

Minutes for October 7th, 2002

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060207 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **October 7, 2002** at **9:00 a.m.** Greg Partch, Chairman, Jerry Finch Commissioners, and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Kelli Campbell.

D060207A 1. Items discussed included contract negotiations. No action taken.

9:15 a.m. - Recess.

D060207B 2. Pledge of Allegiance.

Present: Dean Ferguson and Chris Anderson.

D060207C 3. Motion by Commissioner Finch to approve the Consent Agenda with the deletion of item #1 under new business. Motion **seconded** by Commissioner Partch and **carried**.

060208 4. Claims/Payroll warrants numbered **140471-140373** and **140503-140541** for **\$204,477.80** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	\$2,881.17
102	Building & Development	57.59
103	Countywide Planning	519,46
110	County Roads	192,274.53
135	Prosecutor's Stop Grant	31.46
400	Solid Waste	3,040.07
410	Solid Waste Reserve	640.00
501	Equipment Rental & Revolving	5,042.52

060209 5. September 30, 2002 minutes approved.

060210-060212 6. Personnel board orders approved.

060213 7. Medical cap for non-represented employees tabled to October 14th.

060214 8. Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to revise the countywide petty cash fund resolution.

RESOLUTION NO. 060214

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Board of Whitman County Commissioners met in regular session on the **7th** day of **October 2002**; and,

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need and requirement of regulating the various petty cash/cash drawer/revolving accounts in all county funds; and,

WHEREAS, the responsibility for the various petty cash/cash drawer/revolving accounts must be entrusted to specific individuals.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the following are the revised petty cash/cash drawer/revolving accounts for Whitman County:

DEPARTMENT	AMOUNT	FUND NO.	BARS CODE	CUSTODIAN	PURPOSE
Public Health, Colfax	\$70.00	001.000.000	111.70.02	Robin Cocking	Petty Cash/Front Desk
Public Health, Colfax	\$40.00	001.000.000	111.70.02	Robin Cocking	Cash Drawer
Public Health, Colfax	\$33.00	001.000.000	111.77.02	Robin Cocking	Petty Cash/Postage
Public Health, Colfax	\$50.00	001.000.000	111.70.02	Pauline Anderson	Cash Drawer
Public Health, Pullman	\$100.00	001.000.000	111.70.18	Shannon Hatley	Petty Cash
Public Health, Pullman	\$70.00	001.000.000	111.70.18	Shannon Hatley	Cash Drawer
Public Health, Pullman	\$99.00	001.000.000	111.77.02	Shannon Hatley	Petty Cash/Postage
Prosecutor	\$260.00	001.000.000	111.70.15	Dorothy Talley	Petty Cash/Postage
Prosecutor	\$100.00	001.000.000	111.70.09	Dorothy Talley	Petty Cash
District Court	\$96.00	001.000.000	111.77.03	Kristina Sorenson	Petty Cash
District Court, Colfax	\$50.00	001.000.000	111.70.03	Kristina Sorenson	Cash Drawer
District Court, Pullman	\$50.00	001.000.000	111.70.03	Virginia Walker	Cash Drawer
Parks & Rec.-Colfax	\$200.00	001.000.000	111.70.04	Terry Jeffries	Petty Cash
Parks & Rec.-Fairgrounds	\$25.00	001.000.000	111.70.04	Craig Danielson	Cash Drawer
Parks & Rec.-Kamiak Butte	\$25.00	001.000.000	111.70.04	Roger Marcus	Cash Drawer
Parks & Rec., Wawawai	\$25.00	001.000.000	111.70.04	Bart Dearborn	Cash Drawer
Auditor, Auto Licensing	\$400.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor, Legal Filing	\$100.00	001.000.000	111.70.05	Eunice Coker	Cash Drawer
Auditor	\$5,000.00	001.000.000	111.00.10	Eunice Coker	Revolving
Facilities Maintenance	\$50.00	001.000.000	111.70.04	Janel Goebel	Petty Cash
Clerk	\$50.00	001.000.000	111.70.13	Shirley Bafus	Cash Drawer
Superior Court	\$33.00	001.020.000	111.77.19	Eileen Roe	Petty Cash
Sheriff, Drug Task Force	\$30,000.00	127.140.000	111.77.01	Steve Tomson	Revolving
Sheriff	\$400.00	001.000.000	111.77.01	Rita Konzal	Revolving
Harvest Moon Café	\$15.00	105.430.000	111.70.07	Dave Port	Cash Drawer
Mental Health	\$250.00	105.430.000	111.70.07	JoAnn Porter	Petty Cash
Mental Health, Kids Team	\$400.00	105.430.000	111.70.07	JoAnn Porter	Petty Cash
Mental Health	\$50.00	105.430.000	111.70.07	Jeanine Smith	Cash Drawer
Harvest House Thrift Shop	\$5.00	690.021.000	111.70.07	Dave Port	Cash Drawer
Harvest House	\$400.00	690.021.000	111.70.07	JoAnn Porter	Petty Cash

Public Works	\$150.00	110.400.000	111.70.10	Judy McMurray	Petty Cash
Solid Waste	\$300.00	400.400.000	111.70.06	Charlotte Mundell	Cash Drawer
Treasurer	\$900.00	999.000.000	111.70.11	Donna Poland	Cash Drawer
Treasurer, Advance Travel	\$15,000.00	999.000.000	111.00.21	Lana Cloaninger	Revolving

SIGNED this **7th** day of **October 2002** and effective as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G. R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

10:05 a.m. - Dane Dunford, Evon Jones, and Phil Meyer.

060215 9. On this 7th day of October 2002, Commissioner Finch **moved** to instruct the Treasurer to repay the Solid Waste Reserve fund in full from 320.010.001 (Capital Projects Infrastructure-Bond Proceeds) for funds borrowed April 8, 2002, per BOCC Resolution #059506, for the county lighting project, and to withdraw \$150,000 plus interest to repay the Solid Waste fund from 320.010.001 (Capital Projects-Outside Sources-Commissioners G.O. Bond) fund transferring \$151,396.85 to 210.012.006 (Debt Service-Lighting Project) fund. Motion seconded by Partch and **carried**.

0602216 10. Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to approve a job family placement recommendation for the Public Health Office Assistant position.

060217 11. A letter was received from Attorney Gary Libey with regards to the county window bids and to ask the Board to implement the provisions of RCW 39.30.040(1), which allows the county to take tax revenues into consideration before awarding a bid.

060218 12. Motion by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign a resolution clarifying the Sheriff's wages.

RESOLUTION NO. 060218

WHEREAS, the Whitman County Board of County Commissioners accepted information from Steve Tomson concerning the need to clarify the amount of his county salary in terms of base salary; and,

WHEREAS, Steve Tomson is the elected Sheriff of Whitman County and pursuant to Resolution 059109 is compensated for that function in the sum of \$4,685.00 per month; and,

WHEREAS, Steve Tomson is also the Board of County Commissioners designated Emergency Services Director for which he receives \$500.00 per month.

IT IS THEREFORE HEREBY

RESOLVED that beginning November 1, 2002, the base salary for Steve Tomson shall total \$5,185.00 per month and the Whitman County Auditor is hereby directed to use this base salary to calculate all employee benefits, deductions and contributions; and,

IT IS FURTHER RESOLVED that this clarification is not intended nor shall it have any affect upon the salary of the Sheriff of Whitman County as previously set in Resolution 059109.

Dated this 7th day of October 2002.

APPROVED AS TO FORM:

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Ronald D. Shirley, Chief
Deputy Prosecuting Attorney

Greg Partch, Chairman

ATTEST:

G. R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

060219 13. The Washington State Liquor Control Board sent information about liquor licenses due to expire January 31, 2003.

060220 14. Appointment of citizens to the Salmon Recovery Board was tabled to October 14th.

D060220A 15. Information pertaining to the Courthouse address was tabled pending information from the City of Colfax.

060221 16. A letter of intent to renew the Associate Development Organization (ADO) contract with the Port of Whitman County for fiscal year 2003-2004 signed and forwarded.

D060221A 17. The Whitman County Memorial Airport transfer resolution tabled to later in the day.

D060221B 18. Commissioners' pending items reviewed.

10:20 a.m. - Recess.

10:30 a.m. - County Auditor Position.

Present: Judge David Frazier, Eunice Coker, and approximately 40 guests.

060222 1. With great pleasure Commissioner Finch **moved** and Commissioner Partch **seconded** the motion to appoint Eunice L. Coker as Whitman County Auditor on this 7th day of October 2002. Commissioner Finch said as a commissioner, he was looking forward to Eunice taking over the position knowing she would bring stability and respect back to the office.

Commissioner Partch noted Commissioner Wigen wanted to be in attendance but sends his apologies. Commissioner Partch congratulated Eunice on a good campaign; both candidates ran a good, hard campaign and need to be recognized. He pointed out with this race being won by one vote this proves that everyone's vote **does** count. Motion **carried**.

060223 2. Judge Frazier administered the oath of office for Eunice L. Coker, newly elected Whitman County Auditor.

10:37 a.m. - Recess.

11:10 a.m. - Dane Dunford, Public Works Director.

Present: Dean Ferguson.

Action Items:

060224 1. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** that the local agency change order for Fitzgerald Bridge be signed as presented.

060225 2. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to publish the notice for the Small Works vendors list.

060226 3. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to publish the notice for the Professional Services roster.

Engineering Division:

D060226A 4. The Director provided a brief bridge and road project report.

Maintenance Division:

D060226B 5. According to the Director, if all goes well, the striping crews should be finished this week. Districts I and II are in rock hauling mode and District III will begin hauling rock next week. This scenario will continue as long as weather and funds allow. As soon as there is enough moisture, all crews will commence grading.

11:25 a.m. - Board Business Continued.

Present: Dean Ferguson, Dane Dunford, Eunice Coker, and Janel Goebel.

060227 20. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign a resolution transferring the Whitman County Memorial Airport to the Port of Whitman County. Attachment Exhibit "A" will not

appear in full context in the journal but is available in the Commissioners' Office.

RESOLUTION NO. 060227

A resolution of the Board of Whitman County Commissioners pertaining to the transfer of the Whitman County Memorial Airport and authorizing an interlocal governmental agreement between the Board of Whitman County Commissioners on behalf of Whitman County, Washington, a political subdivision of the State of Washington and the Port of Whitman County.

WHEREAS, WHITMAN COUNTY owns and operates a general aviation airport in the vicinity of Colfax, Washington known as the Whitman County Municipal or Memorial Airport and has so operated for many years; and,

WHEREAS, the PORT OF WHITMAN is also authorized by Washington laws to own and operate general aviation airports and has expressed interest in operating the Whitman County Municipal or Memorial Airport, hereinafter "Airport", and,

WHEREAS, the PORT OF WHITMAN is a governmental entity which also receives considerable taxpayer support; and,

WHEREAS, the PORT OF WHITMAN operates an Industrial Park adjacent to the Airport and wishes to expand that Industrial Park over time; and,

WHEREAS, the transfer of the Airport to the PORT OF WHITMAN is subject to the approval of the Federal Aviation Administration or "FAA"; and,

WHEREAS, in August 2002 the PORT OF WHITMAN COUNTY, based upon discussions between its commissioners and representatives and the Whitman County Commissioners and representatives adopted, unanimously, its resolution No. 02-04 authorizing an interlocal agreement wherein the PORT OF WHITMAN would accept all risks of loss and certain items of personal property would be transferred from WHITMAN COUNTY to the PORT OF WHITMAN with those items related to the operation of the Airport; and,

WHEREAS, both the PORT OF WHITMAN and COUNTY OF WHITMAN will work together to obtain FAA approval which is pending but both the PORT OF WHITMAN and the COUNTY OF WHITMAN have been assured by the FAA approval is likely, but its timing is unknown.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS ON HALF OF WHITMAN COUNTY, a political subdivision of the State of Washington, as follows:

1. The COUNTY OF WHITMAN shall transfer to the PORT OF WHITMAN the Airport, along with improvements, certain personal property and rights in all grants, to the extent allowed by law; and this resolution shall be deemed to so authorize such transfer, subject to the approval by the FAA.
2. The terms and conditions of an interlocal agreement, attached hereto as Exhibit "A" and by this reference incorporated as if fully set forth herein is approved assuming the same either has been approved

or will formally be approved within thirty-one (31) days of the date of this resolution and this Board and its attorney and clerk are so advised.

3. A copy of this resolution shall be certified by the Clerk of this Board and a copy transferred immediately to the PORT OF WHITMAN MANAGER at his address.

DATED this 7th day of October 2002.

APPROVED AS TO FORM:

/s/ James H. Kaufman
Whitman County
Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G. R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

11:30 a.m. - Eunice Coker and Janel Goebel, Web Committee Members.

Present: Diana Dawson and Dean Ferguson.

060228 1. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to accept the recommendation of the Web Committee and appoint Janel Goebel, Chairman, effective 10/07/02.

060229 2. Ms. Coker reviewed the proposed changes to the policy. Chairman Partch asked the Auditor to look into the various web pages used by the former county auditor and the associated costs. He also suggested including as much county information as possible on the web pages to reduce costs. **Motion** by Commissioner Finch **seconded** by Commissioner Partch and **carried** to sign a resolution adopting the revised Whitman County Web Page Policies and Procedures.

RESOLUTION NO. 060229
OF
THE BOARD OF 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, October 7th, 2002, and

WHEREAS, the Board of County Commissioners for Whitman County recognizes the need for clear and precise policies to ensure that the county is well represented by web pages done in a consistent and professional manner, therefore

IT IS HEREBY RESOLVED that the attached Whitman County Washington Web Page Policies and Procedures be adopted as official Whitman County Policy.

PASSED, APPROVED, AND ADOPTED THIS 7TH DAY OF OCTOBER 2002.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

G. R. Finch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 10-07-2002

Page: 1 of 3

POLICY

Cancels: POL-001-IS, 9-20-1999

See Also: PRO-001-IS

Approved by: BOCC

POL-001-IS ESTABLISHING THE WEB COMMITTEE, CHAIRPERSON, VICE-CHAIRPERSON, WEBMASTER, & WEB EDITORS

1. Commissioners Establish A Web Committee

The Board of County Commissioners (BOCC) will establish a Web Committee, which will oversee the operation of the Whitman County Web Site, making sure that the county is well represented by web pages done in a professional manner.

The Web Committee:

- To hold a vote, must have a quorum of five (5) committee members including the Webmaster and Chairperson who may be the same person.
- Will make decisions by a simple majority vote of committee members.
- Will be comprised of not more than one representative from each county department. Members must have web development experience or training in county web development procedures, and must be approved by the county Webmaster as Web Editors.
- Members will each have one vote.
- Members will each help with annual updates of department web pages.

2. Commissioners Will Appoint A Web Committee Chairperson

The BOCC will appoint the Web Committee Chairperson. The Web Committee will use a simple majority vote to select a skilled

candidate to be recommended to the BOCC for appointment as Chairperson. The BOCC will appoint a Chairperson when personnel resign or when the need arises.

The Chairperson will:

- Represent the committee in all **web site related** meetings.
- Coordinate activities related to the county web site.
- Will give timely notices before upcoming meetings.

Effective Date: 10-07-2002

Page: 2 of 3

POLICY

Cancels: POL-001-IS, 9-20-1999

See Also: PRO-001-IS

Approved by: BOCC

POL-001-IS ESTABLISHING THE WEB COMMITTEE, CHAIRPERSON, VICE-CHAIRPERSON, WEBMASTER, & WEB EDITORS

- Chair the Web Committee meetings.
- Write and distribute minutes of the meetings.

3. Web Committee Elects A Vice-Chairperson Using Simple Majority Vote

The Web Committee will elect a Vice-Chairperson using a simple majority vote when personnel resign or when the need arises.

The Web Committee Vice-Chairperson will:

- **Substitute for the Chairperson as needed.**
- **Help with Chairperson's duties when requested.**

4. Web Committee Elects A Webmaster

The Web Committee will elect a Webmaster using a simple majority vote when personnel resign or when the need arises.

The Webmaster will:

- Approve the designation of department personnel as Web Editors.
- Issue passwords to new Web Editors.
- Deny access to web pages when necessary.
- Approve submitted web page changes by Web Editors.
- Edit county homepage.
- Inspect all county web pages for changes and errors.

5. Department Heads Appoint Web Editors

Department heads, if they require more than an annual update of their web pages, must appoint a Web Editor to actively manage their web pages. A Web Editor must receive web editing training, and must be approved by the Webmaster.

Effective Date: 10-07-2002

Page: 3 of 3

POLICY

Cancels: POL-001-IS, 9-20-1999

See Also: PRO-001-IS

Approved by: BOCC

POL-001-IS ESTABLISHING THE WEB COMMITTEE, CHAIRPERSON, VICE CHAIRPERSON, WEBMASTER, & WEB EDITORS

The Web Editors:

- Must meet the same criteria as a Web Committee Member.
- If qualified by the Webmaster, will be given a web password, which allows the editor to edit and publish web pages.
[PRO-001-IS]
- If seasonal, temporary, or a part-time employees, will not be given passwords, and the publishing will be done through the Webmaster.

POLICY

Cancels: POL-002-IS, 9-20-1999

See Also:

Approved by: BOCC

POL-002-IS CREATING AND MODIFYING COUNTY WEB PAGES

1. All Department Homepages Must Use The Same Format

To maintain a cohesive web site all department homepages must use the same format including:

- Fonts
- Colors
- Logo
- Size
- Layout

2. All Department Web Pages May Use Different Formats

Web pages, other than homepages, may be published using modified formats, which fit the unique requirements of each department.

3. All Department Web Pages Must Include The Standard Header

A standard header will be used on all department web pages. The header, which is defined as the top line section of a web page, is determined by the Web Committee and must include:

- On the homepage, the official county logo at the top left which links back to the county homepage. Logo colors may not be altered, and size must be minimum 1" X 1".
- On the homepage, the department name placed to the right of the logo. Font must be bold, maroon / dark red, (Hex=80,00,00; RGB=128,0,0); 36pt. *Footlight MT Light*.
- On subsequent web pages, the department logo, or logo approved by the Web Committee, placed at top left with a link back to the department's homepage. The name "Whitman County" and the department name must appear in the header either as stand-alone text or in the logo. Names outside the logo must use a bold 36pt. *Footlight MT Light* font.
- Horizontal divider line matching that on county homepage.

POLICY

Cancels: POL-002-IS, 9-20-1999

See Also:

Approved by: BOCC

POL-002-IS CREATING AND MODIFYING COUNTY WEB PAGES

4. All Department Web Pages Must Include The Standard Footer

The standard footer, which is defined as the bottom of a web page, is determined by the Web Committee and will exclusively contain:

- Horizontal divider line matching that on county homepage.
- "This is the official Whitman County Colfax, WA Government web site" statement with "Whitman County" as a link to the county homepage.
- "Please send any comments or suggestions to Webmaster@co.whitman.wa.us or WebEditor@co.whitman.wa.us" statement with the e-mail address linked to Webmaster or the specific page Web Editor.
- "By using this web site you agree to the following Disclaimer" statement with "Disclaimer" as a link to the county web site disclaimer page.
- Copyright statement written as "Copyright © ????".
- Last modified statement written as "Last modified: ??/??/????".

POLICY

Cancels: POL-003-IS, 9-20-1999

See Also: PRO-001-IS, PRO-002-IS, PRO-003-IS

Approved by: BOCC

POL-003-IS APPROVING COUNTY WEB PAGES

This policy applies to all county web pages.

1. Webmaster Will Approve Web Page Changes

The Webmaster will initially approve the publication of a department's web page changes except changes in:

- Names and email addresses
- Phone numbers and street addresses
- Schedules
- Dates

2. Department Web Editors Will Request Web Page Change Approval From The Webmaster

Department Web Editors need approval for web page changes.
(PRO-001-IS)

3. Departments Must Keep Web Pages Current

The Webmaster will:

- a. Send a quarterly notice to departments requesting that web pages be reviewed and updated. Departments without a Web Editor will submit updated information to the Webmaster for publication.
- b. Make changes as necessary to outdated departmental information.
(PRO-003-IS)

4. Web Committee Will Give Final Approval For All Web Page Changes

At scheduled meetings the Web Committee will give final approval to all web page changes. (PRO-002-IS)

Effective Date: 10-07-2002

Page: 1 of 1

POLICY

Cancels: New

See Also: POL-001-IS, POL-002-IS, POL-003-IS

Approved by: BOCC

POL-004-IS PUBLISHING LINKS ON WEB PAGES

This policy applies to all publishing on the official Whitman County Web Site.

1. Web Editors Must Publish Links Without Political, Racial, Religious Or Gender Bias Or Intent

Links must meet the guidelines found in **RCW 49.60.030**.

2. Web Editors May Not Publish Links To Businesses

Web Editors may not publish links and references to private businesses, clubs, for-profit or non-profit organizations on county web pages, except:

- When the link or reference relates directly to a county government function, project or event.
- When the link or reference states its relationship to the county government function, project or event.

3. Web Editors May Publish Materials Previously Published By Whitman County

Forms, pamphlets, and other materials previously published by Whitman County may be published on the county web site, except materials containing links or references excluded by POL-004.2-IS. In such a case, a link may be provided to a download of the complete publication.

4. Web Editors May Publish Links To U.S. Federal, State And Local Governments

5. Web Editors Are Responsible For Maintaining Links

Web Editors must check and fix links quarterly.

6. Web Committee Has Final Approval For All Web Page Links

Effective Date: 10-07-2002	Page: 1 of 1
PROCEDURE	
Cancels: PRO-001-IS, 9-20-1999	
See Also: POL-003-IS	Approved by: BOCC

PRO-001-IS ACQUIRING WEB PAGE CHANGE APPROVAL FOR PUBLICATION

<u>Action by:</u>	<u>Action:</u>
Web Editor	1. Emails web page(s) to Webmaster requesting approval.
Webmaster	2. Evaluates the proposed changes. <ul style="list-style-type: none"> 2a. If the changes are not acceptable; returns it to the Web Editor with a written explanation within five (5) working days. 2b. If the changes are acceptable; emails Web Editor with approval of web page changes within five (5) working days.
Web Editor	3. Publishes approved web pages.

PROCEDURE

Cancels: PRO-002-IS, 9-20-1999

See Also: POL-003-IS, PRO-001-IS

Approved by: BOCC

PRO-002-IS APPROVING WEB PAGE CHANGES AT COMMITTEE LEVEL

<u>Action by:</u>	<u>Action:</u>
Webmaster	1. Presents web page changes to Web Committee and reasons for approving publication.
Web Committee	2. Evaluates the changes. <ul style="list-style-type: none"> 2a. If approves; instructs Webmaster to notify department Web Editor of approved changes. 2b. If disapproves; instructs Webmaster to email required changes to department Web Editor. (PRO-001-IS)

PROCEDURE

Cancels: New

See Also: POL-001.5-IS, POL-003-IS, PRO-001-IS, PRO-002-IS

Approved by: BOCC

PRO-003-IS CORRECTING OUT-OF-DATE WEB PAGES

<u>Action by:</u>	<u>Action:</u>
Webmaster	1. Contacts department to inform them of needed changes. <ul style="list-style-type: none"> 1a. If a department has no Web Editor; edits and posts web pages to correct errors, and notifies department head. 1b. If the department has a Web Editor; explains to the Web Editor needed changes to be made within five (5) working days, or in a timeframe approved by the Webmaster.
Web Editor	2. Edits and posts web pages, then informs Webmaster when finished.
Webmaster	3. Reviews posted changes on web, or edits and posts web pages not changed in the specified timeframe, and notifies department head.

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11:45 A.m. - Recess.

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

Present: Tim Myers and Evon Jones-1:00 p.m., and Bev Welch-2:00 p.m.

060230 21. Items discussed included lobbyist contract, WA-CERT, Risk Pool, Sheriff's request, Deputy Prosecutor request, employee medical cap, meetings for newly elected officials, Salmon Recovery Board, review policy changes, and Glen Crellin.

No action taken.

4:00 p.m. - Adjournment.

D060230C Commissioner Finch **moved** to adjourn the **October 7, 2002** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **October 14, 2002**. The foregoing action made this **7th** day of **October 2002**.

ss/ JERRY FINCH, Commissioner

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, Chairman
Board of County Commissioners