

Minutes for November 29, 2010

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071332 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 29, 2010 at 9:00 a.m.** Chairman Greg Partch, Patrick J. O'Neill, Michael Largent, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Gary Petrovich, Kelli Campbell, Joe Smillie and Sarah Mason (9:00 a.m.) and Bob Reynolds (9:35 a.m.).

071333 1. Items discussed included a financial update, capital expenditures, insurance allocation formula, cost allocation, year-end close-out, District Court temporary employees, agenda changes, HAVA grant interfund loan, Harrison Building remodel, CETC Building winter preparations and budgeting process in other counties. No action taken.

9:40 a.m. - Recess.

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

Present: Joe Smillie and Sarah Mason.

D071333A 2. Motion by Commissioner O'Neill to accept the consent agenda. Motion **seconded** by Commissioner Largent and **carried**.

071334 3. Veterans Request approved.

071335 4. Claims/Payroll warrants numbered **245702-245849** and **245968-246030** for **\$709,539.48** approved.

FUND	FUND NAME	AMOUNT	AMOUNT
001	Current Expense	58,390.68	5,854.57
102	Building & Development	81.24	37.29
103	Countywide Planning	223.50	264.29
104	Developmental Services	17.00	38,522.00
110	County Roads	2,757.16	130,701.49
111	CETC Building	69.05	
117	Boating Safety	179.00	
118	Inmate Welfare	546.11	
127	Drug Enforcement-Quad City	185.17	
144	Emerg. Communicat. 144.260.001	713.31	517.32

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300	CIP Cap. Projects	300.010.005	7,600.22	
400	Solid Waste		13,406.48	194,241.10
501	Equipment Rental & Revolving		27,460.14	226,012.62
660	Whitcom-General	660.911.000	1,578.25	
660	Whitcom-Grant	660.911.001	332.17	

071336 5. November 15, 2010 minutes approved.

071337-071338 6. Personnel board orders approved.

10:10 a.m. - Fran Martin.

071339 7. Ms. Martin said several years ago Emergency Management received FEMA funds to prepare the county's Natural Hazardous Mitigation Plan. Emergency Management has now received a second grant to continue their work by updating the plan. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize publishing a notice calling for requests for qualifications by consultants to update the Natural Hazardous Mitigation Plan.

071340 8. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to sign a resolution adopting five (5) Board of Health policies.

RESOLUTION NO. 071340
BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, recognizes the need to have Strategic Plans and Policies and Procedures for maintaining quality operations of the Public Health Department.

WHEREAS, Whitman County would like to adopt the following:

- Whitman County Health Department Strategic Plan;
- Board of Health Operational Guidelines;
- Whitman County Health Department Facility Safety: ADA Requirements;
- Whitman County Health Department Annual Reporting; and
- Whitman County Health Department Assessment Coordinator; and,

WHEREAS, these essential plans, policies and procedures will enable Whitman County Health Department to provide vital services.

NOW, THEREFORE BE IT HEREBY RESOLVED AND AUTHORIZED that the Whitman County Health Department Strategic Plan, Board of Health Operational Guidelines, Facility Safety: ADA Requirements, Annual Reporting

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Requirements, and Assessment Coordinator plans, policies and procedures be adopted.

Done at Colfax, Washington this 29th day of November 2010.

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

**WHITMAN COUNTY HEALTH DEPARTMENT
POLICY AND PROCEDURE MANUAL**

Policy Number: PH10-01

SUBJECT: Board of Health Operational Guidelines

Effective date: 11/29/10

I. PURPOSE:

Establish and describe core operational functions of the Whitman County Board of Health.

II. POLICY:

A. MEETINGS

1. Regular meetings: The Board will meet regularly to complete duties and fulfill organizational responsibilities as identified in RCW 70.05.060.
2. Special meetings: The chair or two-thirds of the members of the Board may call a special meeting of the Board consistent with the provisions of RCW 42.30.080.
3. Executive session: The Board may hold executive session from which the public may be excluded for purposes set forth in, and in compliance with, RCW 42.30.110.
4. Open to the public: All regular and special meeting of the Board and Board committee meetings shall be open to the public, in accordance with RCW 42.30. The Board may order the removal of individuals who are interrupting the meetings and may adjourn and reconvene in another location as provided in RCW 42.30.050.

B. MEMBERS

1. Membership: As set forth in RCW 70.46.031 and Whitman County Code 2.08.010, members of the board shall consist of the board of county commissioners. (Ord. 66916 (part), 2007).
2. Chair selection: Consistent with RCW 70.05.040, at the first meeting, and thereafter, annually, the Board shall elect a chair to serve for a period of one year. The Chair shall perform the usual functions of a presiding officer.
3. Vacancies: Vacancies on the Board shall be filled by appointment within thirty days and made in the same manner as was the original appointment – RCW 70.05.040.

III. PROCEDURE

A. VOTING/RECORD KEEPING

1. Board action requiring a vote: An affirmative vote of the majority of the Board members necessary to constitute a quorum shall be required for all actions of the Board that require a vote.
2. Minutes: Written minutes of each Board meeting shall be prepared and approved by the Board at subsequent meetings. As identified in Whitman County Code 2.08.010, the clerk of the board shall be the clerk thereof (Ord. 66919 (part), 2007).

B. COMMUNICATION

1. Communication with senior managers: Members of the Board may communicate directly with Whitman County Health Department (WCHD) management personnel. Contact information is provided in Board orientation materials and via the WCHD website.

C. RESPONSIBILITIES

1. Compliance: The board of health will comply with Washington State regulations regarding governing agencies.
2. Legislated responsibilities: The board of health shall supervise over all matters pertaining to the preservation of the life and health of the people within its jurisdiction. Specified responsibilities and duties are as identified in RCW 70.05.060.
3. Supportive duties: In support of public health statutes of the state and rules promulgated by the state board of health and the secretary of health (RCW 70.05.060(1), the Board will:
 - i. Orient new board members to their primary duties and responsibilities within 30 days of board appointment.
 - ii. Provides continuing education for all members re: responsibilities of LHJ and BOH, as needed
 - iii. Maintain and uphold a written set of BOH operational guidelines.
 - iv. Review the WCHD annual report (or various separate reports) and associated recommendations for actions related to program progress/goals, after-action reports, and health policy decisions.
 - v. Consider under advisement, any need for changes in laws, regulations or ordinances as presented by the WCHD.
 - vi. Engaged in establishing WCHD policy direction for evaluation of agency performance and quality improvement.
 - vii. Document evaluation of agency director/administrator on an annual basis.
 - viii. Review and adopt a WCHD strategic plan for public health service delivery at least once every 24 months.

I. PURPOSE:

Describe WCHD protocols to ensure compliance with American Disabilities Act (ADA) requirements.

II. POLICY:

A. COMPLIANCE

1. WCHD will maintain compliance with ADA requirements to ensure facilities are clean, safe, accessible and secure.

B. PROCEDURE:

A. COMPLIANCE

1. Responsible party: The administrator (or designee) will be responsible for assuring compliance with all applicable ADA regulations.
2. Evaluation: Facilities used by and work processes engaged by the WCHD will be evaluated for ADA compliance at least every 24 months.
3. Documentation: Written documentation of compliance evaluation (along with any recommendations or plan of correction) will be maintained by the WCHD.

**WHITMAN COUNTY HEALTH DEPARTMENT
POLICY AND PROCEDURE MANUAL**

Policy Number PO10-03

SUBJECT: Annual Reporting

I. PURPOSE:

Establish and describe core components of a departmental annual report and distribution protocols.

II. POLICY:

A. ANNUAL REPORT

1. WCHD will compile an annual report reflective of a spectrum of core public health indicators and related departmental service delivery as examined per calendar year.
2. In lieu of a single compilation report, WCHD will present various separate reports with trended data (collected at least every other year) reflective of a spectrum of core public health indicators and departmental service delivery.

B. DISTRIBUTION

1. WCHD will distribute the annual report to the public and departmental personnel.
Administration may elect to additionally distribute report findings to appropriate local, state or regional organizations.

III. PROCEDURE:

A. ANNUAL REPORT

1. Administrative responsibility: WCHD administrator will be responsible for directing the completion of the report. She/he may elect to coordinate compilation of information and establish report formatting with other departmental employees.
2. Format: Report format will be appropriate for community and departmental review.
3. Content requirements: As identified in the Standards for Public Health for Washington State, the report will reflect trended health data on a set of core indicators that include measures of:

- i. Community health status (i.e. county data profiles), and
- ii. Communicable disease, and
- iii. Environmental health risks and related illnesses, and
- iv. Health disparities/local public health indicators (i.e. county data profiles on various health topics), and
- v. Access to critical health and/or prevention services, and
- vi. Statement of progress towards departmental and program goals.

B. DISTRIBUTION

1. Board of Health: The annual report will be submitted to the Whitman County Board of Health (BOH) by WCHD administrative personnel.
 - i. Administrative personnel will request that the BOH formally review the report and make relevant recommendations as related to health policy decisions, as needed.
 - ii. BOH minutes will reflect the above described board review/recommendations.
2. Community: The annual report will be made available for public community review via the WCHD website.
3. Health department: Departmental employees may obtain a copy of the annual report from departmental administrative personnel.
4. Other organizations: The annual report will be available to WCHD administrative personnel for distribution to other local, state and regional organizations as deemed appropriate.

**WHITMAN COUNTY HEALTH DEPARTMENT
POLICY AND PROCEDURE MANUAL**

Policy Number PO10-04

SUBJECT: Departmental Assessment Coordinator

I. PURPOSE:

Provide county residents and departmental personnel with enhanced access to health assessment information.

II. POLICY:

A. STAFF DEVELOPMENT

1. WCHD will identify, support and train staff member(s) responsible for coordinating assessment activities, including the ability to develop routine and special statistical reports.

B. EXPERTISE

1. WCHD will ensure that departmental and, specifically assessment personnel, have access to expertise as necessary to evaluate current research and its public health implications for the community.

C. COMMUNITY ASSISTANCE

1. WCHD will provide community stakeholders assistance related to obtaining health assessment information.

III. PROCEDURE:

A. STAFF DEVELOPMENT

1. Coordinator selection: Departmental management personnel will be responsible for formally selecting the assessment coordinator and outlining position responsibilities. Key responsibilities will include, but may not be limited to: collecting, analyzing and disseminating health data.
2. Mandatory training: Assessment coordinator will participate in community health assessment meeting and relevant trainings – at least 2 per 24 months. The coordinator’s annual training plan will reflect these minimum requirements.
3. Documentation: Materials, agenda and documented attendance to assessment training will be maintained per departmental in-service/training protocol.

B. EXPERTISE

1. Assessment/evaluation expertise: When considering evaluation of current research and related public health implications, the administrator will work closely with assessment personnel (and/or departmental directors and program managers) to assure that sources of topical expertise are engaged.

C. COMMUNITY ASSISTANCE

1. Information dissemination: Assessment coordinator will provide health assessment information to community members as per the WCHD data request policy.

**WHITMAN COUNTY HEALTH DEPARTMENT
POLICY AND PROCEDURE MANUAL**

Policy Number PO10-05

SUBJECT: Community Involvement

I. PURPOSE:

Establish and describe WCHD’s involved with community members and the development collaborative community partnerships.

II. POLICY:

A. COMMUNITY INVOLVEMENT

1. WCHD will actively solicit and engage community and stakeholder involvement for the purpose of addressing community health risks, prevention priorities, health disparities and gaps in healthcare resources/critical health services.

B. DOCUMENTATION

1. WCHD will maintain documentation of all activities soliciting and engaging community and/or stakeholder involvement in public health planning, responding and programming.

III. PROCEDURE:

A. COMMUNITY INVOLVEMENT

1. Community members: Community members and/or stakeholder may be individuals or groups of individuals with vested interest in protecting and preserving the health of Whitman County residents. Examples include, but are not limited to:

- i. Public safety officials including law enforcement
 - ii. Whitman County Board of Health
 - iii. Local health care providers and representative healthcare facilities
 - iv. Community action groups
 - v. School officials and parent organizations
2. Reporting to community: WCHD administration will be responsible for reporting analysis of gaps in critical health, prevention services and program evaluations to local stakeholders and/or to colleagues in other communities, regional partners and statewide program colleagues (See adjunct policy Annual Reporting).
 3. Solicitation of involvement: WCHD administration and program managers will solicit active involvement from community members and work to establish community partnership with key stakeholders for the following purposes:
 - i. To recommend actions such as further investigations, new program efforts, policy direction and prevention priorities.

B. DOCUMENTATION

1. BOH involvement: The administrator will be responsible for maintaining written documentation of all actions taken by the Whitman County Board of Health representing community involvement with the WCHD. Specifically, documentation will be maintained reflecting BOH response to and recommendations regarding the departmental Annual Report and Strategic Plan.
2. Collaborative partnerships: Program managers will maintain written documentation of activities engaged with collaborative community partners. Examples of such documentation include, but may not be limited to:
 - i. Program planning outlines and descriptions
 - ii. Meeting minutes with community partners (i.e. school partners, public safety officials, community health-watch organizations, etc.)
3. Inclusions: Documentation will not only reference WCHD health status information being exchanged/reported but also community or stakeholder recommendations for further investigation, new program efforts, policy direction or prevention priorities.

071341 9. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to sign contract amendment #IAA10189(2) with the Administrative Office of the Courts for Juvenile Services (06/30/11).

071342 10. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve Palouse Conservation District agreement to administer Department of Ecology (DOE) agricultural burning contracts (12/31/12).

071343 11. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve Whitman Conservation District agreement to administer Department of Ecology (DOE) agricultural burning contracts (12/31/12).

071344 12. Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form(s) was received from the Auditor's office, signed by the Board and forwarded to

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the Auditor's office. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the delegation order.

10:35 a.m. - Gary Petrovich.

071345 13. A request for a new liquor license filed by Coin Distillery was received from the Washington State Liquor Control Board. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the request.

10:40 a.m. - Eunice Coker.

071346 14. Gary Petrovich researched the possibility of reinstating an interfund loan resolution for the Auditor's HAVA grant project. He spoke with various individuals with the exception of the State Examiner. The expenses must be accounted for as capital expenditures and booked against the specific project. Either Current Expense or the Solid Waste fund could be used for this purpose. Ms. Coker pointed out the interfund loan is simply another step in the overall grant process and preferred a loan from the Solid Waste fund. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize an interfund loan from the Solid Waste fund to the Auditor for the HAVA grant project.

**RESOLUTION NO. 071346
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on the 29th day of November 2010; and,

WHEREAS, The Whitman County Auditor has received approval for the remodeling of a portion of the Harrison Building to become the Elections Department of Whitman County; and,

WHEREAS, Construction has begun on this remodeling project; and,

WHEREAS, The Whitman County Auditor has received approval from the State of Washington for a HAVA Grant in the amount of \$360,000; and,

WHEREAS, The HAVA Grant requires that funds be spent first, and then be reimbursed to Whitman County upon the filing of a claim to the State of Washington; and,

WHEREAS, The Whitman County Auditor has requested an interim interfund loan of \$360,000 for the period of the remodeling; and,

WHEREAS, The Whitman County Solid Waste Fund is in a position to provide the funds requested; and,

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WHEREAS, this request complies with R.C.W.'s regarding loan agreements and debt limitations; and,

WHEREAS, the interfund loan will be repaid as funds are reimbursed from the State of Washington through the HAVA Grant at an interest rate of 2% per annum.

NOW, THEREFORE, BE IT HEREBY RESOLVED that an interfund loan of \$360,000.00 is loaned to The Whitman County Auditor from the Whitman County Solid Waste Fund, to be disbursed and repaid as stated.

PASSED, APPROVED AND ADOPTED this 29th day of November, 2010.

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

- 071347** 15. 2011 levy information was received from ESD #101.
- 071348** 16. 2011 levy information was received from ESD #123.
- 071349** 17. 2011 levy information was received from the Town of Lamont.
- 071350** 18. Commissioners' pending list reviewed.

10:45 a.m. - Doug Robinson, Marlynn Markley, Don Price, Chris Nelson and Fran Martin.

D071350A 19. Judge Robinson advised the commissioners of a 3-phase security project at the City of Pullman District Court office. The total project is estimated at \$15,000-\$16,000 and will be deducted from the Court Improvement fund. The cost of phase 1 is under \$5,000 therefore, no bidding is required. In response to Commissioner Partch's inquiry, Judge Robinson has been working with city staffers on this project. Commissioner O'Neill **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the request as presented.

071351 20. Chris Nelson presented and recommended the purchase of a new copier for the Health Department in the amount of \$10,290 with tax

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from the Photocopier Revolving fund. She noted the department's old copier can be transferred to another department. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve said request.

071352 21. Ms. Nelson presented and recommended an Asset Acquisition fund purchase for two (2) new dedicated warrant printers for the Auditor and Treasurer's offices in the total amount of \$4,200 with tax. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve said request.

11:05 a.m. - Recess.

11:15 a.m. - Board Business Continued.

Present: Fran, Bob Reynolds, Chris Nelson, Gary Petrovich, Mark Storey, Tim Myers, Kelli Campbell, Brett Myers, Joe Smillie and Sarah Mason.

071353 22. As a result of recent and anticipated extreme winter weather conditions, discussion was held concerning staffing during suspended operations. Points made by those present included:

- confusion about essential/non-essential personnel based on "Continuity of Government" policy,
- fairness of rules,
- need for department head/elected official flexibility based on each circumstance,
- need for clarification and revisions to the current "Staffing During Suspended Operations" policy,
- methods put in place for notifying employees (website, telephone, email, hotline number and possible future automated calls to employees),
- responsibility of notifying employees placed on each department head/elected official, and
- adding the media to the notification list

Upon conclusion of discussion, it was agreed a draft clarification notice for employees would be prepared and submitted to Human Resources for review.

11:45 a.m. - Recess.

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

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

071354 22. Mr. Berney reported on the November 4th GCBH Board meeting and briefed the commissioners on the upcoming December 2nd GCBH Board meeting.

D071354A 23. Authorize contract signatures: According to Mr. Berney, Medicaid and State-Only contract amendments between the State of Washington and GCBH arrived and were signed by the GCBH Chairman.

D071354B 24. Adjustment to the GCBH Funding Formula: Garfield County relinquished some of their funding because their unit rate for services was so high. Columbia County petitioned the Funding Committee to have their funding increased because they were running in the red and their unit rate for service hours was low relative to the other small Counties. Columbia County's initial request for an increase was greater than the give back from Garfield County. The Funding Committee discussed the request and was not supportive, at this time, of transferring resources that required that additional funding be taken from other Counties without more study regarding what minimum services in each area should look like. The Committee recommended unanimously that the Board of Directors authorize that the funding authority returned from Garfield County be allocated to Columbia County. After some discussion about who could vote on this issue it passed unanimously.

D071354C 25. Report/update from the GCBH State-Only Funding Workgroup: The upcoming budget reduction for the remainder of this biennium will impact mental health services supported by State-Only funding (not Medicaid). There is a requirement that services be similar across a Regional Support Network. The Funding Committee thought it prudent to reduce funding beginning November 1st. This way the reduction could be spread over more months. The special workgroup met and recommended that throughout GCBH no outpatient services be supported using State-only funding. Mr. Berney hoped that GCBH would allow as much flexibility as the State/Federal rules will accommodate. A majority of the GCBH Board voted to bar State-only funding from being used to support "outpatient services". However, Mr. Berney cast Whitman County's vote in opposition to the motion.

D071354D 26. Update on bringing the service authorization function in-house at GCBH. A requirement of the Regional Support Networks (RSN) is that they have an independent way of authorizing services. When the State required this to be independent of service provision they did it with such a short lead time that GCBH felt the only way to be sure that we could meet the requirement was to contract out that function. The contract was awarded to Behavioral Health-Options (BHO). Over the years there have

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been a number of communication problems between GCBH and BHO. The communication has improved somewhat over the years but is still not where it needs to be. GCBH currently pays BHO approximately \$50,000 per month and has a month to month contract. Recently GCBH Regional Office Staff visited North Central RSN who has been doing their own service authorization for a little more than a year. GCBH staff believes they can bring the service authorization process in-house and by doing so significantly improve communication and do so for less money. GCBH staff has presented a draft plan for bringing the authorization process in house. The proposal is significantly less expensive than the current process and it is believed the in-house service will be more responsive. The GCBH Board voted unanimously to implement the plan for bringing the authorization process "in-house". There will be an update on the progress of this initiative.

D071354E 27. GCBH Transition Workgroup: In the face of declining revenues from the State of Washington and possible changes in how the State contracts for services GCBH thought it prudent to do some brainstorming about how we might evolve with these changes. It was decided to form a small work group to summarize some of the available information and outline some possible scenarios for discussion. I am a member of this workgroup.

D071354F 28. Mr. Berney gave a brief update on contracting for Chemical Dependency services.

D071354G 29. The annual report for Chemical Dependency services is being completed for submission to the state.

1:50 p.m. - Recess.

2:00 p.m. - Board Business/Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

071355 30. Commissioner Largent **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 5:00 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

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

D071355A Commissioner O'Neill **moved** to adjourn the **November 29, 2010** 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 06, 2010**. The foregoing action made this **29th** day of **November 2010**.

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

MARIBETH BECKER, CMC
Clerk of the Board

GREG PARTCH, CHAIRMAN
Board of County Commissioners