

## Minutes for November 3<sup>rd</sup>, 2003

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**061770 THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **November 3, 2003** at **10:00 a.m.** G.R. "Jerry" Finch, Chairman, Greg Partch, and Les Wigen, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

**10:00 a.m. - Board Business.**

**D061770A 1. Call to Order/Pledge of Allegiance.**

Present: Brett Bosse and Tammy Lewis.

**D061770B 2. Motion** by Commissioner Partch to approve the consent agenda. Motion **seconded** by Commissioner Wigen and **carried**.

**061771 3. Claims/Payroll warrants numbered 155402-155552 for \$160,566.16** approved.

FUND	FUND NAME	AMOUNT
001	Current Expense	39,020.96
102	Building & Development	48.68
110	County Roads	2,555.00
118	Inmate Welfare	20.45
123	Paths & Trails	613.00
126	Treasurer's M&O	802.81
127	Drug Enforcement	80.40
133	Commissioners' Special Revenue	1,802.13
136	Electronic Monitoring	920.00
137	Web Site Development	59.48
142	Whitcom-911	10,370.19
410	Solid Waste Reserve	800.00
501	Equipment Rental & Revolving	4,860.02
513	Communications Revolving	1,001.21
690	Clearing & Suspense	10,507.23

**061772 4. October 27, 2003 minutes approved.**

**061773 5. Personnel board orders approved.**

**061774 6. Motion** by Commissioner Partch **seconded** by Commissioner Wigen to sign the 05-01-03 thru 07-31-04 Juvenile Accountability Incentive Block Grant (JAIBG) #0363-31038 for the intensive tracking purposes. Commissioner Partch expressed his appreciation to the Director for the good job he is doing and the fact the Board should continue its support because this

program does have positive results. Commissioner Wigen concurred. Motion **carried**.

7. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch to sign two professional service contracts for sex offender treatment services as follows:

**061775** Valley Treatment Specialties (Steve Lindsley-Clarkston) and,  
**061776** Terry Peterson (Spokane) for sex offender treatment services.  
Motion **carried**.

**061777** 8. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch to sign a professional service contract with John M. Schrader for polygraph services. Motion **carried**.

**10:05 a.m.** - Kelli Campbell.

**061778** 9. **Motion** by Commissioner Wigen **seconded** by Commissioner Partch to sign a resolution amending the Whitman County Classification System Policy adding the membership categories and clarification of a quorum. Motion **carried**.

**RESOLUTION NO. 061778**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the amendment for the Whitman County Policy Creating the Classification System.

**WHEREAS**, this action is a clarification of Whitman County policy; and,

**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-0820-HR CREATING THE CLASSIFICATION SYSTEM.**

Dated this 3<sup>RD</sup> day of November 2003 and effective as of November 1, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
G.R. Finch, Chairman

ATTEST:

\_\_\_\_\_  
Greg Partch, Commissioner

Maribeth Becker, CMC  
Clerk of the Board

Les Wigen, Commissioner

Effective Date: 11/01/03	Page: 1 of 3
<b>POLICY</b>	
Cancels: BOCC #056869	Approved by: BOCC
See Also:	Resolution #0617

**POL-0820-HR      CREATING THE CLASSIFICATION SYSTEM**

Unless otherwise covered by a bargaining unit agreement, this policy applies to all Classification System positions.

**1. Classification Committee oversees the County's Classification System**

The Classification Committee oversees compensation system issues as they arise, presents recommendations to the BOCC, and works to maintain and improve the overall system. Decisions shall be made by a quorum vote of 50% + 1 of the committee's membership.

The Committee is made up of employees from all areas of Whitman County employment. They are selected from the following categories and may be changed by a vote of the committee and BOCC approval:

Elected Official	1 member
Management/Non-Represented	4 members
Management/Professional/Non-Represented	1 member
Non-Management/Non-Represented	1 member
Non-Management/Professional/Non-Represented	1 member

Bargaining units who participate in the County's classification system shall each have one member on the committee.

In addition to the above members, the Human Resources Director shall be appointed to the committee in an on-going basis. All other members are appointed by the BOCC to staggered 2-year terms. Members may volunteer to sit for an additional 2-year term before stepping down from membership for a minimum of one year. During this "step down" time, past members may volunteer to serve as one of the 2 official advisor (non-voting) positions. In the case where more than 2 past members volunteer for advisor positions, the Committee members make the appointments with preference given to past Committee office holders.

The Committee created a classification system based on the 1997 Whitman County Salary Survey information. The system is used to ensure comparable skills receive comparable pay, accurate job

descriptions, and proper grade, step and salary placement. It was approved by the BOCC and implementation took place on June 1, 1998.

**2. System Market Consists of 10 Cities and 13 Counties in Washington State**

**Cities** - Clarkston, Colfax, Kennewick, Othello, Moses Lake, Palouse, Pasco, Pullman, Richland and Spokane.

**Counties** - Adams, Asotin, Benton, Chelan, Douglas, Franklin, Grant, Kittitas, Lincoln, Okanogan, Spokane, Stevens and Walla Walla.

**3. Classification System Uses 13 Salary Grades and 14 Steps**

The salary schedule grades are set-up in increments of about 9% and are numbered "1" through "13". The salary schedule steps are in increments of about 3% and are lettered "A" through "N".

**4. Employees Must Receive a Satisfactory Performance Review Rating of At Least "M - Meets Expectations" to Receive a Step Movement (PRO-0820-1-HR)**

**5. Time Required Between Each System Step is Fixed**

With a satisfactory performance review, employees will move from step A to B in six months, step B to C in 12 months, and every 18 months between steps C through N. Employees not receiving a satisfactory performance review will move to the next step the 1<sup>st</sup> of the month following a satisfactory performance review.

The County's probationary review period is separate and different from the step eligibility process.

**6. Step Time Rounds to the First of the Month if Starting Position Before the 16<sup>th</sup> of the Month Otherwise it Rounds to the First of the Following Month**

**7. Hiring Managers may Place New Hires Between Steps A and D of the Range based on Experience and Qualifications**

**8. "Lead Workers" Receive a 6% Increase in Pay for the Duration of the Designation**

Managers may assign the designation of "lead worker" for employees leading teams or projects that are not a normal part of their position's job family placement. During this designation period, the employee's pay will be increased by 6%.

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When employees cease to function as lead workers, their pay will decrease by 6% and revert to the appropriate step.

**061779**     **10. Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** sign a letter supporting the addition of two roads to the Scenic Byway project; Scott Road, which is the southwest entrance and Scharpenberg Road, which is the east entrance to the Town of Lacrosse.

**061780**     **11. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign the 2003-2004 Town of St. John Criminal Justice interlocal agreement.

**061781**     **12. Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign the E911 Wireless Operations contract amendment #E03383(A) with the Washington State Military Department.

**061782**     **13.** Governor Locke responded to the commissioner's letter concerning the 2004 Presidential Primary election. The Governor was hopeful the legislature would agree to cancel this particular election for the reasons outlined in the commissioners' letter.

**061783**     **14.** A letter was received from the Latah County Commissioners concerning continued operation of the Sojourners' Alliance homeless shelter and transitional housing program. The Latah County Commissioners are willing to assist in this short-term need and are asking other local stakeholders to financially assist Sojourners' as well. Commissioner Partch indicated Latah County Commissioner, Paul Kimmel contacted him about this. It is very needed in our area and Community Action Center is the agency that should be contacted. The county is in no position to allow any funding based on our \$1.3 million deficit for 2004.

**061784**     **15.** A copy of a letter sent to the Sheriff was received by the Board from the Ferry County Commissioners extending an invitation to take advantage of minimal jail housing costs for adult inmates at \$40/day and a \$10 booking fee.

**061785**     **16.** Notice was received from the Department of Revenue advising of their countywide appraisals of selected personal property parcels in Whitman County.

**061786**     **17.** A letter sent to Jerry Kammerzell of Farmington by Phil Meyer, Public Works Maintenance Coordinator was received. Mr. Meyer thanked Mr. Kammerzell for providing the location and source for base material used on the Tensed Road project this past fall.

**D061786A**   **18.** Commissioners' pending list reviewed.

**10:30 a.m. - Community Development Block Grant-Public Service (CDBG-PS) Hearing.**

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Present: Brett Bosse and Tammy Lewis.

**061787** 1. Chairman Finch convened the hearing to consider the 2004 CDBG-PS grant application and requested a staff report.

In the absence of Ms. Allen, Commissioner Partch having served on the Community Action Center Board for 10 years said this application represents an annual grant for public service.

No comments for or against the application were received from those in attendance.

Commissioner Partch also understood the administrative portion of the grant is very small.

**10:35 a.m.** - Judy Allen and Bethany Andrews.

Ms. Allen explained that these funds are awarded to non-entitlement counties in eastern Washington to be used for public service activities. She reviewed the CDBG-PS annual report listing the estimated participants and outcomes for: Employment, Education, Money Management, Permanent Housing, Transitional Housing, Emergency Shelter Service, Housing Purchase and/or Construction Service, Weatherization Services, Emergency and Crisis Assistance, Food and Nutrition, Information and Referral, Community Organization and Development and Case Management Services.

Hearing adjourned.

**Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign the grant application.

**D061787A** 2. Ms. Allen introduced Bethany Andrews, an Americorps/Avista volunteer. Her year of service began last summer. She has initiated the "Walk A Mile" program in Whitman County. In addition, Ms. Andrews is working on a survey assessment for public programs. Over 300 households on the Section 8 housing list were sent surveys and an 11% response rate was received. This information will be compiled for future use. Ms. Allen also pointed out that Bethany would be working 4 hours/day at the Community Education Training Center for the next couple of months.

**D061787B** 3. The commissioners gave Ms. Allen a copy of the Latah County Commissioners letter concerning Sojourners.

**11:00 a.m.** - Dane Dunford, Public Works Director.

Present: Mark Storey, Phil Meyer, Brett Bosse and Tammy Lewis.

**Engineering Division:**

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**D061787C 1.** An update received on the Albion Road Slide project, Wassum Bridge, Endicott Road and the Kinsinger boring project.

**D061787D 2.** The Engineer and Director are looking into the letter received about the speed limit on portions of the Albion Road.

**Maintenance Division:**

**D061787E 3.** The Director and Equipment/Maintenance Coordinator attended the Booker Auction in Eltopia where county equipment was sold and are pleased with the outcome. The cost of advertising and commission will be deducted from the gross sale amount. Proceeds from the sale of equipment sold will be deposited into the fund that purchased the equipment.

**D061787F 4.** Maintenance crews are preparing equipment for snow removal.

**Planning Division:**

**D061787G 5.** The Planning Commission will have a meeting on November 5<sup>th</sup> for continued cluster development discussion.

**Administration Division:**

**061788-061789 6.** **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign personnel board orders filling two Public Works Department positions.

**11:30 a.m. - Tim Myers and Tom Miller, Facilities Management.**

Present: Tammy Lewis.

**061790 1.** A copy of a letter from Rick Davis of Avista Utilities was received outlining the annual cost-savings of \$13,148 experienced from the installation of the new lighting system in county buildings. These figures are based on the past 24-month period. It is estimated that the new lighting system should pay for itself in 9.5 years or less.

**061791 2.** **Motion** by Commissioner Wigen **seconded** by Commissioner Partch and **carried** to sign a contract with Galen Mertsching for the fire rated ceilings in the Courthouse hallways.

**061792 3.** **Motion** by Commissioner Partch **seconded** by Commissioner Wigen and **carried** to sign a contract with JSL Communications, Inc. for the purchase and installation of panic buttons in county buildings.

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

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

Present: Brett Myers (1:30 p.m.) and Kelli Campbell (2:00 p.m.).

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**061793 19.** Items discussed included vacant position in Sheriff's Office, Classification System revisions and vehicle title certificates. No action taken.

**D061793A 20. Motion** by Commissioner Partch to go into Executive Session at 3:20 p.m. with Maribeth Becker for discussion of personnel matters until 3:40 p.m. **Seconded** by Commissioner Wigen and **carried**.

**3:40 p.m. - Return to Open Session.**

**3:40 p.m. - Board Business Continued/BOCC Workshop.**

Present: John Peterson.

**D061793B 21.** Budget comparisons discussed. No action taken.

**D061793C 22. Motion** by Commissioner Partch to go into Executive Session at 4:10 p.m. with Norma Becker, Emily Adams and Barney Buckley for discussion of property negotiation matters until 4:45 p.m. **Seconded** by Commissioner Wigen and **carried**.

**5:00 p.m. - Return to Open Session/Adjourn.**

**D061793D** Commissioner Partch **moved** to adjourn the **November 3, 2003** meeting. Motion **seconded** by Commissioner Wigen and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **November 10, 2003**. The foregoing action made this 3rd day of **November 2003**.

ss/ GREG PARTCH, Commissioner  
ss/ LES WIGEN, Commissioner

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MARIBETH BECKER, CMC  
Clerk of the Board

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G.R. FINCH, Chairman  
Board of County Commissioners