10 p.m.).

074614 23. The 2014 county employee insurances reviewed. No action taken.

12:15 p.m. - Recess.

1:00 p.m. - Reconvened/Board Business Continued.

D074614A 24. Approved documents signed.

D0744614B 25. September 17th workshop cancelled.

074615 26. Parks/Developmental Services workshop cancelled.

2:00 p.m. - Board of Health Convened.

Present: Troy Henderson, Michael Baker, Scott Paradis, Phil Hagihara and Matthew Chertudi.

DIVISION UPDATES:

Health Officer:

074616 27. No Health Officer update.

Environmental Health:

D074616B 28. Phil Hagihara reported that the on-site inspections are beginning to pick up.

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D074616C 28A. Scott Paradis reported on the increase in temporary weekend events and assisting owners in preparing for the opening of new restaurants.

D074616D 28B. Matthew Chertudi noted he is now a licensed food inspector and is nearing completion of the data base for the food program.

074717 28C. Michael Baker mentioned the Secretary of Health's visit and distributed copies of the Whitman County Environmental Health newsletter.
Michael

Personal Health:

D074717A 29. According to the Center for Disease Control (CDC) there are 300,000 Lyme disease cases per year that are caused by Ticks. This number is much larger than the CDC previously estimated. Mr. Henderson will be conducting a Tick surveillance in October.

Administrative:

D074617B 30. One employee has resigned and that position will not be immediately filled. A second employee is on leave until 10/21/13 and a third employee (Financial) was promoted to a position in another department. Pat Black was promoted to the Financial position and Matthew Chertudi will be assisting her at half-time.

D074617C 30A. Minimal/minor injuries were handled at the Palouse Empire Fair this year by Public Health.

D074617D 30B. Public Health has joined "Safe Kids International Initiative" and will also be participating in the "Child Death" review process.

074617E 31. Commissioner Swannack **moved** Commissioner Kinzer **seconded** the motion and it **carried** to authorize the Public Health Director to enter into contractual agreements following legal review, in order to carry out services relevant to the normal operation of the Public Health Office. The Chairman noted this authorization does not eliminate the need for submitting in-house grant paperwork.

Next Meeting/Adjournment:

D074617F 32. Next Board of Health meeting October 21st at 2 p.m./Adjourn.

2:20 p.m. - Recess.

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

Present: Eunice Coker, Troy Henderson, Evon Jones, Dan LeBeau, Cinnamon Brown and Kelli Campbell.

074618 33. Classification System issues discussed. No action taken.

074619 34. Cancelled.

3:15 p.m. - Recess.

D074619A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Conference Room in the Whitman County Courthouse, Colfax, Washington for **Monday, September 23, 2013** at **9:00 a.m.** Chairman Michael Largent and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended. Commissioner Swannack was unavailable.

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

D074619B 35. Approved documents signed.

074620 35A. General Claims/Veterans Relief/Payroll warrants numbered **306020-306123** for **\$2,342,180.98** signed.

074621 35B. Personnel change orders signed.

074622 35C. Not used.

9:15 a.m. - Recess.

D074622A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Conference Room in the Whitman County Courthouse, Colfax, Washington for **Tuesday, September 24, 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/BOCC Workshop.

Present: Mark Storey, Jeff Marshall, Dean Cornelison, Gary Petrovich, Kelli Campbell (9:00 a.m.) and Bill Tensfeld (10:00 a.m.).

074623-074624 36-37. Items discussed included quarry management, Human Resources forthcoming documents for action, negotiations, Classification Committee recommendation, employee medical insurance, New World conference, ALTCEW meeting update, millennium project, Airport Road speed limit, WSAC conference and emergency management related issues. No action taken.

11:00 a.m. - Board Business Continued/Executive Session.

Present: Denis Tracy and Gary Petrovich.

074625 38. Commissioner Kinzer **moved** Commissioner Swannack **seconded** the motion and it **carried** to go into executive session with the above individuals until 11:15 a.m. in accordance with RCW 42.30.110(1)(i) for matters related to litigation.

11:15 a.m. - Return to Open Session/BOCC Workshop.

Present: Gary Petrovich (11:55 a.m.).

074626 39. Items discussed included Eastern Washington Council of Governments, Finance Committee update, Prosecutor's Diversion program, 2014

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budget process, ADA update, SR 194 update, committee applicants, Strategic Planning workshop, tax sharing, CETC auction, Palouse Basin Water Summit, Millennium project scoping hearing, Critical Areas draft, Inland NW Partners and County Road Administration Board appointment.

12:00 p.m. - Adjournment.

D074626A Commissioner Kinzer **moved** to adjourn the **September 16, 17, 23 and 24, 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 **September 30, 2013**. The foregoing action made this **24th** day of **September 2013**.

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

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners