

BOCC MINUTES-11/16/15

077112 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for Monday, November 16, 2015 at 9:00 a.m. Chairman Dean Kinzer, Arthur D Swannack 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, Cinnamon Brown (9:00 a.m.) and Bob Reynolds (9:25 a.m.).

077113 1. The following items were discussed but no action was taken.

- Budget Amend. #2/P&R Loan
- SEWEDA/GIS
- Special Meeting Update
- 9th District Court Decision-Districts
- VSP
- Public Records Requests Tracker
- 2016 DIVCO Contracts
- Superior Courtroom Remodel
- Fair/Foundation Projects
- WSDA Fair Grant
- CIP Funds
- 2015-16 WRCIP Premiums

9:55 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Gary Petrovich, Cinnamon Brown and Kara McMurray.

D077113A 2. Pledge of Allegiance.

Consent Agenda:

D077113B 3. Motion by Commissioner Largent to accept the consent agenda. Motion seconded by Commissioner Swannack and carried.

077114 4. General Claims/Veterans' Relief/Payroll warrants numbered 319815-319830 for \$507,967.72 and 319836-320013 for \$271,286.53 approved.

077114A 5. November 2, 2015 minutes approved.

D077114B 6. No Personnel Change Orders.

077115 7. Commissioner Largent moved Commissioner Swannack seconded the motion and it carried to amend the Classifying Positions policy as presented.

RESOLUTION NO. 077115

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Classifying Positions;

WHEREAS, this policy has been amended for clarification purposes 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 CLASSIFYING POSITIONS.

Dated this 16th day of November 2015 and effective as of January 1, 2016.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



CLASSIFYING POSITIONS

Policy: POL-820-HR - **Effective Date:** 1/1/2016
Res. #: 077115 - **Cancels:** Res. 073992 - **Reference:** None

Unless otherwise covered by a bargaining unit agreement or Civil Service Commission rules, this policy applies to all positions covered by the County's primary compensation system.

Definitions:

BOCC - Board of County Commissioners

Classification - a set of positions connected by similar purpose, function, responsibility, authority and qualifications

Re-classification - The change of a position from one classification to another

Position Description - The official description of essential job functions and related duties belonging to a position. Descriptions include things such as the title, purpose, nature of work, essential functions, supervisory requirements, knowledge, skills, abilities, working conditions and qualifications.

1. A Classification Plan Shall be Developed and Maintained by Human Resources

Human Resources shall develop and maintain a countywide classification plan for the purpose of:

- Maintaining an inventory of classifications
- Maintaining internal compensation alignment
- Surveying comparable entities

Classifications shall be determined by examination of each position's purpose and essential functions; responsibility set; level of authority; relationship to other classes; and required qualifications.

Classification descriptions are designed to be general descriptions of responsibility and are not designed to describe specific duties or requirements of any individual position.

2. Departments Submit New and Revised Position Descriptions to Human Resources for Placement

Departments are responsible for creating and updating position descriptions. Descriptions and an explanation of the request are submitted to Human Resources for classification.

Classification requests may be made for new positions or those believed to be improperly classified (re-classification). Positions re-classified may result in movement to a higher or lower classification. Re-classifications may be requested based on factors listed in provision one (1) that have substantially changed the position on a permanent basis to the extent the current classification no longer describes the work. Re-classifications are based on the position requirements and not an incumbent's qualifications.

Re-classifications may not be used as: merit raises, reward for longevity, duties not previously assigned but within the same classification, or increased volume of work at the current classification.

Human Resources shall assign classifications as necessary and make recommendations to the elected official/department head and the Board of County Commissioners for approval. Once a position has been classified it may be presented to the Board of County Commissioners (BOCC). Only after BOCC processing may a job file be opened for advertising and recruitment. Decisions of the BOCC on classification appeals are final.

All classification changes are subject to the availability of budgeted funds.

3. Departments may Contest Classification Placement

Supervisors and employees may contest Human Resource's recommendation for classification of a position to the Whitman County Classification Committee. The Classification Committee will examine the circumstances of the classification and make a recommendation for placement. Supervisors or employees unsatisfied with the Committee's recommendation may appeal the review directly to the BOCC. The BOCC's classification decision is final.

4. The Whitman County Classification Committee May Make Recommendations Concerning the Classification System

The Classification Committee serves as a source of representation, information and appeal for county employees.

The Committee is run by a quorum vote of 50% + 1 of the membership and is comprised of volunteer employees from all areas of Whitman County employment. Members 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 may each have one member on the committee.

The Human Resources Director is responsible for the classification system and acts as a resource/advisor to the Committee. 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 the "step down" time, past members may volunteer to serve as one of the two official advisors (non-voting) positions. In the case where more than two past members volunteer for advisor positions, the Committee members make the appointments with preference given to the past Committee office holders.



REVIEWING & PLACING JOB DESCRIPTIONS IN JOB FAMILIES

**Procedure: PRO-820-1-HR - Effective Date: 1/1/2016
Res. #: 077115 - Cancels Res. #: 073992 - Reference: None**

Definitions:

JD - Abbreviation for job description.

Action by:

Action:

Supervisor or Employee

Employee

Supervisor or Employee

HR

BOCC

HR

1. Determines there is a need to revise/create a JD.
2. Instructs the employee to revise or writes the JD.
3. Submits the JD to Supervisor.
4. Evaluates the JD.
 - 4a. If a placement review is not required, submits JD to HR for update only.
 - 4b. If a placement review is needed, submits an explanation and the JD to HR.
5. Reviews the JD.
 - 5a. If current placement is appropriate, writes and sends an explanation of the placement decision and how to appeal to the supervisor and employee.
 - 5b. If current placement isn't appropriate, determines the correct job family.
6. Recommends position job family placement to the supervisor and BOCC.
7. Meets with the supervisor and decides whether or not to approve the recommended position placement; notifies HR of the decision.
 - 8a. If approved, works with the supervisor to update grade, step, and salary information and submits board order to BOCC.
 - 8b. If not approved, notifies supervisor of the BOCC's decision.



APPEALING HR JOB DESCRIPTION JOB FAMILY PLACEMENT

Procedure: PRO-820-2-HR - Effective Date 1/1/2016
Res. #: 077115 - Cancels: 073992 - Reference: None

Definitions:

CRC - Classification Review Committee

JD - Job Description

Action by:

Action:

Supervisor or Employee

1. Receives the explanation of placement from HR.
2. Decides to appeal the HR decision to the CRC.
3. Writes and sends a memo to HR requesting the determination be appealed.

HR

4. Forwards a packet to the Chair of the Classification Committee containing:
 - JD
 - Request for review
 - HR determination explanation
 - Appeal request

Classification Committee
CRC

5. Selects 3 members for the CRC.
6. Reviews appeal information.
 - 6a. If current placement is appropriate, writes and sends an explanation of the placement decision and how to appeal to the supervisor, employee, and HR.
 - 6b. If current placement isn't appropriate, determines the job family placement and sends a written recommendation to HR.

HR

7. Presents the HR and CRC job family placement to the BOCC.

BOCC

8. Decides which recommendation to approve; notifies HR and the supervisor of the decision.

HR

9. If approved, works with the supervisor to update grade, step, and salary information and submits board order to BOCC.
 - 9a. If not approved, notifies supervisor of the BOCC's final decision.



APPEALING CRC JOB FAMILY PLACEMENT

Procedure: PRO-820-3-HR - Effective Date: 1/1/2016
Res. #: 077115 - Cancels: 073992 - Reference: None

Definitions:

CRC - Classification Review Committee

Action by:

Action:

Supervisor or Employee

1. Receives the explanation of placement from CRC.
2. Decides to appeal the CRC decision to the BOCC.
3. Writes and sends a memo to HR requesting the determination be appealed.

HR

4. Schedules an appeal hearing with the BOCC and notifies CRC, employee, and supervisor of date and time.

BOCC

5. Conducts the appeal hearing and listens to evidence from HR, the CRC, and supervisor.

6. Decides position job family placement and notifies HR and the supervisor of the decision.

HR

7. If placement is changed, works with supervisor to update grade, step, and salary information and submits board order to BOCC.



TASK: PLACING JOB DESCRIPTIONS IN JOB FAMILIES

Task: TSK-820-1-HR • Effective Date: 1/1/2016

Res. #: 077115 - Cancels: 073992 • Reference: None

Once a job description is submitted for review or placement, HR:

1. Reviews the job description for key position responsibilities and duties.
2. Reviews job family summary listing for an appropriate match.
 - 2a. If there is no appropriate match, creates new job family.
3. Assigns the job description to the best matching job family.
4. Forwards a letter of determination to the department head or elected official indicating the BOCC approval process steps depending on if the job description is for a current position or a proposed position.

077116 **8.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve the resolution adopting GFOA/Sponsor Team recommendations.

**RESOLUTION NO. 077116
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, on September 15, 2014 the Whitman County Commissioners entered into a contract with the Government Finance Officers Association (GFOA) to perform a financial assessment; and,

WHEREAS, results of the GFOA assessment and recommendations for financial roles and responsibilities was forwarded to the Whitman County Sponsor Team; and,

WHEREAS, the Sponsor Team has reviewed and endorses GFOA's assessment and recommendations.

NOW THEREFORE, IT IS HEREBY RESOLVED that the Board of Whitman County Commissioners accepts the recommendations and endorsement of the Whitman County Sponsor Team for the

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Government Finance Officers Association (GFOA) financial roles and responsibility as attached*; and,

IT IS FURTHER RESOLVED that the Board of Whitman County Commissioners recognize this as an official policy of Whitman County which delineates the financial roles and responsibilities; and,

BE IT FURTHER RESOLVED that this Board anticipates results of this policy will embody future financial processes; and,

BE IT FURTHER RESOLVED that any changes to this policy will require the Sponsor Team to meet and make a recommendation(s) to the Board.

Dated this 16th day of November 2015 and effective upon signature as of this date.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

*Attachments to the resolution are available in the Commissioners' Office.

10:25 a.m. - Pete Martin and Annie Pillers.

077117 **9.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion to approve the 2016 Martin Hall budget. Commissioner Swannack noted there is no change in rates for 2016. There is a possibility of youths from out of state being housed at Martin Hall and funds are being set aside for maintenance issues and small capital improvement projects. Motion passed **unanimously**.

RESOLUTION NO. 077117

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON, APPROVING AND AUTHORIZING THE 2016 MAINTENANCE AND OPERATION BUDGET PURSUANT TO THE AMENDED AND RESTATED INTERLOCAL JUVENILE DETENTION FACILITY AGREEMENT (MARTIN HALL); AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

WHITMAN COUNTY, WASHINGTON

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON, as follows:

WHEREAS, WHITMAN County, Washington (the "County") is a political subdivision duly organized and existing under and by virtue of the Constitution and laws of the State of Washington;

WHEREAS, the County is required by chapter 13.16 RCW to acquire, construct and maintain juvenile detention facilities for dependent, wayward and delinquent children;

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WHEREAS, Chapter 309, Laws of 1995, authorizes cities and counties, or any combination thereof, to participate in agreements, pursuant to chapter 39.34 RCW, to jointly expend funds for criminal justice purposes of mutual benefit, which include, but are not limited to, the construction, improvement and expansion of jails, court facilities and juvenile justice facilities;

WHEREAS, the County and eight other counties entered into an Amended and Restated Interlocal Juvenile Detention Facility Agreement (Martin Hall) ("the Amended and Restated Agreement") executed by each County on the following dates:

- Douglas County - August 26, 1996
- Stevens County - August 20, 1996
- Pend Oreille County - July 22, 1995
- Spokane County - August 13, 1996
- Adams County - July 22, 1996
- Asotin County - August 19, 1996
- Lincoln County - July 15, 1996
- Whitman County - July 15, 1996
- Ferry County - July 15, 1996

under the authority granted by chapter 39.34 RCW, Chapter 309, Laws of 1995, and Chapter 10, Laws of 1995, 2nd sp. sess., to provide for the joint operation and maintenance of Martin Hall for use as a "juvenile rehabilitation center" as amended from time to time;

WHEREAS, Section 12 of the Amended and Restated Agreement requires the Whitman County Board of County Commissioners (the "Board") to approve the Operating Budget for the operation and maintenance of Martin Hall, which has been prepared by the Martin Hall Juvenile Facility Board;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1. The Board hereby approves the Operating Budget (as defined in Section 12 of the Amended and Restated Agreement) in substantially the form attached hereto as Exhibit "A". The County shall pay its proportionate amount of costs incurred pursuant to this approved Operating Budget in accordance with Section 5 of the Amended and Restated Agreement.

Section 2. All other resolutions of the Board that are inconsistent with the provisions of this Resolution are hereby repealed to the extent of such inconsistency.

Section 3. This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of County Commissioners of Whitman County, Washington, at a regular meeting thereof held on November 16, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

Arthur D Swannack, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

* * * * *

C E R T I F I C A T E

I, the undersigned, the Clerk of the Board of County Commissioners of Whitman County, Washington, hereby certify that the foregoing resolution is a full, true and correct copy of a resolution duly adopted at the regular meeting of said Board held on November 16, 2015, of which meeting all commissioners had due and lawful notice and at which a majority thereof were present; and that at said meeting said resolution was adopted by the following vote:

AYES, and in favor thereof: 3
 NOES: 0
 ABSENT: 0
 ABSTAIN: 0

I further certify that I have carefully compared the same with the original resolution on file and of record in my office; that said resolution is a full, true and correct copy of the original resolution adopted at said meeting; and that said resolution has not been amended, modified or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Board on November 16, 2015.

WHITMAN COUNTY, WASHINGTON

 Maribeth Becker, CMC
 Clerk of the Board
 Whitman County Commissioners

MARTIN HALL JUVENILE FACILITY
 2016 OPERATING BUDGET

BED USER	BEDS/YEAR	BEDS/MONTH	COST/DAY	TOTAL/MONTH	\$600,000.00
Adams	730.0	2.0	155.00	113,150.00	
Asotin	912.5	2.5	155.00	141,437.50	
Douglas	182.5	5.0	155.00	282,875.00	
Ferry	182.5	.5	155.00	28,287.50	
Lincoln	182.5	.5	155.00	28,287.50	
Pend Oreille	730.0	2.0	155.00	113,150.00	
Spokane	182.5	5.0	155.00	282,875.00	
Stevens	555.0	7.0	155.00	396,025.00	
Whitman	912.5	2.5	155.00	141,437.50	
TOTAL BEDS/COUNTIES	9,855.0	27.0	TOTAL	1,527,525.00	

OTHER USERS	BEDS		COST/DAY	TOTAL/YEAR
CDA				0.00
Spokane	365.0	1	200	73,000.00
Yakima	1,095.0	3	200	219,000.00
TOTAL BEDS/TRIBES	1,460.0	6	TOTAL	292,000.00

TOTAL BEDS CO/TRIBE 11,315.0 TOTAL COUNTY/TRIBE 1,819,525.00

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OTHER INCOME

Food Program-Breakfast	17,000.00
Interest Income	300.00
Food Program-Lunch	23,000.00
Utilities Refund	75,000.00
Sub Total	115,300.00

TOTAL INCOME 2,080,825.00

EXPENSE

Capitol Expense	Replace and Add New Cameras (32)	60,000.00	
Repairs	Divco	20,000.00	
Pre Audit 2016		10,000.00	
Repairs	Non-Divco	20,000.00	
Maintenance	Preventative Maintenance Contract	23,000.00	
Auditing	State	10,000.00	
Accounting		18,000.00	
Legal		18,000.00	
Fire Contract		2,500.00	
CCCS Operator Base	\$146,540.00	1,758,480.00	
Insurance		11,000.00	
Rent		1.00	
Utilities		75,000.00	
	TOTAL EXPENSES	<u>2,002,981.00</u>	\$531,845.00

10:30 a.m. - 2015 Whitman County Budget Amendment #2 Hearing.

Present: Marlynn Markley, Pete Martin, Annie Pillers, Gary Petrovich, Cinnamon Brown, Kara McMurray.

077118 10. The regular meeting was recessed and the hearing convened by the Chairman for budget amendment #2.

Staff report provided by Cinnamon Brown and Gary Petrovich as follows:

Ms. Brown stated with the Current Expense Revenue increase of \$65,490 and Current Expense Expenditure increase of \$36,963.00, this is a positive change for Current Expense.

FUND	DEPARTMENT	REVENUE	EXPENSES
Current Expense	012-Admin. Svc.	---	\$ 2,170.00
Current Expense	060-Auditor	\$ 17,000.00	\$ ---
Current Expense	220-Coroner	\$ 8,000.00	\$ 24,730.00
Current Expense	030-District Court	\$ 40,490.00	\$ 12,233.00
Current Expense	050-Treasurer		\$ 80,000.00
		\$ 65,490.00	\$ 116,963.00
Non-Current Expense			
109-Homeless Housing	010-Commissioners	\$ 30,000.00	\$ 30,000.00
134-Elections	060-Elections	\$ 17,000.00	\$ 17,000.00
141-WA Housing-SHB 2060	010-Commissioners	\$ 3,000.00	\$ 3,000.00
300-Capital Projects	010-Commissioners	---	\$(100,000.00)
511-Unemployment Ins.	012-Admin. Svc.	\$220,000.00	\$ 10,000.00

Gary Petrovich said this is the last budget amendment for 2015. Budget adjustments can be made within a fund. As far as Non-Current Expense Funds, much of the amendments are for clean-up or establishing beginning cash balances.

The hearing was opened to public comment.

Coroner Martin said he appreciated the commissioners prompt response to their amendment due to the amount of deaths to-date in Whitman County.

Ms. Markley indicated District Court is moving things around and reducing expenses.

There being no further comments the hearing was adjourned and the regular meeting reconvened.

077119 **11.** Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to approve a resolution adoption Whitman County budget amendment #2.

RESOLUTION NO. 077119
OF
THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON
BUDGET AMENDMENT #2

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, November 16, 2015; and,

WHEREAS, any and all taxpayers appearing at the hearing held November 16, 2015, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds through the end of the fiscal year 2015.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2015 be amended by the amounts indicated as attached; and,

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

PASSED, APPROVED AND ADOPTED this 16th day of November, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Budget Amendment #2 - Changed Funds Only

Fund Name	2015 Adopted Budget	2015 Amended Budget #1	2015 Budget Amendment #2	2015 Amended Budget #2
001 Current Expense				
Revenue	\$ 14,741,695.00	\$ (3,936.00)	\$ 65,490.00	\$ 14,803,249.00
Expenses	\$ 14,741,695.00	\$ 82,987.00	\$ 119,133.00	\$ 14,803,249.00
	Change to Beg/End Fund Balance			
		\$ (86,923.00)	\$ (53,643.00)	
109 Homeless Housing				
Revenue	\$ 75,000.00	\$ -	\$ 30,000.00	\$ 105,000.00
Expenses	\$ 75,000.00	\$ -	\$ 30,000.00	\$ 105,000.00
134 Elections				
Revenue	\$ 32,050.00	\$ -	\$ 17,000.00	\$ 49,050.00
Expenses	\$ 32,050.00	\$ -	\$ 17,000.00	\$ 49,050.00
141 WA Housing SHB 2060				
Revenue	\$ 25,000.00	\$ -	\$ 3,000.00	\$ 28,000.00
Expenses	\$ 25,000.00	\$ -	\$ 3,000.00	\$ 28,000.00
300 Capital Projects				
Revenue	\$ 851,844.00	\$ -	\$ 100,000.00	\$ 951,844.00
Expenses	\$ 851,844.00	\$ -	\$ 100,000.00	\$ 951,844.00
511 Unemployment Ins. Revolving				
Revenue	\$ 20,000.00	\$ -	\$ 220,000.00	\$ 240,000.00
Expenses	\$ 20,000.00	\$ -	\$ 220,000.00	\$ 240,000.00
TOTALS				
Revenue	\$ 58,597,835.00	\$ (197,936.00)	\$ 435,490.00	\$ 58,835,389.00
Expenses	\$ 58,598,135.00	\$ (111,313.00)	\$ 489,133.00	\$ 58,835,389.00

D077119A 11A. Commissioner Largent said after reviewing their strategic planning meeting efforts of November 13th he would suggest that the Board formally adopt some of the recommendations thereby significantly clarifying the Board's policy statement. The Clerk will prepare a draft resolution for the Board's review prior to the proposed adoption date of November 30th.

CORRESPONDENCE:

D077119B 12. The following correspondence was received:

077120 12A. Notice of a liquor license due to expire 02/29/16 was received from the Washington State Liquor and Cannabis Board.

077121 13. Commissioners' pending list reviewed.

D077121A 14. Approved documents signed.

D077121B 15. No need for 11/17/15 workshop.

11:00 a.m. - Public Works.

Present: Mark Storey, Alan Thomson, Jerry Basler and Garth Meyer.

ACTION ITEMS:

077122 16. The regular meeting was recessed and the hearing convened by the Chairman for the revised Shoreline Master Program (SMP).

Alan Thomson said these revisions have been in progress for the last couple of years and is now up to the Board. The Planning Commission and staff recommend adoption of the revised SMP.

The hearing was opened to public comment.

Mr. Thomson said there are only minimal changes. Once approved by the Board, it will be forwarded to the Department of Ecology (DOE) who will have 60 days to approve it.

There being no further comments the hearing was adjourned and the regular meeting reconvened.

077123 17. Commissioner Swannack **moved** Commissioner Largent **seconded** the motion and it **carried** to approve replacing the County's Shoreline Master Program of 1974 with the updated 2015 Shoreline Master Program and associated maps*.

ORDINANCE NO. 077123

AN ORDINANCE REPLACING THE COUNTY'S SHORELINE MANAGEMENT MASTER PROGRAM ADOPTED IN 1974 WITH AN UPDATED SHORELINE MASTER PROGRAM CHAPTER 19.63 AND ASSOCIATED MAPS.

This update is a requirement of the Shoreline Management Act of 1971. These changes are consistent with the Whitman County Comprehensive Plan and Zoning Ordinance.

BE IT ORDAINED and enacted by the Board of County Commissioners of Whitman County, State of Washington, it having been determined by the Board after hearing the Planning Department's Recommendations and Findings of Fact, after the Board's public hearing and adoption of Findings of Fact.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 16th day of November, 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

*The entire ordinance is available in the Commissioners' and Planning Offices.

11:10 a.m. - Phil Meyer.

077124 18. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to execute the Almota Road Phase 4 County Road Administration Board contract as presented.

077125 19. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign the interlocal purchase agreement with Chelan County for purchase of a steel drum roller as presented.

DIVISION UPDATES:

D077125A 20. The following division updates provided by Public Works staff.

Solid Waste Division:

D077125B 20A. Mr. Storey said they hoped to complete the repairs to the Transfer Station very soon.

Maintenance Division:

D077125C 20B. All crews are ready for winter weather.

Engineering Division:

D077125D 20C. The Director stated they planned to stripe Dry Creek Road today.

Administrative Division:

D077125E 20D. An indirect cost allocation consultant will be on-site in early December to meet with all departments.

077126 20E. A 2012 Forklift was purchased for the Oakesdale Shop from Norlift through the small works roster process for \$18,500 before tax.

Planning Division:

D077126A 20F. Staff updated the commissioners on the status of the Voluntary Stewardship Program contract and Watershed Group. The Department is awaiting a quote for a lead agency. The Prosecutor has reviewed and returned the proposed revised Conservation Commission contract.

D077126B 20G. According to Alan Thomson the Shoreline Master Program (SMP) consultant is preparing SMP materials for the cities/towns. There is still a possibility that the remaining SMP funds can be used to purchase GIS equipment. Along with Mr. Thomson, Jerry Basler and Jeff Marshall are working on finalizing the grant.

D077126C 20H. Mr. Thomson met with Mr. Itani, Developer and Tony Bean, Pullman-Moscow Regional Airport Manager concerning the Airport improvements and Mr. Itani's request for a rezone adjacent to the Airport. The rezone is for only 20 acres of the proposed development. There will be no large trees and housing will be moved down off the high peaks. Everyone now seems to be working together.

11:40 a.m. - Recess.

1:35 p.m. - Reconvene/Board Business Continued.

Present: Mike Berney, Greater Columbia Behavioral Health (GCBH).

077127 21. Mr. Berney reported on the GCBH Board meeting held November 5, 2015.

D077127A 21A. Executive Session(s):

Executive Sessions held to inform the Board of a Corporate Compliance concern with the provider in Asotin County. When the Executive session ended the Board, in open session accepted the recommendations from the Corporate Compliance Committee to review the progress/follow up with the Asotin County provider Board in 90 days.

D077127B 21B. Funding and Fiscal Operations Committee Report:

The Committee did meet in October but there were no recommendations for the Board of Directors this month.

D077127C 21C. GCBH Board Elections:

GCBH Executive Committee positions for the year beginning January 1, 2016.

- Chair: Shon Small
- Vice Chair: Obie O'Brien
- Treasure: Jim Sizemore
- Secretary: Kevin Bouchey
- Past Chair: Bob Koch

D077127D 21D. Regional Office Update:

The application for GCBH to become a Behavioral Health Organization (BHO) on April 1, 2016 was received and accepted by the State. Applications from each of the Regional Support Networks for their current service area will now be reviewed to ensure they meet all requirements.

D077127E 21E. Job Descriptions Approved:

- Two positions that need to be added to the budget in order to handle the new chemical dependency work will begin on April 1st.
- The percentage of administrative costs for GCBH will be reduced with the addition of chemical dependency services.

D077127F 21F. Presentation:

A presentation by Walla Walla General Hospital on planning for possible mental health beds for seniors was received.

D077127G 21G. GCBH Fiscal Update:

- Eastern State Hospital penalty money is up to a little over \$100,000.
- The State has acknowledged problems with the Wraparound with Intensive Services (WISe) Program billing and will process these invoices manually for a while.
- GCBH is planning for a supplemental budget to be voted on in January.

D077127H 21H. GCBH Chair Authorized to Sign Contracts:

- Two contract renewals between the State and GCBH for homeless services (PATH Program)
- One contract each between GCBH and providers in Benton and Yakima Counties for homeless services (PATH Program).

Whitman County voted in favor of authorizing the Chair to sign all the contracts and the vote was unanimous.

077128 21I. GCBH Fourth Amended Interlocal Agreement:

The State wants RSN's to change to Behavioral Health Organizations (BHOs) by the end of the year in order to sign contracts with the State as a BHO, for a process that won't begin until April of next year and staying an RSN until then. This is consistent with the process we have been asked to comply with. The changes are brief and few, simply to reflect the change from an RSN to a BHO thus allowing for the mental health and chemical dependency contracting merger.

- This becomes the "Fourth" Interlocal Agreement.
- All references to "Regional Support Network" or "RSN" were changed to "Behavioral Health Organization" or "BHO".
- Reference to the "Division of Mental Health" was changed to the correct "Division of Behavioral Health and Recovery" in one place (Article 11(a)(4))
- Throughout the document, references to "Mental" health services were corrected to "Behavioral" health services.

Whitman County voted in favor of the Fourth Amended Interlocal Agreement for GCBH. The Interlocal will now be sent to each Member Government for signatures.)

077129 21J. Other Miscellaneous Issues:

Mr. Berney requested that Stacy Pettitt be designated as a Mental Health Professional for Whitman County. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to sign a resolution designating Stacy Pettitt as a Mental Health Professional.

**IN THE MATTER OF APPOINTING
DESIGNATED MENTAL HEALTH
PROFESSIONALS UNDER RCW 71.05**

RESOLUTION NO. 077129

WHEREAS, Whitman County has responsibility for implementation of RCW 71.05 (Mental Illness) which mandates that a coordinated system of evaluation and treatment services be provided to involuntary patients and persons voluntarily seeking treatment for mental disorder; and,

WHEREAS, the Director of Palouse River Counseling has petitioned this Board to appoint Stacy Pettitt as Designated Mental Health Professional, finding that said appointee meets the requirements as specified by law.

BE IT HEREBY RESOLVED by the Board of Whitman County Commissioners that Stacy Pettitt be appointed a Designated Mental Health Professional.

Done this 16th day of July 2015.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Dean Kinzer, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

1:55 p.m. - Recess.

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

Present: Troy Henderson, Michael Baker, Jeff Wilmoth, Chris Skidmore and Candice Beathard.

DIVISION UPDATES:

Health Officer:

D077129A 22. In the absence of Dr. Bowman, a brief health update was provided by Troy Henderson.

Environmental Health:

077130 23. Michael Baker gave a slide presentation of all programs administered by Environmental Health in 2015 and the Departments plans for 2016.

Personal Health:

D077130A 24. No report.

Administrative:

D077130B 25. No report.

D077130C 26. Candice Beathard advised the Board that the HIPAA Compliance report is nearing completion with no major issues.

Next Meeting/Adjournment:

D077130D 27. The next Board of Health meeting is January 19, 2016.

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

Present: Marlynn Markley, District Court Judge Doug Robinson, Sonya Goldsby, Gary Petrovich and Kara McMurray.

077131 28. Ms. Markley and Judge Robinson indicated the Office of Public Defense is requiring an ordinance for the delivery of indigent defense services. The proposed ordinance was drafted by Superior Court Judge David Frazier. Members of the Board pointed out any ordinance must be legally advertised and a hearing held and any prospective contractors need to be registered on the county's small works roster. The date of December 21st is planned for the hearing.

D077131A 28-1. Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to amend the agenda to include item #28A for the Assessor's budget issue.

2:40 p.m. - Recess.

2:50 p.m. - Reconvene/Board Business Continued.

Present: Joe Reynolds, Cinnamon Brown and Gary Petrovich.

077132 28A. The Assessor noted that he previously didn't think he needed a budget amendment until today. He actually needs an additional \$13,000 for wages and benefits.

Ms. Brown said when reviewing the Assessor's budget, he did budget more for wages and benefits than positional budgeting. Gary Petrovich recommended an adjustment to the Assessor's budget. Ms. Brown said with this adjustment, there is still a positive change to Current Expense.

077133 A spreadsheet with the revised amendment information was received from Ms. Brown.

FUND	DEPARTMENT	REVENUE	EXPENSES
Current Expense	012-Admin. Svc.	---	\$ 2,170.00
Current Expense	080-Assessor		\$ 13,000.00
Current Expense	060-Auditor	\$ 17,000.00	\$ ---
Current Expense	220-Coroner	\$ 8,000.00	\$ 24,730.00
Current Expense	030-District Court	\$ <u>40,490.00</u>	\$ 12,233.00
Current Expense	050-Treasurer		\$ <u>80,000.00</u>
		\$ 65,490.00	\$ 129,963.00
Non-Current Expense			
109-Homeless Housing	010-Commissioners	\$ 30,000.00	\$ 30,000.00
134-Elections	060-Elections	\$ 17,000.00	\$ 17,000.00
141-WA Housing-SHB 2060	010-Commissioners	\$ 3,000.00	\$ 3,000.00
300-Capital Projects	010-Commissioners	---	\$(100,000.00)
511-Unemployment Ins.	012-Admin. Svc.	\$220,000.00	\$ 10,000.00

Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to reconsider the original motion passing budget amendment #2.

3:05 p.m. - Robin Jones.

077134 Commissioner Largent **moved** Commissioner Swannack **seconded** the motion and it **carried** to adopt budget amendment #2 (#2A) as updated and currently in front of them adding \$13,000 to the Assessor's budget.

RESOLUTION NO. 077134
OF
THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON
REVISED BUDGET AMENDMENT #2

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, November 16, 2015; and,

WHEREAS, any and all taxpayers appearing at the hearing held November 16, 2015, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and,

WHEREAS, the Auditor estimates that these amendments are necessary for the operation of the specified funds through the end of the fiscal year 2015.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2015 be amended by the amounts indicated as attached; and,

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

PASSED, APPROVED AND ADOPTED this 16th day of November, 2015.

BOARD OF COUNTY COMMISSIONERS
 OF WHITMAN COUNTY, WASHINGTON

 Dean Kinzer, Chairman

ATTEST:

 Arthur D Swannack, Commissioner

 Maribeth Becker, CMC
 Clerk of the Board

 Michael Largent, Commissioner

Fund Name	Budget Amendment #2 - Changed Funds Only					
	2015 Adopted Budget	2015 Amended Budget #1	2015 Budget Amend. #2	2015 Amended Budget #2	2015 Budget Amend. #2A	2015 Amended Budget #2A
001 Current Expense						
Revenue	\$14,741,695.00	\$ (3,936.00)	\$ 65,490.00	\$14,803,249.00	\$ 65,490.00	\$ 14,803,249.00
Expenses	\$14,741,695.00	\$ 82,987.00	\$ 119,133.00	\$14,803,249.00	\$ 132,133.00	\$ 14,803,249.00
	Change to Beg/ End Fund Bal.	\$ (86,923.00)	\$ (53,643.00)		\$ (66,643.00)	
109 Homeless Housing						
Revenue	\$ 75,000.00	\$ -	\$ 30,000.00	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00
Expenses	\$ 75,000.00	\$ -	\$ 30,000.00	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00
134 Elections						
Revenue	\$ 32,050.00	\$ -	\$ 17,000.00	\$ 49,050.00	\$ 49,050.00	\$ 49,050.00
Expenses	\$ 32,050.00	\$ -	\$ 17,000.00	\$ 49,050.00	\$ 49,050.00	\$ 49,050.00
141 WA Housing SHB 2060						

BOCC MINUTES-11/16/15

Revenue	\$ 25,000.00	\$ -	\$ 3,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
Expenses	\$ 25,000.00	\$ -	\$ 3,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
300 Capital Projects						
Revenue	\$ 851,844.00	\$ -	\$ 100,000.00	\$ 951,844.00	\$ 951,844.00	\$ 951,844.00
Expenses	\$ 851,844.00	\$ -	\$ 100,000.00	\$ 951,844.00	\$ 951,844.00	\$ 951,844.00
511 Unemploy. Ins. Revolving						
Revenue	\$ 20,000.00	\$ -	\$ 220,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00
Expenses	\$ 20,000.00	\$ -	\$ 220,000.00	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00
TOTALS						
Revenue	\$58,597,835.00	\$ (197,936.00)	\$ 435,490.00	\$58,835,389.00	\$ 435,490.00	\$ 58,835,389.00
Expenses	\$58,598,135.00	\$ (111,313.00)	\$ 489,133.00	\$58,835,389.00	\$ 502,133.00	\$ 58,835,389.00

077135 29. Tuesday, November 17, 2015 workshop cancelled.

3:10 p.m. - Recess.

D077135A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 23, 2015 at 9:00 a.m.** Chairman Dean Kinzer, Arthur D Swannack and Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

077136 30. General/Veterans' Relief/Payroll warrants numbered **320028-320106** for **\$723,518.68.**

077137 31. Personnel change orders.

D077137A 32. No Need for Tuesday, November 24, 2015 workshop.

10:05 a.m. - BOCC Workshop.

Present: Gary Petrovich and Cinnamon Brown.

077138 33. The following items were discussed but no action was taken.

- Community Action Center Request
- Voluntary Stewardship Program
- Treasurer's Reconciliation Email
- 2015/2016 Budgets
- Draft Mission/Vision/Goals
- WSAC Annual Conf. Update

077139 34. The 11/24/15 workshop was cancelled.

12:25 p.m. - Adjournment.

D077139A Commissioner Largent **moved** to adjourn the **November 16 and 23, 2015** 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 **November 30, 2015.** The foregoing action made this **23rd** day of **November 2015.**

ss/ ARTHUR D SWANNACK, COMMISSIONER
 ss/ MICHAEL LARGENT, COMMISSIONER

 MARIBETH BECKER, CMC
 Clerk of the Board

 DEAN KINZER, CHAIRMAN
 Board of County Commissioners