

Minutes for November 21, 2011

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072423 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 21, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent, Commissioners and Elinor Huber, CMC, Recording Clerk attended.

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

Present: Gary Petrovich

072424 1. Items discussed included financial updates and Martin Hall. No action taken.

9:20 a.m. - Board Business/Executive Session.

Present: Kelli Campbell.

072425 2. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 9:40 a.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

9:40 a.m. - Return to Open Session/Recess.

10:00 a.m. - Board Business Continued/Pledge of Allegiance.

Present: Kelli Campbell, Joe Smillie and Brea Tockett.

D072425A 3. Motion by Commissioner Largent to accept the consent agenda. Motion **seconded** by Commissioner O'Neill and **carried**.

072426 4. Claims/Payroll warrants numbered **259429-259610** and **259270** for **\$736,447.00** approved.

072427 5. November 7, 2011 minutes approved.

072428-072429 6. Personnel change orders approved.

072430 7. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to renew the group Master Application for 2012 WCIF coverage.

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072431 8. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to renew the Deferred Comp Plan for Whitman County.

**RESOLUTION NO. 072431
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

The undersigned, Whitman County Commissioners, hereby certifies that the following extract of resolutions below was taken from a duly called meeting of the Board:

BE IT RESOLVED, that the Board has previously approved and adopted the Whitman County Deferred Compensation Plan ("Plan") to provide employees of the Organization/Agency with retirement benefits.

BE IT RESOLVED, that the Board does hereby declare the intention of the Organization/Agency to continue the Plan, but reserves the right to terminate or amend the Plan at any time.

BE IT RESOLVED, that the members of the Board are hereby jointly and severally authorized to take such actions and to execute such documents as they deem necessary or desirable in order to carry out the intent of the foregoing resolutions and required under the Plan to make the Plan fully effective in accordance with its terms and intent.

DATED THIS 21ST DAY OF NOVEMBER 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

I DO HEREBY CERTIFY that I am the Clerk of the Board of the Whitman County Commissioners, and the keeper of its records and seal.

I FURTHER CERTIFY that the above is a true, correct and complete extract of resolutions adopted at a duly called and held meeting of the Board, and that said resolutions are still in effect and have not been modified or revised and are not in conflict with the bylaws of this Organization/Agency.

IN WITNESS WHEREOF, I have set my hand and the seal of the Whitman County Commissioners.

Clerk of the Board

072432 9. Commissioner Largent **moved** Commissioner O’Neill **seconded** the motion and it **carried** to adopt the revised Equal Employment Opportunity Policy and Plan.

**RESOLUTION NO. 072432
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy: **Providing Equal Employment Opportunity** and corresponding **Whitman County Equal Employment Opportunity Plan.**

WHEREAS, this policy is necessary to be compliant with state and federal regulations,

WHEREAS, this policy is necessary to be compliant with state and/or federal grants received by the County,

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached policy **POL-417-HR Providing Equal Employment Opportunity and corresponding Whitman County Equal Employment Opportunity Plan.**

Dated this 21st day of November 2011 and effective as of January 1, 2012.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

Patrick J. O’Neill, Commiss.

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner



PROVIDING EQUAL EMPLOYMENT OPPORTUNITY

Policy: POL-417-HR • Effective Date: 1/1/2012
Res. #072432
Cancels: Res # C-1; L-1 • Reference: Document 1 of 2 to
EEO

Unless otherwise stated in a union contract, this policy applies to all Whitman County employees, applicants and program participants.

Definitions:

Bona Fide Occupational Qualification - A legitimate, reasonable and proven reason to have job qualifications that would normally be illegal.

1. Whitman County Is An Equal Opportunity Employer.

Whitman County is an equal opportunity employer and will not discriminate against any employee, applicant or program participant in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religion, creed, color, national origin, gender, sexual orientation, age, disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. All activities related to employment such as recruitment, selection, transfer, promotion, termination, and training shall be conducted in a non-discriminatory manner.

It is also the policy of this County to foster and maintain a harmonious non-discriminatory working and program environment for all individuals. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

2. Otherwise Illegal Inquiries May be Made Under Specific Circumstances.

Whitman County may create and implement bona fide occupational qualifications for any position. Whitman County may make inquiries into otherwise protected classes only if the questions pertain to a bona fide occupational qualification or are specifically required by the federal government. Such qualification and questions must be reviewed with the Human Resources Director before implementation.

Human Resources collects information about applicant gender and ethnicity, prior to review of the hiring authority, in accordance with federal reporting regulations. The information collected is provided by the applicant on a voluntary basis and kept confidential, except to the extent necessary to implement an EEO Plan as authorized by law. It is maintained separately from an individual's application and employment file and is not used in a discriminatory manner.

3. Copies of This Policy May Be Obtained Through the Human Resources Department.

Copies of this policy may be obtained through the Human Resources Department. New employees will also receive a summary of the policy during their orientation process.

4. Violations of This Policy Are Cause for Discipline.

Violations of this policy will be cause for disciplinary action up to and including termination. Any individual who feels he or she has been a victim of discriminatory treatment in violation of this policy should bring this concern to

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his/her department head/elected official or the Human Resources Department for appropriate action. An immediate investigation shall be conducted. While complete confidentiality cannot be guaranteed, it will be provided to the extent possible. When the investigation is complete the complainant will be informed of the outcome.

Individuals who are not employed by Whitman County need to submit in writing a formal complaint detailing the alleged discrimination to the Human Resources Department.

Retaliation for filing a grievance, or acting as a witness, is strictly prohibited.

Complaints may be addressed to:

Whitman County Human Resources
400 N. Main St.
Colfax, WA 99111
(509) 397-5243
FAX: (509) 397-6355
www.whitmancounty.org
kellic@co.whitman.wa.us



**Whitman County
Equal Employment Opportunity Plan**

POL-417-HR, Document 2 of 2
Plan Duration: January 1, 2012-December 31, 2014
Contact: Kelli Campbell
Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-5243
FAX (509) 397-6355
kellic@co.whitman.wa.us

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1. Purpose:

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The purpose of the Equal Employment Opportunity Plan (EEO) is to identify organizational components and job categories within Whitman County's workforce in which under representation occurs in proportion to availability in the labor force, and to devise and implement programs and timelines to pursue goals to achieve equitable representation.

2. Equal Employment Opportunity (EEO):

Whitman County is an equal employment opportunity employer and believes that every employee has the right to work in surroundings free from unlawful discrimination.

Whitman County seeks a workforce representative of the surrounding community, and will not discriminate against any employee in an unlawful manner. The County treats all applicants and employees equally and without regard to race, religious creed, color, national origin, sex, age, sexual orientation, disability, pregnancy, political affiliation, marital or veteran's status, or any basis prohibited by local, state or federal law. Whitman County will make reasonable accommodation for qualified individuals if it can do so without undue hardship.

All activities related to employment such as: recruitment, selection, salary administration, working conditions, benefits, application of policies, transfer, promotion, demotion, layoff, recall, termination and training shall be conducted in a non-discriminatory manner (except as required by a bona fide occupational qualification). Therefore, as openings occur, applicants will be allowed to advance within the County in accordance with their skills, abilities, and experience.

The policies of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on Whitman County premises who are employed by temporary agencies and any other persons or companies doing business for or with the County.

It is the policy of Whitman County to foster and maintain a harmonious non-discriminatory working environment for all employees. Toward this end, the County will not tolerate racial, ethnic, religious, or sexual slurs or comments demeaning national origin or disability by any employee or about any employee or applicant.

3. Diversity:

It is the policy of Whitman County to be fair and impartial in all of its relations with employees and to recognize the dignity of the individual. Whitman County's EEO is a tool to ensure equal opportunity in all phases of county programs, employment, recruitment and post employment activities.

This diagnostic tool is used to evaluate the workforce and compare it with the composition of the relevant labor pool outlining practical steps in which to address under utilization of specific groups in all departments and offices throughout the county.

Whitman County views the principle of equal employment opportunity as a vital element in the employment process and as a hallmark of good management. Employees will be treated impartially and allowed, without prejudice, to advance in the organization, as their abilities warrant and as openings occur. Whitman County will promote and afford equal treatment and service to all employees and citizens.

Whitman County commits to:

- Recruiting, hiring, training, and promoting people in all job classifications without regard to race, color, religion, sex, sexual orientation, national origin, disability, veteran status or any other non-job-related characteristic.
- Ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.

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- Ensuring that all personnel actions relating to compensation, benefits, transfers, terminations, training and education are administered in a nondiscriminatory manner.

4. Grievances:

Employees of and applicants to Whitman County will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation or hearing or have otherwise sought to obtain their legal rights related to any federal, state or local law regarding EEO. Any employees of applicants who feel that they have been subject to such behavior because of their EEO status may file a grievance.

Grievances may be made to the appropriate department head/elected official or the Human Resources Director. All grievances shall be investigated immediately. While Whitman County cannot guarantee complete anonymity, it will maintain confidentiality to the extent possible.

Harassment based on the protected classes described in the EEO policy and EEOP is a violation of federal and state law. Harassment is prohibited in all Whitman County workplaces and while conducting work for the County.

Retaliation and/or harassment against an employee who files a grievance and any witnesses to an investigation is strictly prohibited.

Violators of this policy shall be subject to discipline up to and including termination.

5. Administration:

The Whitman County Board of County Commissioners (BOCC) shall be ultimately responsible for the progress of this plan. They shall support the plan's intent and review its progress every year in cooperation with the Human Resources Department.

The Human Resources (HR) Department shall be responsible for the administration and maintenance of the plan. HR shall be responsible for:

- Conducting a continuous review to ensure that County personnel processes meet EEOP requirements
- Internal and external communications regarding protected classes
- Reviewing and updating the EEOP plan every three years
- Receiving and investigating complaints against the County
- Implementing an audit system that will: (1) measure the effectiveness of the EEOP; (2) indicate the need for any remedial action; and (3) determine the degree to which the County's objectives have been met
- Serving as liaison between Whitman County and enforcement agencies
- Reviewing employment related requests prior to approval/acknowledgement by the BOCC

Department heads/elected officials are responsible for knowing the plan and promoting equal opportunity at Whitman County. All personnel actions shall conform to applicable policies/procedures and the EEOP, the basic purpose of which is to further the utilization of the underrepresented with respect to the terms of benefits and privileges of employment, etc. It is expected that all elected officials, department heads and supervisory personnel:

- Assist in the identification of problem areas, formulating solutions,
- cooperating fully in and establishing departmental goals and objectives when necessary
- Review the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer and termination actions occur

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- Review the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities

All employees are responsible for being aware of the plan's intent and making it a success.

6. Dissemination:

This plan shall be disseminated by the following methods:

Internal:

- Equal Employment Opportunity posters shall be posted appropriately throughout County facilities
- Non-discrimination clauses included in union contracts
- Whitman County Personnel Policies and Procedures Guide available on the Human Resources (HR) web page, in HR and through each department
- A summary of the plan at all new employee orientations
- Sent to all employees upon update
- Periodic re-emphasis to department heads/elected officials of EEO policy through standard communications and appropriate reports

External:

- Provided to the public upon request
- Linked to the Human Resources web page
- Applications and announcements for employment shall contain an EEO policy statement "Equal Opportunity Employer" or "EEO"
- All recruiting sources, including State employment agencies, minority and female organizations, educational institutions and social service agencies shall be informed of Whitman County's policy concerning the employment of the underserved populations including qualified individuals with disabilities and qualified protected veterans and have been advised to actively recruit and refer qualified persons for job opportunities
- Contractors or agencies providing personnel services shall be notified in writing of the County's policy and a request shall be made for their EEO policy, as well
- All contractors shall be notified of Whitman County's EEO including the employment of qualified individuals with disabilities and qualified protected veterans
- All employment openings with the appropriate office of the State Employment Service
- All requests for bid and proposals will contain EEO language. Federally funded bids will include non-discrimination requirements in the selection of sub-contractors and encourage solicitation of quotes from Disadvantaged Business Enterprises.

Requests for this plan, questions and concerns may be directed to Whitman County Human Resources, 400 N. Main Street, Colfax, WA 99111 or by calling (509) 397-5243.

7. Labor Market Analysis:

The Whitman County EEO plan includes: analysis of the county workforce and community labor market; identification of specific areas of underutilization; objectives to overcome those underutilizations; and steps the county will take to achieve the plan's objectives.

Table A shows the Labor Market Analysis comparing the available labor force to the county's workforce. Comparisons are made in race, ethnicity and gender. Underutilizations for each group are shown in bold on **Table A** and listed on **Table B**. The

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analysis shows underutilization in 38% of the groups and no underutilization in 62% of groups. Underutilization ranges from -1% to -56%.

Table C shows all underutilizations for each job category translated in to full time equivalent (FTE) positions. **Table D** then summarizes the significant underutilizations for each job category, ethnicity and race. Significant underutilization is defined by a requirement of three or more FTEs to eliminate the underutilization. A requirement of two or less FTEs is not significant.

Job category descriptions are listed in **Appendix A**. Ethnicity and race descriptions can be found in **Appendix B**.

Table A: Labor Market Analysis

Job Category	Total	Male								Female																	
		White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races												
Officials/Admin																											
County Statistic	27	19	70%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%										
Community Statistic	2620	1650	63%	45	2%	4	0%	30	1%	0	0%	48	2%	790	30%	29	1%	0	0%	0	0%	0	0%				
Utilization		7%		-2%	0%	-1%	0%	-2%	0%	0%	0%	0%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%	0%				
Professionals																											
County Statistic	45	13	29%	0	0%	0	0%	0	0%	0	0%	1	2%	30	67%	1	2%	0	0%	0	0%	0	0%	0	0%		
Community Statistic	5590	2565	46%	130	2%	60	1%	10	0%	275	5%	4	0%	2115	38%	130	2%	40	1%	10	0%	150	3%	10	0%	54	1%
Utilization		-17%		-2%	-1%	0%	-5%	2%	-1%	29%	0%	0%	0%	0%	0%	0%	0%	-1%	0%	0%	0%	-3%	0%	0%	0%	-1%	
Technicians																											
County Statistic	8	6	75%	0	0%	0	0%	0	0%	0	0%	0	0%	2	25%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	855	340	40%	8	1%	4	0%	0	0%	15	2%	0	0%	405	47%	19	2%	0	0%	0	0%	0	0%	30	4%	0	0%
Utilization		35%		-1%	0%	-2%	0%	0%	0%	0%	0%	0%	0%	-22%	0%	-2%	0%	0%	0%	0%	0%	0%	-4%	0%	0%	0%	0%
Prof Serv/Sworn																											
County Statistic	29	25	86%	0	0%	1	3%	0	0%	0	0%	0	0%	2	7%	1	3%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	205	185	90%	0	0%	10	5%	0	0%	4	2%	0	0%	10	5%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Utilization		-4%		0%	-2%	0%	-2%	0%	0%	0%	0%	0%	0%	2%	0%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Prof Serv/Non-Sworn																											
County Statistic	2	2	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	45	15	33%	0	0%	0	0%	0	0%	0	0%	4	9%	25	56%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Utilization		67%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	-56%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Admin Support																											
County Statistic	38	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	36	95%	0	0%	1	3%	0	0%	0	0%	1	3%	0	0%
Community Statistic	5040	1155	23%	75	1%	30	1%	4	0%	50	1%	20	0%	3200	65%	150	3%	60	1%	15	0%	120	2%	15	0%	105	2%
Utilization		-23%		-1%	-1%	0%	-1%	0%	0%	0%	0%	0%	0%	31%	-3%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	-2%
Skilled Craft Wrk																											
County Statistic	46	46	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	1145	1000	87%	4	0%	4	0%	4	0%	50	4%	0	0%	60	5%	4	0%	0	0%	4	0%	0	0%	0	0%	0	0%
Utilization		13%		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	-4%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Service/Maint																											
County Statistic	4	4	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	5295	2535	48%	125	2%	65	1%	35	1%	115	2%	25	0%	2070	39%	50	1%	45	1%	4	0%	125	2%	10	0%	54	1%
Utilization		52%		-2%	-1%	-1%	-1%	-1%	-1%	-2%	0%	0%	0%	-39%	-1%	-1%	-1%	-1%	-1%	0%	0%	-2%	0%	0%	0%	0%	-1%

Cells with bold and large font are underutilizations. There are 43 groups with underutilizations

Table B: Underutilization Summary

Official/Administrator

Male		Female	
Hispanic	2%	Hispanic	1%
Asian	1%		
Two or More Races	2%		

Professional

Male		Female	
White	17%	Black	1%
Hispanic	2%	Asian	3%
Black	1%	Two or More Races	1%
Asian	5%		
Two or More Races	1%		

Technician

Male		Female	
Hispanic	1%	White	22%
Black	2%	Hispanic	2%
Two or More Races	3%	Asian	4%

Protective Services-Sworn

Male		Female	
White	4%		
Black	2%		
Asian	2%		

Protective Services-Non-Sworn

Male		Female	
NHOPI	9%	White	56%

Administrative Support

Male		Female	
White	23%	Hispanic	3%
Hispanic	10%	Two or More Races	2%
Black	10%		
Asian	10%		
Two or More Races	1%		

Skilled Craft Worker

Male		Female	
Asian	4%	White	5%
Two or More Races	2%		

Service Maintenance

Male		Female	
Hispanic	2%	White	39%
Black	1%	Hispanic	1%
AIAN	1%	Black	1%
Asian	2%	Asian	2%
Two or More Races	1%	Two or More Races	1%

**Table C: Underutilizations by FTE
(Includes all groups: gender, ethnicity, race)**

Job Category	FTE
Official/Administrator	1.62
Professional	14.00
Technician	2.72
Protective Services-Sworn	2.13
Protective Services- Non-Sworn	1.30
Administrative Support	12.16
Skilled Craft Worker	5.06
Service Maintenance	2.04

Table D: Significant Underutilizations by Full Time Equivalent (FTE)

	Males						Female						FTE Total		
	White	Hispanic	Black	AIAN	Asian	NHOPI	Two or More Races	White	Hispanic	Black	AIAN	Asian		NHOPI	Two or More Races
Official/Administrator		*			*		*		*						*
Professional	7.70	*	*		*		*			*		*		*	7.70
Technician		*			*		0.24	1.76	*			0.32			2.32
Protective Services-Sworn	1.10		*		*										1.10
Protective Services-Non-Sworn						0.18		1.12							1.30
Administrative Support	N/A	*	*		*		*		1.14					*	1.14
Skilled Craft Workers					1.84		*	2.30							4.14
Service Maintenance		*	*	*	*	*	*	1.56	*	*		*		*	1.56
FTE Totals	8.80				1.84	0.18	0.24	6.74	1.14			0.32			19.26

Notes:

- Significant Underutilization equals at least three or more FTEs required to eliminate the underutilization
- Cells with numerals indicate significant underutilization
- Blank cells indicate no underutilization
- Minor underutilizations indicated by a *
- N/A: Per DOJ, underutilization of white males in administrative support should not be identified as significant

8. Significant Underutilizations and Objectives:

As described in **Table D**, the significant underutilizations are in the following areas:

Table E: Summary of Significant Underutilizations

Race/Ethnicity	Gender	Job Category
Hispanic	Females	Administrative Support
Asian	Females	Technicians
	Males	Skilled Craft Workers
NHOPI	Males	Protective Services - Non-Sworn
White	Females	Technicians, Protective Services - Non-Sworn, Skilled Craft Workers, and Service Maintenance
	Males	Professionals and Protective Services - Sworn
Two or More Races	Males	Technicians

Whitman County's primary objective is to eliminate all underutilizations and increase representation of all races, genders and ethnicity groups to better reflect the local labor market. The County's objectives shall focus on significant underutilizations and will be to encourage equal employment opportunities for: Hispanic females; Asian females and males; Native Hawaiian or Other Pacific Islander (NHOPI) males; White females and males; and males of two or more races as described in **Table E**.

9. Steps to Reach Objectives:

1. Provide information and training to department heads and elected officials regarding diversity in the workforce, this EEO and alternative recruitment resources such as women and minority groups.
2. Create annual reports on the minority status of applicants, new hires, interviewed, disciplined and terminated employees. The reports will be reviewed for areas of concern regarding equal employment opportunity.
3. Review applicant flow data and advertising practices
4. Advertise job openings in newspapers, journals, electronic media and web sites that target specific diverse populations. This includes providing recruitment materials to outreach organizations.
5. Review pre-employment materials to ensure information requested is job related.
6. Evaluate selection methods to identify any disparate impact and ensure they are based on job necessity.
7. Include the phrase ("Equal Employment Opportunity Employer" or "EEO" on all employment advertisements.
8. Place recruitment advertisements, as appropriate, in local minority and women's interest media.

10. Auditing and Reporting:

Whitman County's audit and reporting system is designed to evaluate personnel activities; identify problem areas and measure the effectiveness of the EEO. The following activities are reviewed by a combination of elected officials, department heads, and Human Resources to ensure nondiscrimination and equal employment opportunity for all:

- Recruitment materials and procedures
- Personnel actions such as hiring, termination, layoff, promotion, etc.
- Compensation
- All forms of leave granted to employees
- Training
- Other conditions and/or privileges of employment

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Documents maintained as a part of Whitman County's audit process included:

- Applicant flow logs showing the name, race, gender, date of application, job title, interview status and action taken for all applicants. This includes totals for applicants by race and gender
- Summary of job offers, hires, promotions, resignations, terminations and layoffs by job group, gender and minority group
- Maintenance of employment applications in accordance with the Washington State Retention Schedule
- Records related to the County's compensation system.

An annual report will be compiled by the Human Resources Department concerning applicant flow and progress toward its objectives stated in the EEOP. Comment shall be solicited from department heads and elected officials, as well as any EEO problem areas. The report will be filed with the County Commissioners and all required federal, state and local agencies.

Appendix A: Job Category Descriptions

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers and kindred workers.

Professionals: Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

Protective Service Workers-Sworn: Occupations in which sworn workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance) and kindred workers.

Protective Service Workers - Non-Sworn: Occupations in which workers are entrusted with public safety but do not need to be sworn. Includes: animal control workers, crossing guards, lifeguards and other protected service workers.

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Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators and kindred workers.

Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except management), craft apprentices/trainees/helpers, and kindred workers.

Appendix B: Race and Ethnicity Definitions

(As stated by the US Department of Justice)

White - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American - All persons having origins in any of the Black racial groups of Africa.

Asian - All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. For example, China, Japan, Korea, Vietnam, Thailand, Cambodia and the Philippine Islands.

Native Hawaiian or Other Pacific Islander (NHOPI) - All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaskan Native (AIAN) - all persons having origins in any of the original peoples of North and South America and who maintain cultural identification through tribal affiliation or community recognition.

Two or More Races - All persons who identify with more than one of the above races.

Hispanic or Latino - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Appendix C: Whitman County Titles by Job Category

(Based on federal government definitions)

Official/Administrator:

- Road Superintendent
- Human Resources Director
- Assistant to Director of Emergency Management/Program Analyst
- Juvenile and Family Services Director
- Court Administrator
- Public Health/Emerg. Manage. Admin.
- Operations Manager
- Parks and Developmental Services Dir.
- Landfill Operations Manager
- Administrative Director
- Director of Fair/Facilities Management
- Bridge Superintendent
- Public Works Director/Engineer
- Weed Coordinator
- County Clerk
- County Auditor
- Superior Court Judge
- County Commissioner
- County Treasurer
- County Coroner
- County Assessor
- District Court Judge
- County Sheriff
- County Prosecutor

Professionals/ParaProfessionals):

- Diversion Coordinator
- Environmental Health/Program Dir.
- Chief Deputy Prosecutor
- Senior Deputy Prosecutor
- Deputy Prosecutor
- Community Health Nurse
- Building Official
- Nursing Director Pullman
- Financial Division Manager
- Communications Systems Manager
- Registered Dietician/Tobacco Coord.
- Finance Administrator
- Probation Counselor
- County Planner
- Probation Counselor 2
- CASA Court Supervisor/Invest.
- Systems Administrator
- IT Director
- Benefits/Programs Coordinator

- Environmental Health Special. 1
- Environmental Health Special. 2
- Community Health Worker
- Administrative Supervisor
- Child Support Specialist
- Office Supervisor
- Recycling Coordinator
- Engineering Office Manager
- Finance Coordinator
- Program Representative
- Court Administrator
- Elections Supervisor
- Probation Program Coordinator
- Personal Property Appraiser/Administrative Assist.
- Assistant County Planner
- Building Permit Technician
- Senior Probation Officer

Technicians:

- Appraiser
- Engineering Technician IV
- Chief Appraiser
- Property Maintenance Admin./Appraiser
- Computer Support Specialist 2
- Engineering Technician III
- Project Engineer

Protective Services-Sworn:

- Deputy Sheriff
- Patrol Sergeant
- Corrections Sergeant
- Facility Commander
- Corrections Officer
- Undersheriff

Protective Services-Non-Sworn:

- Operations Coordinator/Park Ranger

Administrative Support:

- Records and Information Officer
- Elections Technician
- Clerk of the Board
- Financial Specialist
- Office Coordinator
- Payroll Clerk
- Victim/Witness Specialist
- Office Specialist

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- Legal Process Specialist
- Administrative Assistant
- Licensing Technician
- Legal Secretary
- Office Assistant
- Program Coordinator
- Financial Specialist 2
- Administrative Supervisor
- DOL Specialist
- Office Coordinator
- Map Segregationist
- Office Specialist 2
- Recording Deputy
- Heavy Equipment Operator
- Mechanic
- Fleet Operations Manager
- Sign Supervisor
- Fleet Operations Technicians
- Working Foreman
- Sign Technician

Service/Maintenance:

- Building Engineer-Journey
- Operations Coordinator-Fair
- Operations Coordinator-CETC
- Building Operator

Skilled Craft Worker:

072433 10. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to extend the contract to the Department of Commerce contract amendment to Community Development Block Grant #11-64100-011 (06/30/12).

072433A-072433F 11. Nine emails were received from Nicholas Backman regarding the proposed closure of the Malden post office followed by email exchanges between Commissioner Partch and Mr. Backman.

072434 12. The commissioners acknowledged the City of Pullman's levies for 2012.

072435 13. A letter was received from the Civil Service Commission regarding the appointed jail supervisor position testing process for promoting an additional corrections sergeant.

072436 14. Commissioners' pending list reviewed.

10:20 a.m. - Recess.

11:00 a.m. - Mark Storey, Public Works Director.

Present: Phil Meyer, Joe Smillie, Brea Tokett, Kelli Hadley, Patsy Prince, Steve Prince and wife, Theresa Dale, Ann Heck, Joe Heck, Lela VanDyke, Louis White and Paul Spencer, League of Women Voters.

ACTION ITEMS

Engineering Division:

072437 15. Chairman Partch convened the hearing for the proposed renaming of Barnes Cutoff Road to Senator Eugene Prince Road and requested a staff report.

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Mr. Storey said having no reason to oppose the name change he would recommend that Barnes Cut Off Road be changed to Senator Eugene Prince Road.

The Chairman opened the hearing to public comments. There were several comments from friends as well as family stating that Eugene Prince contributed greatly to the County and the State Legislature. There was no opposition to the name change. There being no further public comment, the hearing was adjourned.

Commissioner Largent stated Gene Prince was his mentor and assisted him in Olympia during his first visit to the Legislature. Commissioner O'Neill stated although he didn't personally know Gene, he has heard a lot of nice things about him. Commissioner Partch said he was honored to have worked with Gene. There are four adjoining property owners and everyone is in support of the name change. He read a letter of support from State Senator Mark Schoesler regarding Gene's political career. Commissioner Partch said the county will have a more formal gathering to install the sign in the spring when the weather is warmer. Patsy Prince thanked her family and neighbors for their support.

072438 16. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** that the resolution to change the name of Barnes Cut Off Road to Senator Eugene Prince Road to be signed as presented.

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

In the Matter of the Intent to)	RESOLUTION NO. 072438
Change the Name of County Road)	
No. 3370, the Barnes Cut Off)	
Road beginning in Section 33,)	
Township 19 North, Range 43)	
East W.M. in Whitman County,)	FOR NAME CHANGE
Washington)	

WHEREAS, the Whitman County Board of County Commissioners declared their intention to change the name of County Road No. 3370, the Barnes Cut Off Road, on the 31st day of October, 2011.

WHEREAS, the Whitman County Engineer has submitted a report which indicates that no conditions exist for the Road Department to oppose the name change.

WHEREAS, the Whitman County Board of County Commissioners held a public hearing, after proper public notice on the 21st day of November, 2011, and interested parties for and against said name change were permitted to present to the Board.

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NOW, THEREFORE BE IT RESOLVED that County Road No. 3370, the Barnes Cut Off Road shall be changed to County Road No. 3370, Senator Eugene Prince Road.

DATED at Colfax, Washington, this 21st day of November, 2011.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Greg Partch, Chairman

ATTEST:

Patrick J. O'Neill, Commiss.

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

072439 17. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** that the Public Works Director be given permission to publish the notice of a call for proposals for Solid Waste transportation and disposal services.

072440 18. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** that the resolution to temporarily close the Tidwell Road #1570 be signed as presented.

072440A 19. A notice of road closure to vehicular traffic during rock mining activities at the Gnaedinger Quarry was received. Access to all property along the road will be temporarily accessed from the Tidwell Road through Palouse. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** that the resolution to temporarily close Tidwell Road #1570 be signed as presented.

Maintenance Division:

D072440B 20. Phil Meyer reported crews were out working on paved roads this last weekend due to snow and icy conditions.

11:34 a.m. - Monthly Financial Review.

Present: Bob Lothspeich, Bob Reynolds, Chris Nelson, David Ledbetter, Denis Tracy, Ester Wilson, Eunice Coker, Fran Martin, Gary Petrovich, Greg Partch, Mark Storey, Michael Largent, Pat O'Neill, Joe Smillie, Brea Tokett, Kelli Hadley,

Excused: Kelli Campbell and Tim Myers.

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072441 21. The November 2011 month ending financial report provided by Mr. Petrovich for Current Expense funds.

November 2011 Revenue - \$9,923,326 - 78% of budget
November 2011 Expenditures \$ 9,718,333
November 2010 Expenditures \$11,943,503 - 78% of budget

11:45 p.m. - Recess.

2:00 p.m. - Board Business Continued/Workshop.

Present: Gary Petrovich and David Ledbetter (2:00 p.m.).

072442 22. The 2012 preliminary budget was discussed. No action taken.

3:00 p.m. - Recess.

D072442A THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 28, 2011** at **9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill and Michael Largent Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Meeting Reconvened/Board Business Continued/Workshop.

Present: Gary Petrovich and Denis Tracy.

Commissioner Partch was attending a Canvas Board meeting.

072443 23. Items discussed included State Auditor's 2010 exit conference, McKinstry meeting, bonding options meeting, SAI-Inventory policy, Finance Committee meeting-year end, AmeriCorps and insurance cost allocation. No action taken.

9:30 a.m. - Recess.

10:00 a.m. - Reconvene/Board Business Continued.

Present: Joe Smillie, Kelli Hadley and Bill Spence, Alan Thomson.

Commissioner Partch was attending a Canvas Board meeting.

072443A 24. Claims/Payroll warrants numbered **259621-259709** for **\$96,901.32** approved.

072444-072447 25. Personnel change orders approved.

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072448 26. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve reimbursing Sherry Aune \$500 for the deductible she incurred related to an accident she was involved in on 10/12/11 with her personal vehicle while on county business.

072449 27. ESD 101 school district levies for 2012 received and acknowledged by the Board.

072450 28. The Pullman-Moscow Corridor (North and South) zone change unofficial transmittal presented by Alan Thomson. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to set a public hearing to take public comment on amending the Whitman County Zoning Ordinance (Chapters 19.15 and 19.16) to add churches to the list of conditional uses in the N-PMC and the S-PMC to be held in this room at 11:00 a.m. on December 19, 2011.

10:15 a.m. - Recess.

2:00 p.m. - Board Business Continued/Workshop.

Present: Gary Petrovich, David Ledbetter and Joe Smillie.

072451 29. The 2012 preliminary budget was discussed. No action taken.

2:450 p.m. - Recess.

D072451A Commissioner O'Neill **moved** to adjourn the **November 21** and **28, 2011** 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 **December 5, 2011**. The foregoing action made this **28th** day of **November 2011**.

ss/ PATRICK J. O'NEILL, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners