

BOCC MINUTES 09/18/17

079308 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 18, 2017 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Mark Storey, Kelli Campbell, Sherri Aune (9:00 a.m.) and Mark Clinton (9:30 a.m.)

079309-079311 1-3. The following items were discussed but no action was taken.

- Juvenile Classification Strategy
- Loan Policy Update

10:00 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Garth Meyer, Mary Collins, Monica Krause.

D079311A 4. Pledge of Allegiance.

Consent Agenda:

079312 5. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept the consent agenda as presented.

079313 6. Treasurer's Wire Transfers and Check Report in the amount of **\$167,335.67**, Payroll warrants numbered **332038-332049** for **\$536,189.18** and General Claims/Veterans' Relief warrants numbered **332050-332151** for **\$135,935.07** approved.

079314 7. September 5, 2017 minutes approved.

079315-079316C 8. Personnel change orders approved.

079317 9. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to authorize the publishing and notice of hearing for the 2018 budget.

079318 10. Motion by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve the Auditor's revised 2017 signature delegation authorization.

079319 11. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a resolution voiding/cancelling unused warrant stock.

RESOLUTION NO. 079319

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 18, 2017; and,

WHEREAS, it has been recommended by the State Auditor's Office that Whitman County should allow the New World accounting system to issue warrant numbers for payments; and,

WHEREAS, by adhering to the recommendation of the State Auditor's Office it is necessary for all unused, numbered warrants on hand beginning with #331549 and ending with #331899 to be voided/cancelled.

BOCC MINUTES 09/18/17

NOW, THEREFORE, BE IT RESOLVED that the Whitman County Commissioners, in compliance with the State Auditor's Office do hereby void/cancel unused, numbered warrants on hand beginning with #331549 and ending with #331899.

PASSED, APPROVED AND ADOPTED 18th day of September, 2017 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

079320 **12.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the Vault Space Management Policy as presented.

**RESOLUTION NO. 079320
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the amendment for the Whitman County Policy, Vault Space Management;

WHEREAS, this action is new to Whitman County policies; 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 Commissioners that the attached policy is approved as **POL-079320-BOCC VAULT SPACE MANAGEMENT**.

Dated this 18th day of September 2017 and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Effective Date: 09/18/17

Approved by BOCC 09/18/17

VAULT SPACE MANAGEMENT POLICY

POL-079320-BOCC

Res. #079320

WHITMAN COUNTY VAULT SPACE MANAGEMENT POLICY

Background: Because of the expense and inherent size limitations of vault construction, it is crucial that existing vault space is utilized effectively. Vaults are specifically designed to ensure the safe preservation of the government records. Using vault space for the storage of supplies, office machines, seasonal decorations, equipment or other non-record materials is a waste of valuable and secure space, and is an egregious misuse of scarce government resources.

Secure space is a limited resource: care must be taken to determine which records are stored in the vault. In order to make the most efficient use of vault space, public records should be prioritized. Records that should be given priority for vault storage are records that are 1) vital to the operation of the organization, or are 2) archival due to their historical value and importance for preserving institutional and community memory. Secondary space allocations should be made for records appraised as important. If the vault cannot accommodate all important or useful records, provisions should be made for their storage in fire-resistant file rooms as specified in NFPA-232, Protection of Records. Some records may be destroyed according to the state archives schedule, while others must be retained permanently. Some of the records are confidential or sealed.

The following is intended to address optimization of records storage space currently existing in Whitman County Courthouse. It is not intended to fully address safeguarding records stored within the existing vault storage areas from threat of fire, theft, or environmental damage. The Space Allocation Committee may re-convene to create additional policy recommendations to better safeguard records after this policy is effectively implemented.

THIS POLICY APPLIES TO THE FOLLOWING SPACES:

Whitman County Courthouse 1st Floor:

Vault area including locked cages (currently shared by Assessor, Auditor, District Court, Prosecutor, Treasurer).

Whitman County Courthouse 2nd Floor:

Fire resistant Vault (currently shared by Administrative Services, Clerk, Auditor, Human Resources, and Commissioners)

The vault spaces above shall be used exclusively to store records which must be maintained as determined by Washington Secretary of State's Local Government Common Records Retention Schedule (CORE). Records that are no longer required to be maintained must be purged yearly.

If space is available, the 1st floor vault shall first be utilized by users whose offices are on the 1st floor.

If space is available, the 2nd floor vault shall first be utilized by users whose offices are on the 2nd floor.

If an office holds confidential records, secure space must be designated that is only accessible by the staff of that office.

BOCC MINUTES 09/18/17

If space allows, each department shall store their records in only one of the two vaults above.

It is the responsibility of each department head to ensure that their departmental record storage adheres to the policy. It is the responsibility of each department head to arrange for alternative storage space, as needed.

If this policy has been adhered to and there is not enough vault space available to meet departmental needs, the Space Allocation Committee shall review the situation and make recommendation(s) to the department(s). If the recommendation(s) to the departments do not resolve the issue, the affected department head shall seek resolution through the Board of County Commissioners.

079321 **13.** Sarah McKnight, ADO Coordinator provided an annual update for the ADO program. SWEDA is serving around 80 clients County wide. The state has cut their budget and they are not get the start-up money this year. She needs to continue at full time to continue all the programs and devote the time needed to all areas of work including grant writing and project development.

079322 **14.** **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to award \$10,000 for 2017 and \$20,000 each year thereafter in Public Facilities funds to SEWEDA for the Whitman County ADO program.

CORRESPONDENCE:

D079322A **15.** The following correspondence was received:

079323 **15A.** Levy amounts for 2018 was received from the Pullman School District.

079323A **15B.** The Commissioners accepted the resignation of Joe Reynolds as the Assessor of Whitman County.

079324 **16.** Commissioners' pending list reviewed.

11:00 a.m. - Public Works.

Present: Mark Storey, Brandon Kruger and Garth Meyer.

079325 **16A.** The following Public Works related issues approved/updated:

ACTION ITEMS:

079326 **17.** **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve the 2018 construction program.

Mark Storey gave a report of the 2018 construction Program. This is what we intend to spend in 2018 on our construction program.

DIVISION UPDATES:

D079326A **18.** The following division updates provided by Public Works staff.

Solid Waste Division:

D079326B **18A.** Solid Waste Management Plan update. Mark Story reported that the fascia of the old transfer building is being repaired. Pullman Disposal had a truck that broke part of the fascia off so this is covered by their insurance. That project should be completed shortly. The Solid Waste Management Plan is being updated by the SWAC members. We hope to have all the goals in place by the next meeting.

Engineering Division:

D079326C 18B. Guardrail and Farmington Road overlay project update. We have a pre-con this week on the Farmington Road so at some point we will be doing some paving there. It will be October before we get back to the guardrail project.

Maintenance Division:

D079326D 18C. Rock hauls and Steptoe Canyon #2 Bridge update. Brandon Kruger reported the districts are doing rock haul and almost done with the asphalt maintenance. We are getting the graders running. The Steptoe Bridge is moving forward and they are installing the caps and getting ready for the deck. Hopefully getting that done in October.

D079326E 19. Approved documents signed.

11:15 p.m. - Recess.

1:30 p.m. - Reconvene/Board Business Continued.

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH), Judy Stone, Troy Henderson.

079327 20. Mr. Berney reviewed the September 7th of GCBH.

D079327A 20A. GCBH Board Issue:

Briefing to review the regular Board meeting held on September 7, 2017 of the Greater Columbia Behavioral Health Organization (GCBH) Board of Directors. The first part of this Board meeting was spent receiving a briefing from two senior representatives of the Health Care Authority (HCA).

D079327B 20B. GCBH Executive Session(s):

Held at the end of the Board meeting. After coming out of the Executive Session a motion was made to send a letter to the HCA requesting an extension, October 18th, to the deadline for GCBH Counties to respond with a mid-adopter decision. Whitman County voted in favor of the motion. The vote was unanimous.

D079327C 20C. GCBH Funding and Fiscal Operations Committee Report:

The Committee forwarded one recommendations (seconded motion) to the Board of Directors and had several updates/recommendations to report.

That a new substance use disorder service rate plan be approved.

- All rates stayed the same as the current rate plan except for two new services.
- Reimbursement of interpreter services will only be made once proper documentation has been received.
- GCBH has been able to close the last fiscal year of the 15-17 biennium. There is a funding imbalance between two Counties. The Funding Committee will provide a recommendation about how to resolve this issue at the October Board meeting.
- The Funding Policy that was passed at the August Board meeting will need to be amended to account for how the State is viewing American Indians/Alaska Natives. The hope is to have a recommendation for the Board on this issue at the October Board meeting.

Whitman County voted in favor of the recommendation and it passed unanimously.

D079327D 20D. GCBH Regional Office Update:

The GCBH attorney continues to work on drafting language about GCBH forming a Limited Liability Corporation, like North Sound BHO did 1.5 years ago. This structure would also work if GCBH decided to become an Administrative Service Organization under full integration.

- The Interlocal would be replaced by an Operations Agreement
- Draft wording will be coming to each GCBH County.

There was some clarification about the role of ACHs from the discussion with the two representatives from the Health Care Authority. GCBH and other behavioral health

BOCC MINUTES 09/18/17

organizations are able to spend down contractually required reserves as they move towards full integration.

D079327E 20E. Bed Loan Request:

The State (DBHR) has refused to move the 10 beds back to GCBH until the next State-wide contract amendment scheduled for October 2017.

079327F 20F. Affordable Communities of Health/Mid-Adopters Update:

Mid-adopter with transition is the new option.

- Incentive funds would not go to projects planned by the ACH. They are supported by separate revenue stream. These funds are targeted for behavioral health providers to help them transition to full integration.
- A stance of negotiation since it is going to happen anyway?
- BHOs and Counties have right of first refusal to become the Administrative Services Organizations (ASOs) under full integration.

A letter was sent by the Board via email on September 14, 2017 to the Health Care Authority expressing their wishes for participation in the mid-adopter with transition for fully integrated managed care.

2:10 p.m. - Recess

2:30 p.m. - Reconvene/Board Business Continued.

079328 20G. The Board having an opportunity to review the Public Health Strategic Plan for 2018-2021 was recommended for adoption by Mr. Henderson. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to adopt the Public Health Strategic Plan (2018-2021).

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS
ACTING AS THE BOARD OF HEALTH**

In the Matter of the Whitman)	
County Public Health)	RESOLUTION NO. <u>079328</u>
Strategic Plan (2018-2021))	

WHEREAS, the Whitman County Board of Health convened on this 18th day of September, 2017; and,

WHEREAS, the Whitman County Strategic Plan (2018-2021) was reviewed by the Board at the March 20, 2017 Board of Health meeting; and

WHEREAS, the Whitman County Public Health Director recommends adoption of said Plan.

NOW, THEREFORE, BE IT IS HEREBY RESOLVED that the attached Whitman County Public Health Strategic Plan (2018-2021) be adopted as presented.

DATED this 18th day of September, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON
ACTING AS THE BOARD OF HEALTH

Arthur D Swannack, Chairman

ATTEST:

Dean Kinzer, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

WHITMAN COUNTY PUBLIC HEALTH STRATEGIC PLAN 2018-2021

THE DEPARTMENT OF PUBLIC HEALTH’S MISSION IS TO PROTECT, PROMOTE, IMPROVE AND MAINTAIN THE HEALTH OF THE PEOPLE AND THE ENVIRONMENT OF WHITMAN COUNTY. THIS MISSION WILL BE ACHIEVED BY JOINT EFFORTS OF PUBLIC HEALTH AND OTHER HEALTH AND HUMAN SERVICE PROFESSIONALS AND WITH THE HELP OF OUR COMMUNITY PARTNERS.

Table of Contents

Introduction.....3

Mission and Vision.....4

Strategic Initiative 1: Community Health Data Tracking, Use and Distribution.....5

Strategic Initiative 2: Communication to the Public and Key Stakeholders.....6

Strategic Initiative 3: Community Involvement.....7

Strategic Initiative 4: Threats to the Public’s Health and Responding to Emergencies...8

Strategic Initiative 5: Prevention and Education.....9

Strategic Initiative 6: Addressing Gaps in Critical Health Services.....10

Strategic Initiative 7: Performance Management and Quality Improvement.....11

Strategic Initiative 8: Financial Management Systems.....12

Strategic Initiative 9: Infrastructure and Collaboration with County Departments.....13

Strategic Initiative 10: Leadership and Governance.....14

Introduction

This strategic plan was developed by incorporating portions of past planning efforts; the community needs assessment of 2016, foundation public health services identified by the Washington State Association of Local Public Health Officials and State DOH and the standards of public health developed by the Public Health Accreditation Board. This plan should be valuable to all staff, regardless of position and duties within the department. It is a four-year plan and was written broadly so that all staff can see their work with a direct relationship between their daily activities and the overall goals of the entire department.

The standards of public health have been used to devise

10 Strategic Initiatives:

1. Community Health Data Tracking, Use and Distribution
2. Communication to the Public and Key Stakeholders
3. Community Involvement
4. Threats to the Public’s Health and Responding to Emergencies
5. Prevention and Education
6. Addressing Gaps in Critical Health Services
7. Performance Management and Quality Improvement
8. Financial Management Systems
9. Infrastructure and Collaboration with County Departments
10. Leadership and Governance

Mission and Vision

Our Vision

All Whitman County residents have the ability to pursue healthy lives in a healthy environment.

BOCC MINUTES 09/18/17

Our Mission

To protect, promote, improve and maintain the health of the people and the environment of Whitman County.

Our Work

Our commitment to the vision and mission of the department is carried out each day as we strive to provide professional public health services in a fiscally responsible way while meeting the 10 Essential Public Health Services as described by the American Public Health Association.

These services are to:

1. Monitor health status to identify community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships to identify and solve health problems.
5. Develop policies and plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure a competent public health and personal healthcare workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research to discover new insights and innovative solutions to health problems.

Strategic Initiative 1: Community Health Data Tracking, Use and

Staff will use a systematic public health data collection, tracking, analysis, and utilization system in all policy and program decisions. Data will be distributed to the public and key stakeholders on a regular basis.

Distribution

Key Health Indicators: A set of key health indicators will be tracked by local, State and regional partners. Analysis of the data will identify trends and draw conclusions about conditions that affect the public's health.

Data Driven Decisions: Key health indicators will be utilized by all staff in a program planning and evaluation tool. Data will be used in the decision making process for all budgetary and *programmatic decisions*.

Updated Data: The Health Department will consistently use the most current data. Updated data will be reported to the *Board of Health*, other stakeholders, and the general public at regular intervals.

Primary Data Collection: WCPH will conduct primary data collection to *identify local health risks* or behaviors when deemed necessary. Staff will attempt to find existing data sources before undertaking primary data collection projects.

Key Health Indicators are a method of measuring the health of a community. By collecting, tracking, and analyzing data in certain areas, it is possible to make connections between program activities and measurable impacts in the community.

Strategic Initiative 2: Communication to the Public and Key

All staff will use a systematic public information development, review, publication, and distribution process. WCPH will communicate urgent Public Health messages in a timely and accurate manner.

Stakeholders

Public Information: All publically distributed communications will follow *established policy*. Public information will increase WCPH's visibility and credibility within the community. An *updated website* with all required and pertinent information will be maintained.

Appearance: All reports and publications will be *uniform in appearance*, using approved logos, letterhead, business cards, and brochure and newsletter templates.

Emergency Communication: The *Director, Health Officer or Board of Health* will approve talking points, public service announcements, press releases, and health alerts for emergency events or potentially controversial topics. WCPH will support and participate in local, countywide, and regional emergency communication activities.

Materials: Health education materials may include flyers, brochures, pamphlets, newsletters, radio interviews, newspaper articles, and other *publicly distributed materials*. Materials will be culturally competent and age and audience appropriate.

Updated Materials: All programs and services will review *educational materials* and update as needed.

WCPH will keep the community informed using appropriate routine and emergency communication methods. A variety of methods can be used including websites, newspaper articles, radio interviews, and printed materials.

Strategic Initiative 3: Community Involvement

The development of collaborative partnerships and active involvement of community members will address community health risks and issues, prevention priorities, health disparities, and gaps in healthcare resources and critical health services.

Medical Partners: Departmental staff will work with other medical providers in the community to *develop and implement* medical interventions with demonstrated results for healthier communities.

Community Groups: Department staff will participate in *community groups*, coalitions, projects, and initiatives as appropriate. Active participation in collaborations that address public health issues will ensure community awareness.

Regional and Statewide Participation: Department staff will attend *regional and statewide meetings and forums* to keep apprised of regional and statewide trends, activities, and opportunities.

Regional Health Improvement: The Department will participate with and best utilize resources and information from the **Accountable Communities of Health**.

Community Groups provide an opportunity for invested local citizens to share their perspective and opinion with program staff. This interaction helps ensure programs are focused on what matters most to the community.

Strategic Initiative 4: Threats to the Public's Health and Responding to Emergencies

A systematic monitoring and reporting process will identify emerging threats to the public's health. WCPH will respond quickly and effectively to emergency situations.

Responsibility: The *Communicable Disease* and *Environmental Health* divisions are primarily responsible for monitoring, investigating, and reporting threats to the public's health, and containing the transmission of communicable diseases. WCPH is also responsible for enforcing public health code and law.

Threat Reporting: The public and key stakeholders will be able to report, per State requirements, any public health concerns or complaints through a variety of *24-hour emergency reporting systems*.

Collaboration: All monitoring, investigating, enforcing, and reporting activities will be planned and implemented in *collaboration with medical providers and veterinarians*. When responding to emergencies, a regional approach may be used, or assistance may be requested from other agencies, allowing trained responders to be available 24/7.

Practice: WCPH will ensure preparedness through the maintenance and regular practice of the *emergency response plan*.

After Action Reports: WCPH will complete an after action report after all real and practice emergency activities. The *WCPH emergency response plan will be revised* as needed.

Inspections: Regular inspections of permitted facilities will be conducted *as required by law*.

WCPH will encourage compliance with regulations through education, information, investigation, permit and license conditions, inspections, and development of enforcement code. Proper compliance will reduce the likelihood of a threat to the public's health.

Strategic Initiative 5: Prevention and Education

All public health programs and activities will include prevention and education as a planned component. Education can include information regarding health risks, health behaviors, health needs, prevention tips, or wellness approaches.

Community Education: WCPH will educate the community about the department as a whole, including programs and available services, thereby increasing WCPH's *visibility and credibility*.

Education: Public health programs will *develop and sustain* education programs. This will include education regarding relevant laws that apply to program activities.

Preventable Conditions: *Health promotion strategies* will be implemented to protect the population from preventable conditions. These strategies will be *research based interventions* (best practices) and will involve the collaboration of community partners when appropriate.

Regulated Entities: At every opportunity, staff will provide regulated entities with education regarding their responsibilities and methods to achieve full *compliance with applicable laws*.

Outreach: WCPH will conduct outreach to the community to promote health department programs. Outreach may *target special populations*.

Health promotion strategies are implemented to protect the population from preventable conditions. Implemented strategies are based on community need and research-based interventions.

Strategic Initiative 6: Addressing Gaps in Critical Health Services

WCPH will convene, facilitate and provide support for partnerships intended to reduce disparities and specific gaps in access to critical health services.

Capacity Building: WCPH will support and promote capacity building and *resource-sharing* activities within the county.

Data Sources: WCPH will identify, analyze, prioritize, and publish data sources to empower community leaders to make *data driven decisions*. This includes data on medical care access, key health indicators, the Community Needs Assessment and other health data.

Prioritize: WCPH will help the community identify *gaps in services* and health disparities through data analysis. Community Health partners will provide input to WCPH and the Board of Health to address identified areas of health need, including *medical care access*.

Critical Health Needs: Identified areas of critical health importance will be *addressed collaboratively* thorough a variety of activities as each situation warrants, employing culturally competent initiatives. The role of WCPH may be to monitor, participate, or facilitate particular activities.

After reviewing the Key Health Indicator Report, the Department will identify gaps and list out top priorities. If other community groups are already addressing the issue, WCPH's role will be to monitor the situation and provide assistance when necessary.

Strategic Initiative 7: Performance Management and Quality Improvement

Effective financial management systems will support all programs and services. These systems will adhere to county financial policies.

Customer Satisfaction: Programs that serve the public or other stakeholders will *survey its customers* to gauge their perceptions regarding program success and areas for improvement.

Evaluation: All programs will continually use feedback for *program evaluation*. Evaluations may include review of the program logic model, a records review, and analysis of customer service survey data.

Quality Improvement: WCPH will implement an on-going Quality Improvement *process* led by Department leadership utilizing feedback from all staff to maximize program efficiencies.

Data Driven: Data driven decisions will be coupled with *research based interventions* (best practices) to ensure each program operates as effectively and efficiently as possible.

Performance management and quality improvement techniques help programs stay on track and measure their progress. Improving the quality of programs offered by WCPH can improve the health of the individuals that WCPH serves.

Strategic Initiative 8: Financial Management Systems

Public health programs and activities will identify specific goals, objectives, and performance measures, and will establish mechanisms for regular tracking, reporting, and use of results.

Written Agreements: WCPH will maintain written financial *agreements with outside entities* when appropriate.

Budget: The Department's budget is part of the Counties overall budget and as such will be developed while working with county leadership and other Departments in order to demonstrate *fiscal responsibility* of public funds.

Review: *Monthly budget reports* will be prepared so that management may review their budgets on a regular basis. WCPH will *participate in audits* as required.

External Funding: WCPH will actively seek external grant funding as appropriate. Financial management systems will ensure that *all requirements are met* for externally funded programs.

Department financial systems are **managed in conjunction** with the County Auditor's office. Systems for financial accounting, databases, billing and budget codes, budget review, indirect cost allocation plans, and the budgeting and billing processes will be streamlined to maximize accuracy and efficiency.

Strategic Initiative 9: Infrastructure and Collaboration with County

County systems will continue to provide important functions for the department. WCPH will hire and retain well qualified employees.

Departments

County Policies: WCPH is part of the *county system*, and will follow all county policies.

Human Resources: WCPH will work with the county Human Resource Department to hire well qualified employees. All *Human Resource documents*, including job descriptions, individuals training plans, performance appraisals, professional licenses, and employee health records will be managed by the Human Resource Department.

Information Services: The Information Technology Department will provide infrastructure for *data collection*, analysis, and *rapid communication*.

Future Technologies: WCPH will seek new and current technologies to better serve and communicate with the public and will be open to **leading the way** for County-wide technical improvements.

Prosecutor's Office: Enforcement strategies and code will be developed in *collaboration* with the Prosecutor's Office.

Infrastructure: WCPH will work with the Facilities Department and other county workgroups to *maintain* infrastructure.

Whitman County provides the infrastructure for the Department. As such, the Department will follow all county policies relating to interoffice business. The Department will also contribute

Strategic Initiative 10: Leadership and Governance

Leadership and governance bodies will set organizational policies, provide direction, and assure accountability.

Board of Health Orientation: Board of Health members will be oriented to applicable laws, ensuring *department accountability*.

Communication: The Board of Health will be kept apprised of *public health issues*, including public health law changes, the department budget, emergency response, outbreaks and emerging diseases of import, and select program activities.

Strategic Plan: The Board of Health will adopt an updated department strategic plan at least *every four years*.

Quality Improvement: WCPH's Administrator, Health Officer and Board are committed to a culture of *continuous improvement*. The entire staff of the Department is strongly encouraged to stay up-to-date on best practices within their fields and to bring any and all potential improvements forward for consideration.

The Board of Health is the governing body for the Department. Board of Health membership includes each of the three county commissioners. The Board of

2:30 p.m. - State Auditor's Exit Conference.

Present: Jonna Davis, Debbie Pennick, Marlynn Markley, Kayla Brink, Gary Petrovich, Cindy Hayward, Sharron Cunningham, Monica Krause, Brandon Kruger, Mark Storey, Jessica Jenseme, Glenda Scheideman, Wraylee Flodin, Evon Jones, Eunice Coker, Michele Beckmann, Evan Ellis, Chris Nelson, Bill Tensfeld, Taylor Nadauld, Forest Holt, Rachel Sun, Kristina Cooper, Pete Martin and Troy Henderson.

079329 **21.** The 2016 State Auditor's exit conference was conducted. In summary:

FINANCIAL STATEMENTS:

Internal Control Over Financial Report:

- No deficiencies were reported in the design or operation of internal controls material to the financial reporting considered to be significant deficiencies.
- No material weaknesses were identified.
- No deficiencies in the design or operation of internal control over major federal programs.
- No findings reported.

FEDERAL AWARDS

Internal Control Over Major Programs:

- No deficiencies were reported in the design or operation of internal controls over major federal programs.
- No material weaknesses were identified.
- No findings reported.

The commissioners recognized the hard work by the Auditor's office, especially Sharron Cunningham's efforts resulting in the first clean audit in many years.

3:05 p.m. - Recess.

D079329A **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Tuesday, September 19, 2017 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Return to Open Session/Executive Session.

Present: Gary Petrovich.

079330 **22.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 10:00 a.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

10:00 a.m. - Return to Open Session/BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Evon Jones (10:00 a.m.) and Eunice Coker and Sharron Cunningham (11:00 a.m.).

079331 **23.** The following 2018 budget reviews were held but no action was taken.

- Public Works
- Auditor

12:00 p.m. - Recess.

BOCC MINUTES 09/18/17

1:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Gary Petrovich, Jill Whelchel (1:00 p.m.), Bob Reynolds, Melissa Leinweber (1:30 p.m.) and Janet Schmidt (2:30 p.m.).

079332 24. The following 2018 budget reviews were held but no action was taken.

- Clerk
- Extension Service
- Fair/Facilities Management
- Assessor

3:30 a.m. - Executive Session.

Present: Kelli Campbell and Gary and Valerie Hunt.

079333 25. Commissioner Kinzer **moved** Commissioner Largent **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.

D079333A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, September 25, 2017 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer and Michael Largent, Commissioners and Elinor Huber/Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Joe Reynolds, Robin Jones, Bill Tensfeld, Gary Petrovich, Mark Storey (9:00 a.m.) and Kelli Campbell (9:25 a.m.).

D079333B 26. Approved consent agenda items signed.

079334 27. Treasurers Wire Transfers and Check Report in the amount of **\$271,702.66** and General/Veterans' Relief/Payroll warrants numbered **332160-332272** for **\$173,056.86** approved.

079335-079345 28. Personnel change orders.

079346 28A. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent to amend the agenda adding item #28B, a resolution appointing an Acting Assessor as of 10/01/17 and #28C, a resolution authorizing Emergency Management grant signature authority and #28-D, appointing an Interim Fair/Facilities Management Director.

079347 28B. Ballots distributed and votes cast. Chairman Swannack read aloud the voting results, all ballots cast for Robin Jones as Acting Assessor. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to appoint Robin Jones as Acting Whitman County Assessor commencing 10/01/17. The oath of office will be administered by Judge Gary Libey on Friday, September 29th at 1:00 p.m. in the Commissioners' Chambers.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS
RESOLUTION NO. 079347
APPOINTMENT OF ACTING WHITMAN COUNTY ASSESSOR
PREAMBLE**

We are saddened by the announcement that the Honorable Joe Reynolds has decided to retire from his position as the Assessor of Whitman County, effective October 1, 2017.

Over Mr. Reynolds 21 years and 9 months of service to the citizens of Whitman County as their elected Assessor and 44 years, 9 months and 13 days of overall total service to the County, Mr. Reynolds has represented not only his office, but also Whitman County, locally, regionally and at the State level. While he surely deserves a respite from his community service, his leadership, guidance and friendship will be missed by us all. Our hope is that future leaders in our community will use Mr. Reynolds as an example and aspire to emulate his long and valued service to the citizens of Whitman County. We now must proceed with the process of finding his successor.

NOW, THEREFORE, BE IT RESOLVED, pursuant to our statutory responsibilities in RCW 36.16.115, we must appoint an Acting Assessor from one of the present Assessor's staff members, who shall, beginning October 1, 2017, perform all the necessary duties of the Assessor until a successor is appointed pursuant to the provisions of Article II, Section 15 of the Constitution of the State of Washington.

After due deliberation and consultation, the Board of County Commissioners hereby appoints Robin Jones to the position of Acting Assessor of Whitman County commencing October 1, 2017, and hereby direct that from that date she shall take over the statutory duties and responsibilities of the Office of Assessor and perform any and all acts necessary for the fulfillment of her new position.

IT IS FURTHER RESOLVED, beginning October 1, 2017 and continuing until her appointment expires, that Robin Jones shall receive a salary equal to that received by the elected Assessor.

Dated this 25th day of September 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

079348 **28C. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve a resolution for William Tensfeld and/or Robin Cocking to execute for and on behalf of Whitman County for the Washington Hazard Mitigation grant program application and grant.

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS
RESOLUTION NO. 079348**

For the State of Washington Hazard Mitigation Grant Program Application and Grant:

BE IT RESOLVED that William Tensfeld, Director, Whitman County Emergency Management,

OR HIS ALTERNATE Robin Cocking, Deputy Director, Whitman County Emergency Management,

Is hereby authorized to execute for and on behalf of Whitman County Emergency Management, a local government entity, state agency, special purpose district, federally recognized tribe or private nonprofit organization established under the laws of the state of Washington, this application, grant agreement, and payment requests to be filed with the Military Department, Emergency Management Division, for the purpose of obtaining and administering certain state and federal financial assistance under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Act of 1988, P.L. 93-288, as amended.

THAT Whitman County Commissioners hereby authorizes its agent to provide to the Washington Military Department, Emergency Management Division assurances and agreements required for all matters concerning such state disaster mitigation.

Passed and approved this 25th day of September, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Dean Kinzer, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

079348A 28D. Discussion ensued regarding an Interim Fair/Facilities Management Director. Mark Storey said Public Works has the ability to assist as needed but due to their current workload, he preferred not to take on the responsibility of the Fair or Facilities Management Departments.

Bill Tensfeld said in the past both departments have gleaned off each other and he thought it would be a smoother transition if both departments remained together under one Director for the time being. He would be willing to take on the responsibility of both departments in the interim. Commissioner Largent supported Bill Tensfeld acting in this capacity.

Commissioner Largent felt the commissioners should be flexible and not look at any organizational structure for commissioner appointed department in such a way that their decisions are placed in cement. They should continue to look for opportunities for synergy and moving the pieces around. If the Board appointed Bill Tensfeld Acting Director of Fair/Facilities effective October 1, 2017, he then becomes the official presumptive heir apparent to future conversations as Interim Director.

Bill Tensfeld concurred adding in that way the Fair Board will know who the Interim Director is. Then the commissioners have time to consider who they want to appoint as the official Director of these departments.

There being no further discussion, **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to appoint Bill Tensfeld as Acting Fair/Facilities Management Director effective October 1, 2017.

BOCC MINUTES 09/18/17

9:45 a.m. - BOCC Workshop.

Present: Bill Tensfeld, Gary Petrovich, Mark Storey, Kelli Campbell (9:45 a.m.) and Troy Henderson (10:00 a.m.).

079349 29. The following items were discussed but no action was taken.

- Fair/Facilities
- Joint Fair Board Mtg.
- Payne West
- WSDOT Rails/Trails
- Oakesdale Trestle
- VSP Update
- Emails/John Wayne Trail
- Biofuel/Electric Vehicles
- Palouse Basin Water Summit
- Emails/Fire District 12
- Steptoe Canyon #2 Bridge
- 2018 Medical Costs
- 2018 Budget

10:25 a.m. - Adjournment.

D079349A Commissioner Kinzer **moved** to adjourn the **September 18, 19** and **25, 2017** 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 October 2, **2017**. The foregoing action made this **25th** day of **September 2017**.

ss/ DEAN KINZER, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners