

BOCC MINUTES-12/18/17

079651 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 18, 2017 at 9:00 a.m.** Chairman Arthur D Swannack, Dean Kinzer 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, Bill Tensfeld and Jana Mathias.

079652 1. The following items were discussed but no action was taken.

- Vehicle Ordinance
- Incident Team Appointments
- Blue Ribbon Committee Membership
- Planning Commission Membership
- Capital Improvement Recommendations
- VSP Interlocal Agreement
- Local Emergency Planning Committee
- Government Affairs Meeting
- Space Allocation Comm. Meeting
- Public Works Dept. Records Storage
- 2018 Technical Budget Correction
- Public Works Hours Pilot Program
- Solid Waste Updates
- Oakesdale Trestle Costs
- Taxable Fringe Benefits Policy
- Quarterly Regional April Meeting
- Road Updates

10:05 a.m. - Recess.

10:15 a.m. - Flag Salute.

Present: Kelli Campbell, Paul Spencer and Garth Meyer.

D079652A 2. Pledge of Allegiance.

Consent Agenda:

079653 3. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept the consent agenda as presented.

079654-079655 4. Treasurer's Wire Transfers and Check Report in the amount of **\$1,314,384.90**, Payroll warrants numbered **333500-333505** for **\$516,294.10** and General Claims/Veterans' Relief warrants numbered **333636-333796** for **\$311,537.10** approved.

079656 5. December 4, 2017 minutes approved.

079656A-079656I 6. Personnel change orders approved.

079657 7. Motion by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to appoint Ginger Devorak and Paul Anderson to the Incident Team.

079658 8. Motion by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to reappoint Steve Balzarini to the Library Board of Trustees for a second full term to expire 12/31/22.

079659 9. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve the 2018 signature delegation authorization forms as presented.

- | | | | |
|---------------|----------------------------|---------------|--------------------------------|
| 079660 | Admin. Svc/Comm/Human Res. | 079667 | Emergency Management/Communic. |
| 079661 | Assessor | 079668 | Extension |
| 079662 | Auditor | 079669 | Fair |
| 079663 | Clerk | 079670 | Facilities Management |
| 079664 | Coroner | 079671 | Health |
| 079665 | Developmental Services | 079672 | Information Technology |
| 079666 | District Court | 079673 | Juvenile Services |

BOCC MINUTES-12/18/17

079674 Parks
079674 Prosecutor
079676 Public Works
079676A-B Sheriff

079677 Superior Court
079678 Treasurer
079679 Weed

079680-079681 10. Motion by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to approve carrying over 50 hours of accrued annual leave for Robin Cocking and 40 hours of accrued annual leave for Janel Goebel until May 31, 2018.

079682 11. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a resolution adopting the 2018 mileage reimbursement rate.

**RESOLUTION NO. 079682
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, the Board of Whitman County Commissioners met in regular session on Monday, December 18, 2017; and,

WHEREAS the Board recognizes the need to reimburse county employees who use their personal automobiles for official business at a specified rate per mile for actual mileage used; and,

WHEREAS, Whitman County Code, Chapter 2.39.010(e)(2) specifies that the actual rate per mile be set by the Board of County Commissioners.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the 2018 rate of reimbursement for business use of personal automobiles is \$.545 per mile (IRS Rate).

PASSED, APPROVED AND ADOPTED this 18th day of December 2017 and effective as of January 1, 2018.

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

079683 12. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to approve a resolution adopting the 2018 Martin Hall budget.

RESOLUTION NO. 079683

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, WASHINGTON, APPROVING AND AUTHORIZING THE 2018 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;

BOCC MINUTES-12/18/17

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

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 | Asotin County - August 19, 1996 |
| Stevens County - August 20, 1996 | Lincoln County - July 15, 1996 |
| Pend Oreille County - July 22, 1995 | Whitman County - July 15, 1996 |
| Spokane County - August 13, 1996 | Ferry County - July 15, 1996 |
| Adams County - July 22, 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 December 18, 2017.

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

* * * * *

C E R T I F I C A T E

BOCC MINUTES-12/18/17

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 December 18, 2017, 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, in favor thereof:	3	ABSENT:	0
NOES:	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 December 18, 2017.

WHITMAN COUNTY, WASHINGTON

Maribeth Becker, CMC
Clerk of the Board
Whitman County Commissioners

**APPENDIX "A"
MARTIN HALL JUVENILE FACILITY
2018 OPERATING BUDGET**

REVENUE-MARTIN HALL OPERATING

Dept. of Ag-School Food Program-MH Breakfast	12,000.00
Dept. of Ag-School Food Program-MH Lunch	<u>20,000.00</u>
Sub Total	32,000.00

INTERGOVERNMENTAL

Adams	131,400.00
Asotin	164,250.00
Douglas	328,500.00
Ferry	32,850.00
Lincoln	32,850.00
Pend Oreille	131,400.00
Spokane	328,500.00
Stevens	459,900.00
Whitman	164,250.00
Other Non-Member Users	<u>36,500.00</u>
Sub Total	1,810,400.00

OTHER MISC.

Investment Interest	00.00
Martin Hall Operating	<u>75,000.00</u>
Sub Total	75,000.00
TOTAL REVENUES-MARTIN HALL OPERATING	<u>1,877,400.00</u>

EXPENSES-MARTIN HALL OPERATING

Residential Care & Custody-Prof. Svc.-Auditing-State	4,000.00
Residential Care & Custody-Prof. Svc.-Accounting	18,000.00
Residential Care & Custody-Prof. Svc.-Legal	25,000.00

BOCC MINUTES-12/18/17

Residential Care & Custody-Prof. Svc.-Fire Contract	2,500.00
Residential Care & Custody-Prof. Svc.-Auditing PREA	00.00
Residential Care & Custody-Prof. Svc.-DIVCO	24,000.00
Residential Care & Custody-Prof. Svc.-Prof. Svc.	00.00
Residential Care & Custody-Operating Rentals & Leases	00.00
Residential Care & Custody-Insurance	12,000.00
Residential Care & Custody-Utility Services	75,000.00
Residential Care & Custody-Repair & Maintenance-DIVCO	20,000.00
Residential Care & Custody-Repair & Maintenance-Non-DIVCO	9,000.00
Residential Care & Custody-Repair & Maintenance-Other	00.00
Sub Total	189,500.00

Residential Care & Custody-Intergovt. Prof. Svc.	1,811,234.00
Sub Total	1,811,234.00

Capital Outlay-Juvenile Svc-Machinery & Equip-MH Operating	00.00
Sub Total	00.00

TOTAL EXPENSES-MARTIN HALL OPERATING **2,000,734.00**

MARTIN HALL OPERATING-ESTIMATED BEGINNING BALANCE (123,334.00)
EST. BEGINNING UNRESERVED CASH 466,666.00

REVENUE-MARTIN HALL CAPITAL PROJECTS

Dept. of Ag-OSPI Equipment Assist. Grant	00.00
Special Assessment-Capital-Adams County	7,500.00
Special Assessment-Capital-Asotin County	9,375.00
Special Assessment-Capital-Douglas County	18,750.00
Special Assessment-Capital-Ferry County	1,875.00
Special Assessment-Capital-Lincoln County	1,875.00
Special Assessment-Capital-Pend Oreille County	7,500.00
Special Assessment-Capital-Spokane County	18,750.00
Special Assessment-Capital-Stevens County	26,250.00
Special Assessment-Capital-Whitman County	9,375.00
TOTAL REVENUE-MARTIN HALL CAPITAL PROJECTS	101,250.00

EXPENSES-MARTIN HALL CAPITAL PROJECTS

Capital Projects-Juvenile Svc-Build. & Improve.-Shower Facility	15,000.00
Capital Projects-Juvenile Svc-Build. & Improve.-Replace Dishwasher	00.00
Capital Projects-Juvenile Svc-Build. & Improve.-NS Tile Removal/Crete Floor	20,000.00
Capital Projects-Juvenile Svc-Build. & Improve.-Replace 2 Kitchen Stoves	00.00
Capital Projects-Juvenile Svc-Build. & Improve.-Replace Roof Over MPR	25,000.00
Capital Projects-Juvenile Svc-Build. & Improve.-Replace Control Room Floor	5,000.00
Capital Projects-Juvenile Svc-Build. & Improve.-Cell Steam Clean Strip/Paint	15,000.00
Capital Projects-Juvenile Svc-Build. & Improve.-Paint Entire Facility Interior	20,000.00
TOTAL EXPENSES-MARTIN HALL CAPITAL PROJECTS	100,000.00

079684 **13. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize advertising the 2018 Martin Hall Facilities Consortium meetings.

079685 **14. Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to adopt the 2018-2019 Equal Employment Opportunity Plan (EEOP).

RESOLUTION NO. 079685
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

IN THE MATTER OF adopting the **Whitman County Equal Employment Opportunity Plan;**

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

BOCC MINUTES-12/18/17

WHEREAS, this plan 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 plan **2018-2019 Whitman County Equal Employment Opportunity Plan.**

Dated this 18th day of December 2017 and effective as of January 1, 2018.

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

**Whitman County
Equal Employment Opportunity Plan**



Plan Duration: January 1, 2018 – December 31, 2019

Contact: Kelli Campbell
Human Resources
400 N. Main Street
Colfax, WA 99111
(509) 397-5243
FAX (509) 397-6355
kelllic@co.whitman.wa.us

Table of Contents:

1. Purpose	1
2. Equal Employment Opportunity	1
3. Diversity	2
4. Grievances	3
5. Administration	3
6. Dissemination	4
7. Labor Market Analysis	5
8. Significant Underutilizations and Objectives	9
9. Steps to Reach Objectives	9
10. Auditing and Reporting	9
<u>Appendices:</u>	
Appendix A: Job Category Descriptions	11
Appendix B: Race and Ethnicity Definitions	13

1. Purpose:

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 to pursue goals in achieving 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.
- Making promotion decisions in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities.
- Administering all personnel actions relating to compensation, benefits, transfers, terminations, training and education 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.

BOCC MINUTES-12/18/17

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 EEO 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 are 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 EEO requirements
- Internal and external communications regarding protected classes
- Reviewing and updating the EEO plan every two years
- Receiving and investigating complaints against the County
- Implementing an audit system that will: (1) measure the effectiveness of the EEO; (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 EEO, 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, 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
- 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 cooperating fully in 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 EEOP including the employment of qualified individuals with disabilities and qualified protected veterans
- All employment openings posted with the appropriate office of State Employment Services
- 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. Community statistics for Whitman County are taken from the U.S. Census Bureau report “State and Local Government Job Groups by Sex, and Race/Ethnicity for Worksite Geography, Total Population.”

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 analysis shows underutilization in 40 of the groups. This is down two groups from the 2016 EEOP. Underutilization ranges from -1% to -42%.

Table C shows all underutilizations for each job category translated in to full time equivalent (FTE) positions. Overall, the number of underutilizations and the number of FTE’s needed to correct them dropped. With the exception of one job category, Service Maintenance, all FTE’s needed for each group stayed the same or dropped. The Service Maintenance category rose by 1.10 FTE’s.

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.

As seen in **Table D**, the number of job categories with significant underutilization has not changed since the preceding EEOP, and the number of FTE’s to correct those underutilizations has dropped by 2.97 positions. Within each job category, most underutilization remains insignificant by race, gender and ethnicity. Those areas showing significant underutilization are in the white male professional, white female protective services, and white female skilled craft worker categories.

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	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	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander	Two or More Races		
	Total	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	%	
Officials/Admin																					
County Statistic	27	19	70%	0	0%	0	0%	8	30%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	2900	1695	58%	85	3%	45	2%	875	30%	85	3%	0	0%	0	0%	15	1%	0	0%	0	0%
Utilization		12%		-3%	-2%	-3%	0%	-1%	-3%	-1%	0%	0%	0%	0%	-1%	0%	0%	0%	0%	0%	0%
Professionals																					
County Statistic	42	13	31%	0	0%	0	0%	27	64%	0	0%	0	0%	1	2%	0	0%	0	0%	0	0%
Community Statistic	5725	2640	46%	100	2%	95	2%	1965	34%	355	6%	10	0%	95	2%	0	0%	355	6%	15	0%
Utilization		-15%		-2%	-2%	-6%	0%	30%	1%	0%	0%	0%	0%	1%	-6%	0%	0%	0%	0%	0%	1%
Technicians																					
County Statistic	9	8	89%	0	0%	0	0%	1	11%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	1040	510	49%	25	2%	25	2%	425	41%	0	0%	0	0%	0	0%	30	3%	50	5%	0	0%
Utilization		40%		-2%	0%	0%	0%	-30%	0%	0%	0%	0%	0%	0%	0%	0%	-3%	-5%	0%	0%	0%
Prof Serv/Sworn																					
County Statistic	31	29	94%	0	0%	0	0%	1	3%	0	0%	0	0%	1	3%	0	0%	0	0%	0	0%
Community Statistic	305	200	66%	0	0%	4	1%	100	33%	4	1%	0	0%	0	0%	0	0%	0	0%	0	0%
Utilization		28%		0%	-1%	0%	0%	-30%	3%	0%	0%	0%	0%	3%	0%	0%	0%	0%	0%	0%	0%
Prof Serv/Non-Sworn																					
County Statistic	2	1	50%	0	0%	0	0%	1	50%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	55	25	45%	4	7%	0	0%	25	45%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Utilization		5%		-7%	0%	0%	0%	5%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Admin Support																					
County Statistic	40	2	5%	0	0%	0	0%	33	83%	0	0%	0	0%	0	0%	0	0%	1	3%	2	5%
Community Statistic	4875	1675	34%	95	2%	0	0%	2480	51%	210	4%	0	0%	60	1%	0	0%	15	0%	230	5%
Utilization		-29%		-2%	0%	2%	0%	32%	-1%	-4%	0%	0%	0%	-1%	0%	0%	2%	0%	0%	0%	2%
Skilled Craft Wrk																					
County Statistic	42	42	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	1335	1105	83%	40	3%	0	0%	105	8%	35	3%	15	1%	0	0%	0	0%	20	1%	0	0%
Utilization		17%		-3%	0%	0%	0%	-8%	0%	-3%	0%	0%	0%	0%	0%	0%	0%	0%	-1%	0%	0%
Service/Maint																					
County Statistic	5	5	100%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Community Statistic	5775	2490	43%	70	1%	70	1%	2425	42%	190	3%	4	0%	170	3%	45	1%	10	0%	40	1%
Utilization		57%		-1%	-1%	-3%	0%	-42%	-3%	-1%	0%	0%	0%	-3%	-1%	0%	0%	0%	-1%	0%	-2%

Cells with bold and large font are underutilizations. There are 40 groups with underutilizations

Table B: Underutilization Summary

Official/Administrators

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

Professionals

Male		Female	
White	15%	Asian	6%
Hispanic	2%		
Black	2%		
Asian	6%		
Two or More Races	1%		

Technicians

Male		Female	
Black	2%	White	30%
		Asian	5%
		AIAN	3%

Protective Services-Sworn

Male		Female	
AIAN	1%	White	30%
Two or More Races	1%		

Protective Services-Non-Sworn

Male		Female	
Hispanic	7%		

Administrative Support

Male		Female	
White	29%	Hispanic	1%
Hispanic	2%		
Asian	4%		

Skilled Craft Worker

Male		Female	
Asian	3%	White	8%
Hispanic	3%	Asian	1%
NHOPI	1%		
Two or More Races	1%		

Service Maintenance

Male		Female	
Hispanic	1%	White	42%
Black	1%	Hispanic	3%
Asian	3%	Black	1%
Two or More Races	2%	Asian	1%
		Two or More Races	2%

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

Job Category	1/1/2012	1/1/2014	1/1/2016	1/1/2018
Official/Administrators	1.62	3.70	4.90	3.32
Professionals	14.00	11.84	15.24	13.37
Technicians	2.72	3.40	3.59	3.59
Protective Services-Sworn	2.13	6.99	10.90	9.98
Protective Services- Non-Sworn	1.30	0.74	1.04	0.15
Administrative Support	12.16	20.20	19.16	14.73
Skilled Craft Worker	5.06	8.17	9.35	7.23
Service Maintenance	2.04	2.28	1.68	2.78
	41.03	57.32	65.86	55.15

8. Significant Underutilizations and Objectives:

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

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

	Males							Female							Totals			
	White	Hispanic	Black	AIAN	Asian	NHOPI	Two or More Races	White	Hispanic	Black	AIAN	Asian	NHOPI	Two or More Races	FTE Total	2012 FTE Total	2014 FTE Total	2016 FTE Total
Officials/Administrators	*	*	*		*		*	*	*			*						
Professionals	6.37	*	*		*		*					*			6.37	7.70	3.48	7.08
Technicians			*				*	*			*	*						
Protective Services-Sworn				*			*	9.16							9.16		6.37	10.22
Protective Services-Non-Sworn		*																
Administrative Support	*	*			*				*									
Skilled Craft Workers		*			*	*	*	3.30				*			3.30	4.14	3.87	4.40
Service Maintenance		*	*		*		*	*	*	*	*	*	*	*				
FTE Totals	6.37							12.46							18.83	11.84	13.72	21.70

Notes:

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

Table E: Summary of Significant Underutilizations

Race/Ethnicity	Gender	Job Category
White	Females	Protective Services – Sworn, and Skilled Craft Workers
	Males	Professionals

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 significant underutilizations indicate needed improvement in the areas of white, male professionals and white, female sworn protective service and skilled craft workers. The County will continue its focus on

recruitment for all races, gender, and ethnicities with specific objectives geared toward interest groups promoting professional men, and women in the protective service and skilled craft worker industries.

9. Steps to Reach Objectives:

1. Provide information and training to department heads and elected officials regarding diversity in the workforce, this EEOP and alternative recruitment resources such as women and minority groups.
2. Create annual reports on the EEO 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 EEOP. 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
- Training
- Other conditions and/or privileges of employment as deemed necessary

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

BOCC MINUTES-12/18/17

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.

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.

079686 15. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to accept the 2018 professional service agreement with G. Andrew Hunt & Associates.

079687 16. The 2018 ranked Capital Improvement Program projects was received by the Board. **Motion** by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to

BOCC MINUTES-12/18/17

approve the Capital Improvement Planning Program ranking for 2018 and to authorize the top five (5) ranked projects for 2018.

079688 **17.** A technical error was discovered on the 2018 Whitman County Budget adopted November 6, 2017. However, the total budget amount is not affected by this error. The technical error figures are shown below in **red**.

Upon review of the error and proposed correction, **motion** was made by Commissioner Kinzer **seconded** by Commissioner Largent and **carried** to authorize the technical correction. The corrected figures are shown below in **green**.

**Resolution No. 079512
Adopting the 2018 Budget for Whitman County, Washington**

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on Monday, October 2 and 16, 2017, and held the budget hearings for the 2018 fiscal budget for all County Funds as detailed below; and,

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

WHEREAS, it is estimated that the total of all revenues from all sources other than taxation will require the maximum taxes allowable by law to be levied on property within Whitman County for the County Current Expense, Mental Health, Developmental Services and County Road Funds and the minimum tax allowable by law for the Indigent Soldier Fund; and,

WHEREAS, the final taxable evaluations for Current Expense are **\$6,144,899.25**; and,

WHEREAS, the estimated expenditures set forth in this budget are necessary, sufficient and needed to carry on the operations of the government of Whitman County, State of Washington, for fiscal year 2018; and,

WHEREAS, the final budgets for County Current Expense departments, Special Revenue, Debt Service, Capital Projects, Enterprise and Internal Services funds of Whitman County are attached.

NOW, THEREFORE BE IT RESOLVED that:

1. The final budgeted expenditures for the several offices, departments, and funds of said Whitman County fiscal year 2018 will be set forth as attached and the amounts are appropriated for the indicated funds; and,
2. The 2018 budget is being passed in two separate authorizations each with separate spending limitations:
 - wages & benefits and
 - all other expenses; and,
3. Pursuant to RCW 36.40.080 and 36.40.100 the Board of County Commissioners has the legal authority to take this approach and every county official shall be limited in the making of expenditures or the incurring of liabilities to the amount of the detailed appropriation items or classes respectively; and,
4. This provides better capacity to monitor budget spending under current revenue constraints; and,

BE IT FURTHER RESOLVED that the Whitman County Assessor shall set the levies for the County Current Expense Fund, Developmental Services Fund, Mental Health and County Road Fund at the maximum allowed by law and the Indigent Soldier Fund at the minimum allowed by law.

PASSED, APPROVED AND ADOPTED this 6th day of November, 2017.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

ATTEST:
/s/Maribeth Becker, CMC
Clerk of the Board

/s/Arthur D Swannack, Chairman
/s/Dean Kinzer, Commissioner
/s/Michael Largent, Commissioner

BOCC MINUTES-12/18/17

<u>Dept #</u>	<u>Department</u>		<u>Personnel</u> <u>Expenditures</u>		<u>Operating</u> <u>Expenditures</u>		<u>Total</u>
009	Commissioners Dept.	\$	355,637	\$	19,950	\$	375,587
010	General Government	\$	91,720	\$	4,053,876	\$	4,145,596
012	Administrative Services	\$	93,063	\$	109,788	\$	202,851
013	Human Resources	\$	207,223	\$	15,210	\$	222,433
020	Superior Court	\$	160,061	\$	29,300	\$	189,361
030	District Court	\$	742,065	\$	53,690	\$	795,755
040	Clerk	\$	233,214	\$	25,648	\$	258,862
050	Treasurer	\$	353,327	\$	34,022	\$	387,349
060	Auditor	\$	721,600	\$	150,825	\$	872,425
080	Assessor	\$	406,727	\$	29,250	\$	435,977
100	Prosecuting Attorney	\$	634,535	\$	45,400	\$	679,935
105	Child Support Enforcement	\$	101,856	\$	24,200	\$	126,056
120	Facilities Management	\$	208,954	\$	469,567	\$	678,521
140	Sheriff	\$	2,839,459	\$	947,000	\$	3,786,459
170	Juvenile Services	\$	406,647	\$	236,377	\$	643,024
200	Weed Control	\$	87,198	\$	16,903	\$	104,101
220	Coroner	\$	133,526	\$	57,030	\$	190,556
240	County Extension	\$	69,722	\$	63,089	\$	132,811
260	Emergency Management	\$	132,077	\$	111,950	\$	244,027
280	Public Health	\$	688,767	\$	154,765	\$	843,532
300	Fair	\$	188,292	\$	176,920	\$	365,212
310	Parks & Recreation	\$	194,752	\$	52,150	\$	246,902
320	Information Technology	\$	226,997	\$	7,500	\$	234,497
	Total Personnel	\$	9,277,419				
	Total Operating			\$	6,884,410		
	Total Department					\$	16,161,829

<u>Fund #</u>	<u>Description</u>		<u>Personnel</u> <u>Expenditures</u>		<u>Operating</u> <u>Expenditures</u>		<u>Total</u>
001	Gen Gov't - Current Expense	\$	9,277,419	\$	6,884,410	\$	16,161,829
101	Self-Insurance	\$	-	\$	37,500	\$	37,500
102	Building & Development	\$	125,997	\$	134,543	\$	260,540
103	County Wide Planning	\$	191,908	\$	303,350	\$	495,258
104	Developmental Services	\$	91,547	\$	862,427	\$	953,974
106	Extension Publications	\$	-	\$	200	\$	200
108	Veterans Relief	\$	-	\$	135,550	\$	135,550
109	Homeless Housing Plan	\$	-	\$	300,000	\$	300,000
110	County Road - Public Works	\$	4,087,420	\$	15,156,473	\$	19,243,893
112	Public Facilities Improve.	\$	-	\$	4,170,000	\$	4,170,000
115	Hotel/Motel Tax	\$	-	\$	20,000	\$	20,000
116	Domestic Violence Services	\$	-	\$	400	\$	400
117	Boating Safety	\$	34,000	\$	72,600	\$	106,600
118	Inmate Welfare	\$	-	\$	34,000	\$	34,000
120	Historical Preserv./Program	\$	-	\$	45,500	\$	45,500
122	Sheriff K-9 Unit	\$	1,100	\$	11,400	\$	12,500
123	Paths & Trails	\$	40,916	\$	175,661	\$	216,577
124	REET Technology	\$	-	\$	8,100	\$	8,100
125	Donations & Planned Giving	\$	-	\$	341,787	\$	341,787
126	Treasurer M&O	\$	8,522	\$	6,478	\$	15,000
127	Quad City Drug Task Force	\$	57,848	\$	350,100	\$	407,948
128	Crime Victims/Witness	\$	95,290	\$	8,230	\$	103,520
129	Juvenile Special Rev Funds	\$	-	\$	88,000	\$	88,000
130	Inter-Local Drug Fundji	\$	-	\$	18,000	\$	18,000
132	Auditor's Doc Preservation	\$	-	\$	272,900	\$	272,900
133	Commissioners Special Rev	\$	-	\$	230,000	\$	230,000
134	Elections Reserve	\$	-	\$	100,400	\$	100,400

BOCC MINUTES-12/18/17

135	Prosecutor STOP Grant	\$	16,119	\$	10,000	\$	26,119
136	District Court Funds	\$	-	\$	41,240	\$	41,240
138	Federal Equitable Sharing	\$	5,000	\$	245,500	\$	250,500
141	Washington Housing SHB 2060	\$	-	\$	36,000	\$	36,000
143	Trial Court Improvement	\$	-	\$	156,284	\$	156,284
144	Emergency Commun. System	\$	198,642	\$	957,861	\$	1,156,503
200	Debt Service - External	\$	-	\$	166,892	\$	166,892
210	Debt Service County Inside	\$	-	\$	86,890	\$	86,890
300	Capital Projects	\$	-	\$	1,423,215	\$	1,423,215
310	Capital Proj. Inside Source	\$	-	\$	13,067	\$	13,067
320	Capital Proj Outside Source	\$	-	\$	129,794	\$	129,794
400	Solid Waste-Public Works	\$	708,750	\$	5,585,250	\$	6,294,000
410	Solid Waste Reserve	\$	15,410	\$	1,874,950	\$	1,890,360
501	Equipment Rental Revolving	\$	801,034	\$	6,391,066	\$	7,192,100
511	Unemployment Ins Revolving	\$	75,000	\$	125,000	\$	200,000
515	Information Tech Operations	\$	-	\$	1,226,060	\$	1,226,060
	Total Personnel	\$	15,835,228				
	Total Operating			\$	48,233,772		
	Total All Funds					\$	64,069,000



<u>Fund #</u>	<u>Description</u>	<u>Personnel Expenditures</u>	<u>Operating Expenditures</u>	<u>Total</u>
001	Gen Gov't-Current Expense	\$ 9,277,419.00	\$ 6,884,410.00	\$16,161,829.00
	Corrected Gen Gov't-Current Expense	\$ 928,725.00	\$ 6,881,104.00	\$16,161,829.00
101	Self-Insurance	\$ -	\$ 37,500.00	\$ 37,500.00
102	Building & Development	\$ 125,997.00	\$ 134,543.00	\$ 60,540.00
103	County Wide Planning	\$ 191,908.00	\$ 303,350.00	\$ 495,258.00
104	Developmental Services	\$ 91,547.00	\$ 862,427.00	\$ 953,974.00
106	Extension Publications	\$ -	\$ 200.00	\$ 200.00
108	Veterans Relief	\$ -	\$ 135,550.00	\$ 135,550.00
109	Homeless Housing Plan	\$ -	\$ 300,000.00	\$ 300,000.00
110	County Road - PW	\$ 4,087,420.00	\$15,156,473.00	\$19,243,893.00
112	Public Facilities Improve	\$ -	\$ 4,170,000.00	\$ 4,170,000.00
115	Hotel/Motel Tax	\$ -	\$ 20,000.00	\$ 20,000.00
116	Domestic Violence Service	\$ -	\$ 400.00	\$ 400.00
117	Boating Safety	\$ 34,000.00	\$ 72,600.00	\$ 106,600.00
118	Inmate Welfare	\$ -	\$ 34,000.00	\$ 34,000.00
120	Historical Pres./Program	\$ -	\$ 45,500.00	\$ 45,500.00
122	Sheriff K-9 Unit	\$ 1,100.00	\$ 11,400.00	\$ 12,500.00
123	Paths & Trails	\$ 40,916.00	\$ 175,661.00	\$ 216,577.00
124	REET Technology	\$ -	\$ 8,100.00	\$ 8,100.00
125	Donations/Planned Giving	\$ -	\$ 341,787.00	\$ 341,787.00
126	Treasurer M&O	\$ 8,522.00	\$ 6,478.00	\$ 15,000.00
127	Quad City Drug Task Force	\$ 57,848.00	\$ 350,100.00	\$ 407,948.00
128	Crime Victims/Witness	\$ 95,290.00	\$ 8,230.00	\$ 103,520.00
129	Juvenile Special Rev Fund	\$ -	\$ 88,000.00	\$ 88,000.00
130	Inter-Local Drug Fund	\$ -	\$ 18,000.00	\$ 18,000.00
132	Auditor's Document Pres.	\$ -	\$ 272,900.00	\$ 272,900.00
133	Commissioners Special Rev	\$ -	\$ 230,000.00	\$ 230,000.00
134	Elections Reserve	\$ -	\$ 100,400.00	\$ 100,400.00
135	Prosecutor STOP Grant	\$ 16,119.00	\$ 10,000.00	\$ 26,119.00
136	District Court Funds	\$ -	\$ 41,240.00	\$ 41,240.00
138	Federal Equitable Sharing	\$ 5,000.00	\$ 245,500.00	\$ 250,500.00
141	WA Housing SHB 2060	\$ -	\$ 36,000.00	\$ 36,000.00
143	Trial Court Improvement	\$ -	\$ 156,284.00	\$ 156,284.00
144	Emergency Commun. System	\$ 198,642.00	\$ 957,861.00	\$ 1,156,503.00

BOCC MINUTES-12/18/17

200	Debt Service-External	\$	-	\$	166,892.00	\$	166,892.00
210	Debt Service-Co.-Inside	\$	-	\$	86,890.00	\$	86,890.00
300	Capital Projects	\$	-	\$	1,423,215.00	\$	1,423,215.00
310	Cap. Proj.-Inside Sources	\$	-	\$	13,067.00	\$	13,067.00
320	Cap. Proj.-Outside Source	\$	-	\$	129,794.00	\$	129,794.00
400	Solid Waste - PW	\$	708,750.00	\$	5,585,250.00	\$	6,294,000.00
410	Solid Waste Reserve	\$	15,410.00	\$	1,874,950.00	\$	1,890,360.00
501	Equip. Rental & Revolving	\$	801,034.00	\$	6,391,066.00	\$	7,192,100.00
511	Unemployment Ins. Revolv.	\$	75,000.00	\$	125,000.00	\$	200,000.00
515	Information Tech-Oper.	\$	-	\$	1,226,060.00	\$	1,226,060.00
	Total Personnel		\$15,835,228.00				
	Total Operating				\$48,233,772.00		
	Total All Funds						\$64,069,000.00
	Corrected Total Personnel		\$15,831,922.00				
	Corrected Total Operating				\$48,237.078.00		
	Total All Funds						\$64,069,000.00

079689 18. There was no year-end business not specifically noted requiring commissioner action.

CORRESPONDENCE:

D079689A 19. The following correspondence was received:

079690 19A. The 2018 levy certifications for the Northeast Washington Education Service District #101 was received.

079691 19B. A letter was received from the U.S. Army Corps of Engineers regarding the Elberton Flood Risk Management Project and subsequent inspection.

079692 19C. A revised levy certification for the City of Pullman was received by email.

079693 19D. Information was received from the U.S. Army Corps of Engineers concerning flood planning.

079694 19E. An executed copy of the County Road Administration Board Rural Arterial Program Amendment #1 for the Hume Road was received.

079695 19F. An executed copy of the Bill of Sale for the Oakesdale trestle was received from Union Pacific Railroad.

079696 20. Commissioners' pending list reviewed.

10:40 a.m. - Recess.

11:00 a.m. - Public Works.

Present: Mark Storey, Brandon Kruger, Alan Thomson, Katrin Kunz, Whitgro Representative, Paul Spencer and Garth Meyer.

079697 20A. The following Public Works related issues approved/updated:

ACTION ITEMS:

079698 21. The regular meeting was recessed and the hearing convened by the Chairman for the Whitgro, Inc. zone change.

Staff report provided by Katrin Kunz as follows:

BOCC MINUTES-12/18/17

Change the zoning for Whitgro, Inc., Lancaster for an approximate 6-acre area from the Agricultural District to a Limited Heavy Industrial District for property located at 6453 Lancaster Road, St. John, WA 99171 in Sections 20 and 29, Township 18 N., Range 41 E.W.M.

The hearing was opened to public comment. The Whitgro representative indicated there will be 8 more request for zone changes.

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

079699 **22.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to adopt the findings of fact and approve the amendment of the Whitman County Zoning Map for the Whitgro, Inc. operation at Lancaster from Agricultural District to Heavy Limited District.

ORDINANCE NO. 079699

AN ORDINANCE AMENDING THE WHITMAN COUNTY ZONING MAP TO CHANGE THE ZONING FROM AGRICULTURAL DISTRICT TO LIMITED HEAVY INDUSTRIAL DISTRICT.

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 Recommendations and Findings of Fact of the Whitman County Planning Commission that these should be accepted and this action is consistent with the Whitman County Comprehensive Plan.

Change the zoning for Whitgro, Inc. for an approximately 6 acre area from the Agricultural District to a Limited Heavy Industrial District for property located at 6453 Lancaster Road, St. John, WA 99171 in Sections 20 and 29, Township 18 N., Range 41 E., W.M., Whitman County, Washington.

PASSED AND APPROVED by the Board of Whitman County Commissioners of Whitman County, Washington, on the 18th day of December, 2017.

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

079700 **23.** At 11:15 a.m. the regular meeting was recessed and the hearing reconvened by the Chairman for revisions to Whitman County Code, Chapter 2.16 related to the Planning Commission.

Staff report provided by Alan Thomson on behalf of the Planning Commission and their recommendation as shown below.

P.C. recommendation: at least ~~three~~ two (2) members on the commission and no more than four (4) members.

Clerk recommendation: ...at least ~~three~~ two (2) members on the commission; an additional three (3) members at large shall be appointed with no more than four (4) members representing any one commissioner district.

BOCC MINUTES-12/18/17

Mr. Thomson said the Planning Commission is in the process of revising their bylaws and will be incorporating membership changes.

Mr. Storey added that the Planning Commission has reviewed and agrees it is a good idea to and recommends following the Clerk's proposed changes.

The hearing was opened to public comment. There being no further comments the hearing was adjourned and the regular meeting reconvened.

079701 **24.** Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion to approve an ordinance revising Whitman County Code, Title 2 Chapter 2.16.010 as it relates to the Planning Commission membership.

Commissioner Swannack said he was not opposed to the changes but has had difficulty filling vacant positons; the county needs a Planning Commission that is able to function.

Commissioner Kinzer said the majority of the county's population is in Pullman and with these changes may bring more representation from the Pullman area. Motion **carried**.

ORDINANCE NO. 079701
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS

WHEREAS, the Whitman County Board of Commissioners met in their Chambers on this 18th day of December 2017; and,

WHEREAS, a public hearing was conducted this date to consider an revision to the Whitman County Code, Title 2, Sewers, Chapters 2.16.010-Planning Commission Created-Membership and Terms of Office.

NOW, THEREFORE, BE IT HEREBY ORDAINED that the Whitman County Board of Commissioners duly approves the revision to the Whitman County Code, Title 2, Chapter 2.16.010 as attached.

PASSED, APPROVED AND ADOPTED THIS 18TH DAY OF DECEMBER and effective as of January 1, 2018.

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

2.16.010 Planning commission created-Membership and terms of office.

A. There is created a county planning commission for Whitman County. The commission shall consist of nine members and a designee of the public works department and the prosecuting attorney's office who shall be ex officio, non-voting members of the commission. The nine members of the commission shall be appointed by the chairman of the board of county commissioners with the approval of a majority of the board of county commissioners; provided, that each member of the board shall submit to the chairman a list of nominees residing in their commissioner district, and the chairman shall make appointments from such lists so that each commissioner's district will be represented by at least two (2) members on the commission; an additional three (3) members at large shall be appointed with no more than four (4) members representing any one commissioner district.

BOCC MINUTES-12/18/17

All appointments shall be in conformance with the provisions of RCW Chapter All appointments shall be in conformance with the provisions of RCW Chapter 36.70, which was formerly adopted in place of the provisions of RCW Chapter 35.63 by the Whitman County board of commissioners by Resolution No. 20214 on June 13, 1960.

- B. The term of office of the nine members appointed by the chairman shall be four years; except that of the first nine appointments, the term of two shall end on the second day of January, 1979, the term of two shall end on the second day of January, 1980, the term of two shall end on the fifth day of January, 1981, and the term of three shall end on the fourth day of January, 1982. Thereafter, all four-year terms will end on December 31st.
(Ord. 66916 (part), 2007).

2.16.020 Powers and duties.

The county planning commission shall have all the powers and perform each and all of the duties specified by the current provisions of RCW 36.70, together with any other duties or authority which may hereafter be conferred upon them by the laws of the state. Performance of such duties, and the exercise of such authority, is subject to each and all the limitations expressed in such legislative enactment or enactments.
(Ord. 66916 (part), 2007).

2.16.030 Secretary.

The commission may designate one of its members to act as secretary without salary, or if requested by the commission, the chairman of the board shall designate a member of the paid staff of the county to serve as such secretary.
(Ord. 66916 (part), 2007).

2.16.040 Quorum.

A majority of the members of the commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present at any regular or special meeting of the commission shall be deemed and taken as the action of the commission.
(Ord. 66916 (part), 2007).

2.16.050 Recommendations and reports.

The board of county commissioners may refer to the commission for its recommendation and report any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in RCW Chapter 36.70, and the commission shall promptly report to the board thereon, making such recommendations and giving such counsel as it may deem proper in the premises.
(Ord. 66916 (part), 2007).

2.16.060 Submission of plats or subdivisions.

All plats, replats, or plans for subdivisions of land or additions thereto within the county and outside of incorporated cities and towns offered to the board for approval or proposals for the establishment of county highways and roads shall first be submitted to the commission for its recommendation and report, which report shall be made to the board within thirty days after submission, or at such earlier date as the board shall direct.
(Ord. 66916 (part), 2007).

DIVISION UPDATES:

D079701A 25. The following division updates provided by Public Works staff.

Administrative Division:

D079701B 25A. The total cost for the Oakesdale Trestle removal by the county was \$8,700.87. Commissioner Swannack will be meeting with the Town of Oakesdale Council requesting financial assistance for this expense.

D079701C 25B. A staffing update was provided by Brandon Kruger.

BOCC MINUTES-12/18/17

Maintenance Division:

079702 25C. Brandon Kruger reported the county's fuel contract with Busch Distributors has been continued for one year with the same terms, conditions and contract prices as the original agreement.

D079702A 25D. According to Mr. Kruger, it snowed more than was expected. Crews were out on Sunday plowing paved roads and areas with drifting snow.

Engineering Division:

D079702B 25E. Mr. Storey said both the Bauer Quarry contractor and Gnaedinger Stockpile Site contractor are proceeding.

Solid Waste Division:

D079702C 25F. A brief discussion was held concerning the Solid Waste Advisory Committee membership.

D079702D 26. Approved documents signed.

11:30 a.m. - Recess.

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

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

079703 27. Mr. Berney reviewed the GCBH December 7, 2017 Board of Director's meeting.

D079703A 27A. Executive Session(s):

Held near the beginning of the Board meeting from 9:10 to almost 10:00 a.m. After the Executive Session a discussion was held in open session regarding the Mid-Adopter decision made by the Board at their November meeting. A sub-committee was established to work on Greater Columbia input to the Health Care Authority.

D079703B 27B. Funding and Fiscal Operations Committee Report:

The Committee met twice in November. No recommendations at this time.

- Updates included:
 - Both meetings covered revenue issues and their impacts especially on certain counties. These issues have a greater impact since Greater Columbia BHO will cease operations as of 12/31/2018. In addition, there is still no direction from the State regarding reserves.
 - AI/AN Overpayment (CD): 4/16 through 9/17 (1.8 M)
 - Post Eligibility Review (10% decrease in eligible)
 - Rebalance inpatient/outpatient from SFY 17

Outcome: Information only; recommendation in January.

D079703C 27C. Regional Office Director Update:

- Data completeness/quality from the Substance Use Disorder (SUD) providers in GCBH is improving though we still have a ways to go. May need to add a liability line item to the GCBH Balance Sheet for CD residential payments.
- Contracts: Authorize the Chair to sign 2 contract amendments; one each for Medicaid and State-only fixing the ones approved last month; all providers.

Outcome: Whitman County voted in favor of the motion to authorize the Chair to sign the two contract amendments. Motion passed unanimously

D079703D 27D. Single Bed Certifications:

A productive meeting with the Court was held on 11/27/17.

BOCC MINUTES-12/18/17

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

Present: Kelli Campbell.

079704 28. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individual until 3:00 p.m. in accordance with RCW 42.30.110(1)(g) for matters related to employee evaluations.

3:00 p.m. - Return to Open Session/Executive Session.

Present: Kelli Campbell and Gary and Valerie Hunt (phone).

079705 29. Commissioner Kinzer **moved** Commissioner Largent **seconded** the motion and it **carried** to go into executive session with the above individuals until 4:00 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

4:00 p.m. - Return to Open Session.

D079705A 30. Approved consent agenda items for December 26th signed 12/19/17.

079706 31. Treasurers Wire Transfers and Check Report in the amount of **\$265,468.62** and General/Veterans' Relief/Payroll warrants **333819-33963** for **\$226,301.75** approved.

079707-079740 32. Personnel change orders.

4:00 p.m. - Adjourn.

D079740A Commissioner Kinzer **moved** to adjourn the **December 18, 2017** 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 **January 2, 2017**. The foregoing action made this **18th** day of **December 2017**.

ss/ DEAN KINZER, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D SWANNACK, CHAIRMAN
Board of County Commissioners