

Minutes for November 30, 2009

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070092 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, November 30, 2009 at 9:00 a.m.** Chairman Michael Largent, Patrick J. O'Neill and Greg Partch, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

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

Present: Joe Smillie.

070093 1. The 2010 budget was discussed. No action taken.

10:00 a.m. - Pledge of Allegiance.

Present: Kelli Campbell and Joe Smillie.

D070093A 2. Motion by Commissioner Partch to accept the consent agenda. Motion **seconded** by Commissioner O'Neill and **carried**.

070094 3. Claims/Payroll warrants numbered 234118-234133, 234134-234145, 234447-234449 and 234452-234656 for **\$1,214,575.10** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	48,551.38	30.33	5,012.80	334.13	96,379.95
102	Building & Development	1,659.60				
103	Countywide Planning	3,120.20				33.75
104	Developmental Services		35,821.90			
106	Extension Publications					15.30
109	Homeless Housing					6,752.26
110	County Roads	14,235.00	675,505.42	1,657.40		21,373.78
112	Public Facilities Improvement					7,350.00
114	Bulk Purchasing-Paper					3,869.21
117	Boating Safety					246.44
118	Inmate Welfare					459.44
121	County Bulk Purchasing					1,422.96
123	Paths/Trails-Park 123.310.000					134.01
127	Drug Enforcement-Quad City	400.00			94.99	3,239.02
129	House Bill 3900 129.170.001					121.20
136	Electronic Monitoring					1,188.41
137	Web Site Development					51.50
141	Washington Housing SHB 2060					8,791.90
144	Emerg. Communicat. 144.260.001	250.00				35,711.62
300	CIP Asset Acquisit. 300.010.001					5,788.31
300	CIP Cap. Projects 300.010.005		83,086.15			5,074.51
400	Solid Waste	800.00	2,539.09			29,035.81
501	Equipment Rental & Revolving	4,697.40	45,590.25	350.00		40,078.68
510	Photocopier Revolving					40.60
513	Communications Revolving					2,746.36

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658	Rural Library		2,213.37			
660	Whitcom-General	660.911.000				9,885.79
660	Whitcom-Grant	660.911.001	3,250.81			855.14
690	CAC Agency Svc.	690.026.001				5,228.94

070095 4. November 16, 2009 minutes approved.

070096 5. Personnel board orders approved.

070097 6. A county policy regarding *Obtaining and Wearing County I.D. Cards* was before the Board. Ms. Campbell reported not many comments were received from the elected officials/department heads. If approved, the policy would become effective January 1, 2010 requiring employees to wear their ID badges. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to sign the resolution as presented adopting the Whitman County Policy "*Obtaining and Wearing County I.D. Cards*".

RESOLUTION NO. 070097

BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF the action of the adoption for the Whitman County Policy Obtaining and Wearing County I.D. Cards;

WHEREAS, this policy has been reformatted, numbered, and updated;

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-0480-HR OBTAINING AND WEARING COUNTY I.D. CARDS.**

Dated this 30th day of November 2009 and effective as of January 1, 2010.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

Greg Partch, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Patrick J. O'Neill, Commiss.

Effective Date: 01/01/10

POLICY

Cancels: D055673A

Approved by: BOCC

See Also:

Res:

POL-0480-HR OBTAINING AND WEARING COUNTY I.D. CARDS

This policy applies to all Whitman County employees, volunteers, and contractors, except those employees in the Sheriff's Office, unless otherwise stated in a collective bargaining agreement.

1. ID Cards Provide Identification of County Employees

Whitman County strives to ensure the safety of employees and the security of our facilities against any unauthorized access. For this safety and security measure to be effective, it requires the cooperation of all County personnel, volunteers and contractors. Identification cards ensure recognition of authorized individuals.

Issued identification cards remain the property of Whitman County. In the event of disaster plan activation for County facilities, the identification card is the primary means of identification.

Specific groups of employees shall be easily identified by a colored stripe on each identification card. This stripe does not apply to temporary employees or volunteers. As of the date of this policy, employees shall be identified by the following colors:

- . Yellow: Regular Employees
- . Red: Emergency Management
- . Green: Elected
- . Blue: Incident Team

Other alterations to the design of identification cards shall be approved by the Chair of the Board of County Commissioners and the County's Emergency Management Administrator.

2. Human Resources Will Issue I.D. Cards

Human Resources or delegate will:

1. Provide for the issuance of identification cards at designated times;
2. Maintain a record of issuance;
3. Maintain security of files;
4. Confirm identity and authorization of person receiving identification card;

5. Replace identification card: every two years; when the employee's position, department or name changes; or when it is otherwise obsolete;

3. Employees Must Wear I.D. Cards During Work Hours

All employees, contractors and volunteers, with the exception of uniformed law enforcement, shall wear I.D. cards during working hours unless the card would cause a safety hazard.

4. I.D. Cards Expire

I.D. cards may expire for the following reasons at which time they must be returned to Human Resources:

- Change in job title/position/department
- Leaving Whitman County employment
- Arrival of the expiration date
- Change in name
- Significant change in appearance

5. Department Heads/Elected Officials and Employees are Responsible for the Proper Use of I.D. Cards

Department Heads/Elected Officials are responsible for ensuring compliance with this policy and proper use of identification cards including to:

1. Ensure employees are informed of and comply with the requirements of this policy;
2. Establish office policies and procedures specifying any conditions where, for employee safety, identification cards are not required to be worn;
3. Ensure that identification cards are available and visible;
4. Ensure all temporary employees, volunteers and contractors obtain cards from HR and display them appropriately;
5. Retrieve identification cards from individuals who leave employment and return them to HR.

Employees are responsible for complying with this policy, including to:

1. Review and comply with the provisions of this policy;
2. Wear County-issued identification cards while on duty representing the County;
3. **Wear**, make available and present their identification card to staff upon request.

6. Violators May Face Discipline Up to and Including Termination.

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This policy was created for the safety of County employees, customers and property. Therefore, violators of this policy may be disciplined up to and including termination.

Employees observing a violation shall immediately report it to their Department Head/Elected Official or Human Resources.

070098 7. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for the 2009 Whitman County budget amendment #4. Hearing to be held Monday, December 21, 2009 at 11:45 a.m. in the County Commissioners' Chambers.

070099 8. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize the publishing of a notice of hearing for the 2010 Community Action Center CDBG-PS grant. Hearing to be held Monday, December 7, 2009 at 11:30 a.m. in the County Commissioners' Chambers.

070100 9. A letter of resignation from the Solid Waste Advisory Committee was received from Rosalia Mayor Ken Jacobs. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to accept resignation and ask the Chairman to sign a thank you letter to Mayor Jacobs.

10. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to acknowledge the following 2010 levy certifications:

- 070101** City of Pullman/Metro Park District
- 070102** ESD #101
- 070103** ESD #123
- 070104** Town of St. John

070105 11. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the use of Trial Court Improvement Account funds for improvements to the Superior Courtroom in the amount of \$15,130.20 for new doors, counsel tables, digital presenter/document camera and a video monitor.

12. The following executed copies were received.

- 070106** Department of Commerce Critical Areas Update (06/30/11)
- 070107** DSHS #0963-68075-01 Chemical Dependency (06/30/11)
- 070108** DSHS #0963-68075 Chemical Dependency (09/30/09)
- 070109** DSHS #0963-67935 Juvenile Rehabilitation (06/30/10)

070110 13. Commissioners' pending list reviewed.

10:35 a.m. - Recess.

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

Present: Phil Meyer, Alan Thomson and Joe Smillie.

ACTION ITEMS

Engineering Division:

070111 1. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** that the annual construction program (2010) be adopted as presented.

070112 2. For informational purposes only, a copy of the 2010 County Arterial Preservation Program was received and reviewed.

Solid Waste Division:

070113 3. A copy of the "Help Shred Hunger" brochure scheduled for December 8th was received.

Planning Division:

D070113A 4. The Director asked the Board if they had any questions related to the rail line and storage of liquid chlorine in Belmont. According to Alan Thomson, the county has no jurisdiction in this matter because it is a federal interstate transportation issue. Mr. Thomson indicated any fencing over 6' would require a Whitman County building permit and since this is a wetlands area, wetland required paperwork must be completed. Phil Meyer stated rail line representatives inquired about access and county roads. Any fences installed will not be on county rights-of-ways. Commissioner Partch mentioned that the Assessor is looking into the possibility of collecting a utility tax.

11:30 a.m. - Board Business Continued/BOCC Workshop.

Present: Fran Martin, Denis Tracy, Sharron Cunningham, Joe Smillie.

070114 14. The Pullman Public Health office discussed. No action taken.

12:15 p.m. - Recess.

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

Present: Sharron Cunningham, Joe Smillie and Sarah Mason.

070115 15. The 2010 budget discussed. No action taken.

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2:15 p.m. - Adjournment.

D070115A Commissioner O'Neill **moved** to adjourn the November 30, **2009** meeting. Motion **seconded** by Commissioner Partch and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on December 7, **2009**. The foregoing action made this 30th day of November **2009**.

ss/ GREG PARTCH, COMMISSIONER
ss/ PATRICK J. O'NEILL, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners