

Minutes for December 21, 2009

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070150 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, December 21, 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: Chris Nelson and Mark Storey (9:00 a.m.) and Joe Smillie (9:30 a.m.).

070151 1. Items discussed included Information Technology updates, Christmas Eve, 2010 Non-represented employee issues, vacation scheduling and WCIF. No action taken.

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

Present: Mark Storey, Bob Reynolds, Kelli Campbell, Joe Smillie, Sarah Mason and Andy Jacobson.

Chairman Largent was temporarily unavailable.

D070151A 2. Motion by Commissioner O'Neill to accept the consent agenda. Motion **seconded** by Commissioner Partch and **carried**.

070152 3. Claims/Payroll warrants numbered 234912-234931, 235121-235144 and 235196-235371 for **\$405,144.54** approved.

FUND	FUND NAME	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
001	Current Expense	50,051.38	2,308.45	3,512.80	1,777.86	64,733.74
102	Building & Development	1,659.60				720.83
103	Countywide Planning	3,120.20				972.36
104	Developmental Services				35,666.60	525.77
106	Extension Publications					75.00
108	Veterans Relief					1,050.00
110	County Roads	15,335.00		1,657.40		36,318.76
118	Inmate Welfare				486.85	146.00
123	Paths/Trails-BCPT 123.310.001		95.28			2,293.81
126	Treasurer's O&M					54.00
127	Drug Enforcement-Quad City	400.00			319.75	
128	Crime Victims/Witness-Pros. 000	350.00				15,271.87
129	House Bill 3900 129.170.001					325.00
132	Auditor's Document Preservation					15,725.86
135	Prosecutor's Stop Grant	150.00				185.51
137	Web Site Development		51.49			

BOCC MINUTES-12/21/09

144	Emerg. Communicat.	144.260.001	250.00				27,197.73
400	Solid Waste		800.00				3,708.37
501	Equipment Rental & Revolving		4,697.40	671.58	350.00	8,205.76	52,935.31
513	Communications Revolving			879.97			2,087.11
652	Fire Protection Districts					20,500.00	
660	Whitcom-General	660.911.000		205.39			320.63
660	Whitcom-Grant	660.911.001		1,090.65		1,590.66	10,422.34
690	Clearing Fund	690.005.000		13,890.47			

070153 4. December 7, 2009 minutes approved.

070154-070160 5. Personnel board orders approved.

10:05 a.m. - Bob Lothspeich.

070161 6. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to approve the revised HIPAA policy as presented.

**RESOLUTION NO. 070161
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy Protecting Private Information and its corresponding procedures and tasks;

WHEREAS, this action is required by the federal HIPAA Security Rule,

WHEREAS, Whitman County policy requires a review and update every two years of privacy policies,

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-01600-HR PROTECTING PRIVATE INFORMATION
- PRO-01600-1-HR Updating and Reviewing Privacy Policies
- PRO-01600-2-HR Requesting to Restrict PHI Disclosure
- PRO-01600-3-HR Requesting to Inspect/Copy PHI
- PRO-01600-4-HR Requesting Alternative Method for Disclosing PHI
- PRO-01600-5-HR Requesting to Amend PHI
- PRO-01600-6-HR Requesting a Log of PHI Disclosures
- PRO-01600-7-HR Documenting and Accounting for Disclosures of PHI
- PRO-01600-8-HR Requesting to Modify and/or Copy an Authorization Form
- PRO-01600-9-HR Requesting Revocation Authorization to Use/Disclose PHI
- PRO-01600-10-HR Grievance Procedure
- TSK-01600-1-HR Distributing the Revised Notice of Privacy Practices

Dated this 21st day of December 2009 and effective as of January 1, 2010.

BOARD OF COUNTY COMMISSIONERS

OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Patrick J. O'Neill, Commiss.

Effective Date: 1/1/2010	POLICY	Page: 1 of 9
Cancels: 067424		Approved by: BOCC
See Also: POL 01610-HR & 01620-HR		Res. #070161

POL - 01600 - HR PROTECTING PRIVATE INFORMATION

This policy applies to all Whitman County departments and employees.

Definitions

Private Information - Employee/client information of a private nature, including demographic, financial, medical/health and social data.

Protected Health Information (PHI) - Employee/client information of a private nature, including demographic, financial, medical/health and social data related to healthcare. PHI is found in any form including oral, electronic and printed material.

HIPAA - Health Insurance Portability and Accountability Act

DHHS - Department of Health and Human Services

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

1. Whitman County Recognizes its Responsibility to Protect the Private Information of its Employees and/or Clients.

The County recognizes its responsibility to protect private information for its employees/clients in accordance with Washington State and federal regulations. Private information communicated shall be the minimum necessary to achieve the needed result.

Furthermore, Whitman County recognizes itself as a hybrid entity in accordance with HIPAA regulations for the protection of Protected Health Information (**PHI**).

Private information including Protected Health Information may be used for but not limited to the following areas:

- Payroll processing
- Insurance coverage participation/troubleshooting
- Doctor certification for reasonable accommodation, return to work status, etc.
- Accident reports
- Requests from governmental entities
- Medical treatment of employees and/or clients
- Research/statistical analysis
- Collection in the course of an employee's job responsibilities

It should be kept in mind that Whitman County is a public agency. Therefore, certain information is not considered confidential. However, requests for such information shall be limited to only the specific allowable information requested.

2. **Whitman County Shall Establish Goals in the Protection of Private Information.**

Whitman County shall strive to meet and maintain the following goals:

- Protect information from unauthorized use
- Create secure environments for information
- Protect the privacy of County employees and/or clients
- Provide individuals access to their own private information
- Effectively manage the risk involved in possessing private information
- Define employee responsibilities in accessing, storing, using and destroying private information
- Create a stable work environment
- Be compliant with state and federal regulations concerning private information
- Establish procedures in case of asset misuse, loss or unauthorized disclosure

3. **All Privacy Policies/Procedures Shall be Reviewed and Updated by the County's Compliance Officer(s) Every Odd Numbered Year (See PRO# 01600-1).**

The Compliance Officer(s) review shall include the general County policies and a verification that each department is complying with the policy. Areas of review shall include administrative procedures, physical security safeguards, technical security services, and technical security mechanisms.

A list of positions with access to specific PHI, and the ways in which that private information is used and protected, shall be submitted by each department upon the Compliance Officer(s) review. The Department Head's signature shall be required for confirmation of the data provided.

4. Employees/Clients Have Rights in Regards to the Treatment of Their PHI.

Employees/clients have rights to adequate notice of the uses and disclosure of PHI that may be made by the County. Those rights include:

- Requesting restrictions on data disclosure (**See PRO# 01600-2**)
- Requesting alternate methods for communicating disclosures (**See PRO# 01600-3**)
- Requesting inspection and/or a copy of their own PHI (**See PRO# 01600-4**)
- Requesting amendments to their records (**See PRO# 01600-5**)
- Receiving an accounting of certain PHI disclosures for up to six years (**See PRO# 01600-6**)

Requests for the above actions must be made in writing to the County's Privacy Compliance Officer or the appropriate Department Head/Elected Official. Responses to such requests will be made in writing within the time limits specified in the Notice of Privacy Practices. They may also be subject to copy fees. All reasonable requests shall be granted.

Certain requests may be denied if they:

- Involve PHI that is accurate and complete
- Include a record that no longer exists or cannot be found
- Do not pertain to PHI
- Include PHI not maintained by the County
- Endanger the life or physical safety of the employee/client
- Identify another person and disclosure may cause substantial harm to that person
- Are not reasonable given the circumstances of the request
- Unduly impede department operations
- Include psychotherapy notes
- Include information compiled in reasonable anticipation of, or in use in, a civil, criminal or administrative action or proceeding
- Access prohibited PHI under the Civil Laboratory Improvements Amendments of 1988
- Are contained by a correctional institution, or a provider acting under the direction of the correctional institution, if

access would jeopardize the health, safety, security, custody or rehabilitation of the client or other inmates, or the safety of an employee of the institution or those responsible for transporting the inmate

- Are created or obtained by a health care provider in the course of research and the access is temporarily suspended for as long as the research is in progress
- Obtained under a promise of confidentiality and the access requested would be reasonably likely to reveal the source of the information

5. Department Heads/Elected Officials and Employees are Expected to Take Reasonable Steps to Protect Confidential Information.

County employees shall conduct services and operations in such a way that only those who need to know can hear or see individuals when they are sharing private information. Employees shall also maintain employee/client confidentiality when hosting visitors to the County.

Department Heads/Elected Officials shall be responsible for ensuring that access to private information is limited only to those employees who need it in conducting their daily operations.

Department Heads/Elected Officials and employees are expected to take reasonable steps to protect confidential information in oral, written or electronic form. This may include but is not limited to:

- Covering and/or putting away confidential information when not in use. This includes minimizing computer screens that may contain private data and turning them away from unauthorized viewing.
- Keeping desks, counters, fax machines, and copiers free of leftover or forgotten documents that may contain private information. Documents containing PHI should not be left alone at copy machines or printers, nor should unauthorized individuals read them. If found alone, they should be immediately returned to the authorized employee.
- Creating confidentiality statements for documents containing private information. For example, fax machine cover sheets.
- Using Whitman County's Authorization to Release Private Information form when private information needs to be disclosed outside the regular course of business.
- Holding conversations behind closed doors or at appropriate noise levels if they could/may contain private information.
- Allowing only certain employee positions access to specific confidential information.
- Using security features such as: locked file cabinets; passwords for computer files containing private data;

firewalls; locking doors to departments and offices when not in use.

- Changing passwords and other appropriate securities upon termination of a previously authorized employee's employment.
- Keeping work areas free of unauthorized employees/visitors. Authorized visitors should have a visitor badge and/or sign a confidentiality agreement.

6. A Written Authorization is Required for Disclosures of Information Outside of the County's Regular Course of Business.

Disclosures of private information outside of the County's regular course of business (i.e. the employees' regular job duties) require a written authorization from the owner of the disclosed data. Disclosures of any kind are on a "need to know" basis only.

Disclosures of PHI outside regular treatment, payment or healthcare operations require specific written authorization (**See Authorization to Release Private Information form**). Authorizations must specify: the date of the request; a description of the private information to be disclosed; the person authorizing the disclosure; the person to whom the County may make the disclosure; an expiration date; the method information will be communicated and the purposes for which information may be disclosed. Authorizations must be kept for six years after each expiration date. A description of disclosures allowed without an authorization form can be found in the Notice of Privacy Practices.

The employee has the right to request a copy of the authorization, deny its use or modify it (**See PRO# 01600-7, 01600-8 & 01600-9-HR**) (**See the Notice of Privacy Practices**).

7. A Log of PHI Disclosures Shall Be Maintained by Each Department.

Employees/Clients have a right under HIPAA to request a list of disclosures regarding their own PHI. The County will provide lists for up to six years prior to the request date. All requests must be made in writing to the County's Privacy Compliance Officer or the appropriate Department Head/Elected Official with the requestor's valid signature (**See PRO# 01600-6-HR**) (**See Notice of Privacy Practices**).

PHI disclosures that do not need to be logged include:

- Employee/client requests for their own information
- The normal treatment, payment or healthcare operations of the department
- Family members/others involved in the employee's/client's care

- Notification purposes
- Signed authorizations by the employee/client

Each department's log shall contain:

- Name and address of data recipients
- Date of the disclosure
- Description of the data and the disclosure's purpose
- Method by which the data was released

8. **Whitman County Will Take Reasonable Steps to Limit the Use or Disclosure of Private Information to the Minimum Necessary.**

The County will take steps to limit the use/disclosure of private information to the minimum necessary to accomplish the intended purpose.

In doing so each department shall identify, in writing, the people and positions who need access to specific private information in order to carry out their duties and the conditions for which such information may be communicated. Only those employees and the Department Head/Elected Official may have access to those records. Access shall be limited to business purposes only.

Private information provided by the County shall only be the minimum necessary in meeting the information request. The County may request clarification regarding the request in order to prevent disclosure of unnecessary information.

Minimum necessary requirements do not apply to:

- Disclosures to or requests by a health care provider for treatment purposes
- Disclosures to the individual of their own private information
- Uses or disclosures required for HIPAA compliance
- Disclosures to DHHS for enforcement purposes
- Uses or disclosures required by other laws
- Disclosures authorized by the individual

9. **Private Information no Longer in Use Shall be Shredded.**

Documents containing private data that is no longer in use shall be stored in a secure location in accordance with County and Washington State retention schedules. Once the documents have met retention schedule requirements, they shall be destroyed in accordance with State and Federal access regulations.

10. Whitman County Shall Provide its Employees a Notice of Privacy Practices.

The County shall provide its employees and clients a notice of privacy practices concerning PHI in accordance with HIPAA. The notice shall include:

- How the County may use and disclose protected health information about an individual
- The individual's rights with respect to the information and how the individual may exercise these rights, including how the individual may complain to the County
- The County's legal duties with respect to the information, including a statement that the County is required by law to maintain the privacy of protected health information.
- Authorized contacts for further information about the County's privacy policies
- An effective date

The notice shall be reviewed, and if revised, distributed whenever the County makes changes to its privacy policies (**See TSK# 01600-1-HR**). It shall also be distributed at each new employee's orientation. Each employee receiving a new notice shall review and sign an acknowledgement form indicating that they have received and understand the document.

The notice shall be available through the Human Resources Department to any person who requests it. The notice shall also be posted where all employees have access to it, and on the Human Resources page of the County's website.

11. Whitman County Shall Provide Training to Its Employees.

All new Whitman County employees shall receive training through Human Resources or the Privacy Compliance Officer(s) regarding general provisions of access, use, storage, disclosure and destruction of private information. Training specific to the employee's position shall continue in the appropriate department. Such training shall be conducted before the employee handles any private information.

It is each department's responsibility to provide training updates to County employees responsible for handling PHI. Training shall include instruction regarding this policy and the privacy laws. As a part of that training, employees shall sign training acknowledgement forms.

12. Misuse, Loss or Unauthorized Disclosures of Private Information Shall be Subject to Discipline.

Misuse, loss or unauthorized disclosure of private information shall be subject to discipline up to and including termination. Violations of the policy shall be immediately reported to the Department Head/Elected Official.

Employees aware of PHI violations against this policy shall report the incident(s) to their Department Head/Elected Official within 180 days of their discovery. The employee and supervisor shall then report incidents regarding PHI to the County's Privacy Compliance Officer(s). The incident shall then be investigated in a timely and respectful manner and appropriate action taken (**See PRO# 01600-10-HR**).

The supervisor shall make any corrective steps needed and send written notification to the employee/client whose information was violated. Corrective steps may include, but are not limited to, training, updated security procedures, the disciplinary process and/or notifying the authorities.

All violations of misuse, loss or unauthorized disclosure of PHI shall be logged by the Privacy Compliance Officer along with the corrective steps taken. The Department Head/Elected Official and Compliance Officer shall initial and date each entry.

No employee/client shall be intimidated, threatened, coerced, discriminated or retaliated against for reporting a reasonably legitimate violation.

13. PHI Documents Shall be Kept for Six Years.

The County shall keep the following PHI documents for six years after their irrelevancy in accordance with HIPAA:

- Healthcare Plan documents
- Policies on PHI uses and disclosures
- Minimum necessary policies
- Signed authorizations
- Privacy Notes
- Documents regarding individual rights for the treatment of PHI
- PHI disclosures for purposes other than the regular treatment, payment or healthcare operations
- All complaints regarding PHI and their outcomes
- Sanctions imposed on violators
- Business Associate contracts

RESPONSIBILITY SUMMARY

ELECTED OFFICIALS, DEPARTMENT HEADS, MANAGERS AND SUPERVISORS

- Know and comply with the provisions of this policy
- Develop and maintain procedures as applicable to the office or department to ensure compliance with HIPAA
- Immediately report any breaches of privacy or security to the Privacy Compliance Officer

HUMAN RESOURCES DEPARTMENT

- Provide new hire orientation training and refresher training as needed

PRIVACY COMPLIANCE OFFICER

- Address policy questions and complaints regarding privacy practices, policies and procedures
- Process requests for changes, restrictions and/or copies of protected health information as needed.
- Investigate policy violations and recommend corrective measures

EMPLOYEES

- Know and comply with provisions of this policy
- Immediately report any breaches of privacy or security to their supervisor or the Privacy Compliance Officer
- Participate in privacy practices training
- Follow established procedures to safeguard protected health information

Effective Date: 1/1/2010	PROCEDURE	Page: 1 of 1
Cancels: 067426		Approved by: BOCC
See Also:		Res. #070161

PRO - 01600-1 - HR

UPDATING & REVIEWING PRIVACY POLICIES

Definitions

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

Action By:

Action:

- Privacy Compliance Officer** 1. **Reviews** all County policies regarding privacy every other year.

Department Head/Elected Official

- 2. Sends department records to each Department Head/Elected Official.
- 3. **Reviews** his/her department's privacy policies & procedures.
- 4. **Brings** the department policies & procedures up to date.
- 5. **Returns** any changes to the Privacy Compliance Officer with confirmation that the department record is accurately updated and information is properly protected.

Privacy Compliance Officer

- 6. **Reviews** the department's policies & procedures.
- 7. **Records** that the department is in compliance.
 - 7a. If the department is not in compliance, makes **recommendations** to the Department Head/Elected Official to correct its shortfalls.

Department Head/Elected Official

- 8. **Implements** the appropriate changes.
- 9. **Forwards** those changes to the Privacy Compliance Officer.

Privacy Compliance Officer

- 10. **Documents** that the policies & procedures have been reviewed, updated and are compliant.
- 11. **Files** the documentation for six years.

Effective Date: 1/1/2010	Page: 1 of 1
PROCEDURE	
Cancels: 041410	Approved by: BOCC
See Also:	Res. #070161

PRO - 01600-2 - HR

REQUESTING RESTRICTIONS OF PHI DISCLOSURES

Definitions

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

Protected Health Information (PHI) - Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to have his/her PHI disclosure restricted.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
3. **Reviews** the request.
4. **Restricts** the disclosure.
 - 4a. If the restriction is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 7)**
5. **Records** the Change.

Privacy Compliance Officer

6. **Notifies** the necessary parties that PHI disclosure has been restricted. **(Skip to step # 9)**
7. **Reviews** the request and denial for legal compliance.
 - 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 7b. If not compliant, **works** with Department Head/Elected Official to come in to compliance.

Department Head/Elected

8. **Makes** any necessary adjustments to

Official or Designee

become compliant.

9. **Notifies** the employee/client in writing of the request's outcome.

10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010

Page: 1 of 1

PROCEDURE

Cancels: 064931

Approved by: BOCC

See Also:

Res. #070161

PRO - 01600-3 - HR REQUESTING ALTERNATE METHODS OF DISCLOSING PHI

Definitions

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Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to have his/her PHI disclosure through an alternate method.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Reviews** the request.

4. **Changes** the method of disclosure.

4a. If the alternative method is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 7)**

5. **Records** the Change.

6. **Notifies** the necessary parties that PHI disclosure has been changed to an alternate method. **(Skip to step # 9)**

Privacy Compliance Officer

7. **Reviews** the request and denial for legal compliance.

7a. If compliant, **notifies** the Department Head/Elected Official in writing.

7b. If not compliant, **works** with Department Head/Elected Official to come into compliance.

Department Head/Elected Official or Designee

8. **Makes** any necessary adjustments to become compliant.

9. **Notifies** the employee/client in writing of the request's outcome.

10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010	PROCEDURE	Page: 1 of 2
Cancels: 067427		Approved by: BOCC
See Also:		Res. #070161

PRO - 01600-4 - HR

REQUESTING TO INSPECT/COPY PHI

Definitions

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Protected Health Information (PHI) - Employee/Client information of a private nature, including demographic, financial, medical/health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to inspect/copy his/her PHI.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
3. **Reviews** the request.
4. Notifies the employee/client of when the PHI will be ready to inspect/copy.
 - 4a. If the PHI is available to inspect/copy at that time, **allows** the employee/client to inspect/copy his/her records. Inspections/copies must be made in the presence of an authorized employee.
5. **Prepares** the PHI for inspection-copying.
 - 5a. If inspection/copies of the PHI are unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 8)**
6. **Forwards** the records to the employee-client within 15 working days of the request.
 - 6a. If the request is delayed, **notifies** the employee/client in writing of the reason for the delay and the date the record will be available (no later than 21 working days from the request).

Privacy Compliance Officer

- 7. **Reviews** the request and denial for legal compliance.
 - 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 7b. If not compliant, **works** with Department Head/Elected Official to come in to compliance.

Department Head/Elected Official or Designee

- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome and **mails** the necessary copies within 15 days of the request.
- 10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010

Page: 1 of 2

PROCEDURE

Cancels: 064931

Approved by: BOCC

See Also:

Res. #070161

PRO - 01600-5 - HR

REQUESTING TO AMEND PHI

Definitions

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

Protected Health Information (PHI) - Employee/Client information of a private nature, including demographic, financial, medical-health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

Action By:

Action:

Employee/Client

- 1. **Requests** in writing of the Department Head/Elected Official to amend his/her PHI.

Department Head/Elected Official or Designee

- 2. **Verifies** the identity of the employee/client. This may be done

through personal knowledge or photo identification.

3. **Reviews** the request.
4. **Amends** the necessary records within ten calendar days of the request.
 - 4a. If an amendment of the PHI is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. (**Skip to step #7**)
 - 4b. If the request cannot be accommodated within ten calendar days, **writes** the employee/client stating the reason for the delay and the date the amendment will take place (no later than 21 days from the date of the request).
5. **Notifies** all other entities/individuals that may use a record of the changes and **records** the necessary disclosures.
6. **Records** the amendments made. (**Skip to step #9**)
7. **Reviews** the request and denial for legal compliance.
 - 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 7b. If not compliant, **works** with Department Head/Elected Official to come in to compliance.

Privacy Compliance Officer

8. **Makes** any necessary adjustments to become compliant

Department Head/Elected
Official or Designee

9. **Notifies** the employee/client in writing of the request's outcome and **mails** the necessary copies within ten days of the request.

- 10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010	PROCEDURE	Page: 1 of 1
Cancels: 061410		Approved by: BOCC
See Also:		Res. #070161

PRO - 01600-6 - HR

REQUESTING A LOG OF PHI DISCLOSURES

Definitions

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Action By:

Action:

Employee/Client

- 1. **Requests** in writing of the Department Head/Elected Official to amend his/her PHI.

Department Head/Elected Official or Designee

- 2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
- 3. **Reviews** the request.
- 4. **Collects** the necessary data.
 - 4a. If a log of disclosures is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step #7)**
- 5. **Forwards** a copy of the written log to the employee/client within 60 days of the request date.
- 6. **Records** what specific information has

been provided to the employee/client.
(Skip to step #9)

Privacy Compliance Officer

- 7. **Reviews** the request and denial for legal compliance.
 - 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 7b. If not compliant, **works** with Department Head/Elected Official to come in to compliance.

Department Head/Elected Official or Designee

- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome and **mails** the necessary copies within 60 days of the request.
- 10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010	PROCEDURE	Page: 1 of 2
Cancels: 064931		Approved by: BOCC
See Also:		Res. #070161

PRO - 01600-7 - HR

DOCUMENTING AND ACCOUNTING FOR DISCLOSURES OF PHI

Definitions

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

Protected Health Information (PHI) - Employee/client information of a private nature, including demographic, financial, medical, health and social data related the health care.

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to disclose his/her PHI.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.

3. **Provides** the employee/client with an Authorization Form.

Employee/Client

4. **Reviews** the Authorization Form.

5. **Discloses** the PHI in accordance with the Authorization Form's criteria.

5a. If the specified PHI cannot be disclosed, **forwards** the request and a written denial to the Privacy Compliance Officer. **(Skip to step #9)**

6. **Records** the dates and information that were disclosed.

Department Head/Elected Official or Designee

7. **Reviews** the request and denial for legal compliance.

7a. If compliant, **notifies** the Department Head/Elected Official in writing.

7b. If not compliant, **works** with Department Head/Elected Official to come in to compliance.

Privacy Compliance Officer

8. **Makes** any necessary adjustments to become compliant.

Department Head/Elected Official or Designee

9. **Notifies** the employee/client in writing of the request's outcome.

10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010	PROCEDURE	Page: 1 of 1
Cancels: 064931		Approved by: BOCC
See Also:		Res. #070161

PRO - 01600-8 - HR REQUESTING TO MODIFY AND/OR COPY AN AUTHORIZATION FORM

Definitions

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

Protected Health Information (PHI) - Employee/Client information of a private nature, including demographic, financial, medical-health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to modify/copy his/her Authorization Form.

Department Head/Elected Official or Designee

- 2. **Verifies** the identity of the employee/client. This may be done through personal knowledge or photo identification.
- 3. **Reviews** the request.
- 4. **Modifies/copies** the Authorization Form.
 - 4a. If the modification/copy is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. **(Skip to step # 7)**
- 5. **Notifies** the appropriate parties that the Authorization Form has been modified.
- 6. **Records** that the Authorization Form has been modified/copied. **(Skip to step # 9)**

Privacy Compliance Officer

7. **Reviews** the request and denial for legal compliance.

7a. If compliant, **notifies** the Department Head/Elected Official in writing.

7b. If not compliant, **works** with Department Head/Elected Official to come into compliance.

Department Head/Elected Official or Designee

8. **Makes** any necessary adjustments to become compliant.

9. **Notifies** the employee/client in writing of the request's outcome and **mails** the necessary copies.

10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010	PROCEDURE	Page: 1 of 1
Cancels: 064931		Approved by: BOCC
See Also:		Res. #070161

PRO - 01600-9 - HR REQUESTING REVOCATION OF AUTHORIZATION TO USE/DISCLOSE PHI

Definitions

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

Protected Health Information (PHI) - Employee/Client information of a private nature, including demographic, financial, medical, health and social data related to health care. PHI is found in any form including oral, electronic and printed material.

Action By:

Action:

Employee/Client

1. **Requests** in writing of the Department Head/Elected Official to revoke his/her Authorization Form.

Department Head/Elected Official or Designee

2. **Verifies** the identity of the employee/client. This may be done

through personal knowledge or photo identification.

- 3. **Reviews** the request.
- 4. **Revokes** Authorization Form.
 - 4a. If the revocation is unacceptable, **forwards** the request and a written denial letter to the Privacy Compliance Officer. (**Skip to step #7**)
- 5. **Notifies** the appropriate parties that the Authorization Form has been revoked, **stopping** the use/disclosure of PHI.
- 6. **Records** that the Authorization Form has been revoked. (**Skip to step #9**)

Privacy Compliance Officer

- 7. **Reviews** the request and denial for legal compliance.
 - 7a. If compliant, **notifies** the Department Head/Elected Official in writing.
 - 7b. If not compliant, **works** with Department Head/Elected Official to come into compliance.

Department Head/Elected Official or Designee

- 8. **Makes** any necessary adjustments to become compliant.
- 9. **Notifies** the employee/client in writing of the request's outcome.
- 10. **Files** the request and documentation for six years.

Effective Date: 1/1/2010	PROCEDURE	Page: 1 of 2
Cancels: 064931		Approved by: BOCC
See Also:		Res. #070161

Definitions

Grievance - a written concern about Whitman County's compliance with health information privacy laws and regulations.

BOCC - Board of County Commissioners

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

Action By:

Action:

- | | | |
|---|------|---|
| Complainant | 1. | Provides a written grievance to the Privacy Compliance Officer. |
| Privacy Compliance Officer | 2. | Reviews the grievance. |
| | 3. | Interviews the complainant, the Department Head/Elected Official, and the appropriate employees. |
| | 4. | Interviews the complainant, the Department Head/Elected Official, and the appropriate employees. |
| | 5. | Documents his/her conclusion regarding the grievance. |
| | 6. | Forwards the conclusion and advice to the Department Head/Elected Official. |
| Department Head/Elected Official | 7. | Takes action based on the grievance and the Privacy Compliance Officer's advice. |
| | 8. | Documents the outcomes. |
| | 9. | Forwards the Privacy Compliance Officer a written statement of the outcomes. |
| Privacy Compliance Officer | 10. | Reviews the outcomes for legal compliance. |
| | 10a. | If the outcomes are compliant, initials the statement and files it for six years. |

10b. If the outcomes are not compliant, **works** with the Department Head/Elected Official to come into compliance.

Department Head/Elected Official

11. **Adjusts** the outcomes appropriately. **(Skip to step #18)**

11a. If he/she disagrees with the Privacy Compliance Officer, **appeals** the decision in writing to the BOCC.

BOCC

12. **Reviews** the grievance and appeal.

13. **Investigates** the grievance and appeal.

14. **Decides** if the outcomes were appropriate.

15. **Notifies** the Privacy Compliance Officer in writing of their decision.

Privacy Compliance Officer

16. **Reviews** the decision.

17. **Notifies** the Department Head/Elected Official in writing of the BOCC decision.

17a. If the BOCC decides the original outcomes were appropriate, **files** all documentation for six years. **(Skip to step #20)**

Department Head/Elected Official

18. **Adjusts** any outcomes appropriately.

19. **Notifies** the Privacy Compliance Officer in writing that the adjustments have been made.

20. **Records** the changes made.

Privacy Compliance Officer

21. **Notifies** the complainant in writing of the grievance's outcomes.

22. **Records** the outcomes.

23. **Files** all documentation for six years.

Effective Date: 1/1/2010	TASK OUTLINE	Page: 1 of 1
Cancels: 061411		Approved by: BOCC
See Also: POL-01600-HR		Res. #070161

TSK - 01600-1 - HR DISTRIBUTING THE REVISED NOTICE OF PRIVACY PRACTICES

Definitions

Privacy Compliance Officer - An individual(s) responsible for creating and maintaining the privacy policies of Whitman County in accordance with State and Federal regulations.

After making updates to the Notice of Privacy Practices the **Privacy Compliance Officer:**

1. **Revises** the County's privacy policies.
2. **Posts** a revised Notice of Privacy Practices with all County employment posters.
3. Updates **the Orientation Summary.**
4. **Updates** the web site Notice of Privacy Practices.
5. **Sends** a written notice to every department stating that the Notice of Privacy Practices has been updated.

10:10 a.m. - Chairman Largent rejoined the meeting.

070162 7. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize the Chairman to sign the annual HRA VEBA policy for non-represented employees' medical savings plan.

070163 8. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** that there be no annual COLA's for non-represented employees in 2010 and to revisit this issue after represented COLA's have been determined.

10:15 a.m. - Gary Kopf.

070164 9. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to delay non-represented employees' steps by twelve months effective November 1, 2009 under the same terms and conditions as the step delay in 2004-2055; and to revisit this issue after represented employee negotiations have ended.

070165 10. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to maintain the \$653.00 medical cap for non-represented employees in 2010 on the same terms and conditions as 2009 and to review this decision again after represented medical caps have been negotiated.

070166 11. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to continue the current reclassification freeze until further review in January 2011.

10:20 a.m. - Pete Hertz.

070167 12. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the 2010 union negotiator contract with G. Andrew Hunt and Associates LLC as presented (12/31/10).

070168 13. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to grant ½ day off on December 24, 2009 for 4 hours.

070169 14. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to write off an uncollectible Fair account as presented.

RESOLUTION NO. 070169

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met on December 21, 2009 in regular session; and

WHEREAS, Whitman County Fair and Facilities Management has issued a credit in regards to a balance on the Accounts Receivable claimed for the year 2008, for the riding arena at the Palouse Empire Fair Grounds; as listed below:

<u>Invoice number</u>	<u>Services</u>	<u>Amount</u>
C200809	Indoor arena riding	\$105.00

NOW, THEREFORE BE IT RESOLVED that the listed account be declared not collectable and removed for the accounting records of Whitman County Fair and Facilities Management accounts.

PASSES, APPROVED, AND ADOPTED this 21st day of December 2009

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Greg Partch, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Patrick J. O'Neill, Commiss.

070170 15. Bob Reynolds stated the Lodging Tax Advisory Committee has recommended the purchase of equipment from the Hotel/Motel Tax dedicated fund up to \$18,000 for the purchase of turf care and accessories equipment through the state bid procurement process for use by the Fair/Facilities Management. Commissioner Partch said since this expenditure does not affect Current Expense and has been listed on the Capital Improvement Plan, he **moved** and Commissioner O'Neill **seconded** the motion and it **carried** to approve the request as presented.

10:25 a.m. - Denis Tracy and Brett Myers.

070171 16. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to accept the Indigent Defense contract as presented (12/31/14).

070172 17. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the interlocal cooperative agreement between Whitman County and the Town of Endicott (on-going).

070173 18. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to authorize vacation accrual carryover into 2010 as presented for Fran Martin.

070174-070206 See 1:00 p.m.

10:30 a.m. - **Whitman County 2010 Preliminary Budget Hearing Continued.**

Present: Sharron Cunningham, Marlynn Markley, Doug Robinson, Gary Kopf, Pete Hertz, Bob Reynolds, Denis Tracy, Brett Myers, Bob Lothspeich, Mark Storey, Janet Schmidt, Kristina Cooper, Chris Chapman, Kelli Campbell, Sarah Mason, Andy Jacobson and Joe Smillie.

070207 Chairman Largent reconvened the public hearing from December 7th and Ms. Cunningham provided the following updated report.

- Increased depreciation to \$536,600 for vehicles, buildings, and structures
- Revenue is currently \$38,000 less than 2009
- All Public Defender costs have been incorporated into District Court from Superior Court.

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- Treasurer's banking fees were increased to \$6,400

Prior to today's commissioner changes, the 2010 expenditures totaled \$71,000 more than 2009 resulting in a Current Expense deficit of \$272,394 or \$808,194 with depreciation.

070208 After today's commissioner changes, reductions include:

- Auditor's Election from \$632,623 to \$606,694,
- Parks from \$323,230 to \$307,335
- Treasurer from \$295,925 to \$266,746
- Commissioners' Development Services transfer out reduced by \$1000

These changes result in a final 2010 Current Expense deficit of \$200,391 or \$736,991 with depreciation.

Total Current Expense	\$12,166,863
Total Other Funds	<u>40,682,285</u>
Grand Total	\$52,849,148

070209 Chairman Largent noted a letter was received from Tim Esser of Pullman regarding the proposed 2010 budget specifically as it relates to the Prosecutor and Sheriff's budgets. Commissioner Partch read Mr. Esser's letter.

070210 Commissioner O'Neill read the following statement: "After careful review from all departments and talking to several citizens, I felt I was not being fair and equitable when going over my previous 2010 budget numbers. Our finance department kept everyone informed, indicating that County Revenues are falling and our forecasts are not very hopeful that things will change for the better any time soon. All departments were asked to take second look at their numbers; this is why we have the 2010 original budget and a 2010 updated budget. There were 9 out of 22 departments that had zero change in the two budget figures. 10 departments dropped their updated budget by \$500 to a high of \$71,783. The health department had an increase of \$34,212 for a total budget \$1,250,215.

The Sheriffs original budget was \$ 2,945,565 and his updated budget was \$2,989,365 and increase of \$43,800. My original figures cut his budget by \$40,828 or 1.35% of his total budget leaving his bottom line at \$2,948,537. My revised budget is a reduction of \$84,828 or 2.82% cut leaving him a bottom line budget of \$2,904,537. In my previous budget I cut the drug task force by \$7,000 but have restored it to the original \$14,000. On multiple occasions I spent a full shift with deputies, getting a better understanding of their job and the danger they are faced with on a daily basis. In my opinion they do care about helping people and are true professionals at what they do.

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Do I want to see a layoff in the Sheriff's department, the answer is no. I believe the sheriff has the revenue to support the current full time positions. During these tough economic times the Sheriff like every other Elected and Department Head will need a sharper pencil as we go over our preliminary and final budget proposals.

The Sheriff has the revenue and he will have to reallocate the extra \$44,000 to keep everyone on the job in 2010. His total budget is almost \$3 million dollars for the year. Like many households around the county; all departments will have to work very hard, keeping a tight lid on spending for 2010.

I realize the dangers of the job; I will not support a reduction of personnel that would cause a safety risk to any of our officers. In my observation several departments had cuts that were less than 1%. A few of the Departments had higher cuts that were 4.1%, 5%, 7.4% and 9.75%. Departments are asked to do more with less people, or look for greater efficiencies in getting the job done.

The Effective Study report indicated that mistrust is a real problem in the County. I can see why this is true after working on this budget process. How can we come up with a down to earth budget, if we are not honest with ourselves and our fellow workers? There's an old saying honesty begins when you look in the mirror every morning. What I'm suggesting is that all the figures for the different budgets are out on the table. Communications between commissioners and all the departments would be open and honest. How else can we come to an agreement we all can live with.

As a Commissioner I don't have all the answers, but I'm willing to learn. I have asked every department for a tour of their department, for a better understanding of what they do so I can make an informed decision based on facts and not perception. Many departments responded favorably. We all strive on having better communication between all the Commissioners, Elected Officials and Department Heads. I would recommend that we have a workshop with Elected Officials and Department Heads on the issues. Everyone's Mondays are very busy. If it needs to be scheduled on a Tuesday morning or a Wednesday afternoon let's get it done. Our doors are always open, but we all need to overcome the feeling of mistrust. We as a county must move forward in a positive direction. We must remember that the money we budget is the taxpayer's hard earned dollars; it's not ours to play with.

In closing I would like to say our Sheriff Brett Myers does a fantastic job in running the department. Last week's hunting accident in Colton, everyone in the area was really impressed on the great job done by the Sheriff's department and all the other people who helped out in the search and rescue mission. Thank You."

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The Chairman opened the hearing to public comments.

10:45 a.m. - Jeff Mannix.

Denis Tracy responded to Mr. Esser's letter suggesting the county lay off one or more deputy sheriffs and one or more deputy prosecutors. In support of his suggestions, he makes 3 arguments:

- County's population has not grown much since 1980 when there were fewer Sheriff's deputies and Prosecuting Attorneys
- Laws about underage drinking should not be vigorously enforced
- The Sheriff's office must be overstaff because they patrol in the City of Pullman

In 1980:

- There were 3.5 lawyers in Prosecutor's office handling general criminal and civil work for the county
- 69 felony cases in Superior Court of which two were drug crimes
- 1304 misdemeanor cases in District Court
- Pullman had its own Municipal Court and handled all their own misdemeanor cases

In 2008:

- There were 4.5 lawyers in the Prosecutor's office
- 248 felony cases in Superior Court of which 44 were drug crimes
- 2,183 misdemeanor cases
- Prosecutor handled all Pullman misdemeanor cases because they no longer have a Municipal Court

The Sheriff's office assists the City of Pullman during the first two weeks each at the beginning and end of the WSU school year, contractual obligation with WSU for security at sporting events and other routine times the Sheriff's deputies spend in Pullman.

According to Mr. Esser, deputies should ignore minors with alcohol while patrolling in Pullman. Deputies cannot ignore crimes that occur in front of them for a host of reasons. They must not pick and choose which crimes to uphold.

Should we return to the 1980 staffing levels in addition to the numbers of cases, the types of cases, new requirements regarding mandatory arrests, complexity of cases that both the Sheriff and Prosecutor's offices deal with.

In comparison with other county departments in 1980:

- There was no Human Resources Department

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- There was no Finance Department
- County Commissioners were very part-time

His point is that Whitman County is in a very different position now than it was 30 years ago. The Sheriff has already cut \$54,000 from his department and any further cuts will impact his department's performance and cause further reduction to services.

According to Commissioner O'Neill, departments should do more with less people and look for more efficient ways to get the job done. The Sheriff has done that but any further cuts will reduce the services he provides.

The current proposal Commissioner Partch suggests the Sheriff's budget be reduced by \$68,000 beyond the \$54,000 the Sheriff has already cut and Commissioner O'Neill suggests \$43,000 be cut. With respect to the Board he asked which services should be cut, understanding the commissioners set bottom line budgets for each department. Mr. Tracy thought it unfair to ask the Sheriff to reduce his budget without understanding what that reduction will mean to the public.

If the county was out of money he could understand imposing immediate further cuts to services the Sheriff's office provides to the public. But he couldn't understand the commissioners imposing further cuts when in his opinion there is an ample amount of money in the bank to pay for services the Sheriff provides. The county has over \$1 million in the bank not counting the \$1.1 million rainy day fund, money that may be needed to balance the 2009 county budget, and the \$270,000 from the state for passage of I-695.

As one voice speaking for Law & Justice concerns in this county, he is against imposing reductions in services provided to the public by the Sheriff's office when money is available to pay for those services.

Sheriff Brett Myers clarified simply stating he has been asked to reduce his budget by another 1% does not do this budget justice. There were numerous contacts between himself and the Finance Department. At least 1 - 2% was reduced before getting down to his current 2010 budget level. The Sheriff's budget increased by \$45,000 but also increased revenues by an additional \$150,000 besides the \$40,000 reduction. Any additional cuts to his budget will not only impact services but he has made it quite clear that more than likely impact his current staffing level. To say the Sheriff's office has not been cut, he has increased contractual services significantly and our beginning bottom line for 2010 is lower than our beginning bottom line was for 2009. The Sheriff's budget cannot take any further cuts.

The Sheriff also responded to Mr. Esser's letter who suggests that he is simply concerned with the Sheriff and overall county budget. Mr. Esser

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first contacted the Sheriff a year ago making a public records request voicing similar concerns about the amount of deputies in 1980, 1990 and 2000, census figures for Whitman County and Sheriff's deputies patrolling in Pullman.

Sheriff Myers pointed out the City of Pullman is in Whitman County and the county assists them the same as they assist the county when necessary. The Sheriff's office has contracts with WSU and the State in which the deputies make routine traffic stops. That is a revenue source. Without the work, the county doesn't receive the revenue. The majority of infractions Mr. Esser is referring to come via contractual agreements with Pullman, WSU or the State.

Another letter the Sheriff received from Mr. Esser prompting a phone call to him. At that time Mr. Esser voiced concerns that the Sheriff's Department and WSU were possibly too aggressive in their enforcement of MIP's (Minors in Possession). Mr. Esser told the Sheriff he was afraid the Mormon Church might be running Whitman County and WSU since both he and the WSU President are members of the LDS Church. Mr. Esser thought the Sheriff's office was over-enforcing alcohol because of their religious convictions, not because he is a law enforcement officer and Sheriff of this county that they enforce alcohol violations. The Sheriff went on to review additional correspondence between Mr. Esser and himself regarding this matter. This has been an argument for some time with Mr. Esser and has nothing to do with the current state of affairs. In the Sheriff's opinion, Mr. Esser has an additional motive in his correspondence.

Calls for Sheriff's service:

- 1985 - 1283
- 1990 - 1800
- 1995 - 2500
- 2000 - 2800
- 2005 - 3300
- 2009 - 3500 estimated

Criminal cases from Prosecutor

- 2000 - 270
- 2005 - 474
- 2009 - 570 to date

Citations

- 2000 - 850
- 2005 - 1750
- 2009 - 2000 estimated

Commissioned Officers

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- Prior to 1980 - 12+
- Prior to 1990 - 14
- Prior to 2000 - 16
- To date - 18 including Sheriff

This does not represent a 100% increase since 1980 although the workload shows a 300% increase.

The Sheriff then read a letter he will be sending to Mr. Esser today in response to his concerns. The Sheriff suggested the commissioners give zero weight to Mr. Esser's letter. As a citizen he has the right to voice his concerns, but his concerns are unfounded and have nothing to do with running the Sheriff's office.

Sheriff Myers thought the budget work performed by the Sheriff's office has not been fully recognized. There have been additional cuts made, increased revenues with no additional expenditures. No additional cuts need to be made to the Sheriff's office, but if there are, not only will services be reduced, but he will be looking at the very high likelihood of a layoff in his office.

There being no further public comments from those in attendance, the Chairman closed the hearing. The meeting was then opened to comments from the commissioners.

Commissioner Partch said he didn't necessarily agree with Mr. Esser's comments but he requested his letter be read. His letter was the one sole comment from the public and he has the right to be heard. However, Commissioner Partch said he did bring up a concern about the amount of policing within city limits. According to the numbers, per capita, Whitman County has more law enforcement officers than any other county in the state and he stands behind that.

The county is comprised of 2000 square miles most of which is wheat fields. The population centers are located within the 16 incorporated cities/towns, many of which have their own law enforcement and we do have reciprocal agreements. For those that don't have a law enforcement agency, the county patrols those areas.

He believed our Sheriff's office does a good job, but didn't believe there was a budgeting problem, but rather a prioritization problem. We have asked everyone to share in this pain and today adopted a continued step freeze for all non-represented employees for 2010 with no COLA. They also adopted COLA's for the Sheriff's office. Sheriff's staff will be receiving between 6-9% increases since 2009. That was a negotiated item and the commissioners signed the contract. However, he wants fairness across the board. It is entirely up to the deputies if they want to return to the negotiation table. That is between the negotiators and

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unions. Within a \$3 million budget, Commissioner Partch thought there are areas that could be adjusted, but since it is a bottom line budget he was not going to tell the Sheriff what to do.

Chairman Largent advised that the commissioners will accept written comments for the record until 5 p.m. Friday, December 25, 2009. The Board will render their decision on the 2010 Whitman County budget Monday, December 28th.

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

Present: Phil Meyer, Alan Thomson, Sharron Cunningham, Gary Kopf, Pete Hertz and Joe Smillie.

ACTION ITEMS

Maintenance Division:

070212 1. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** to publish the notice of call for bids for one new 2009 four wheel drive cab and chassis 1790# GVWR minimum.

Engineering Division:

070212A 2. Commissioner O'Neill **moved** Commissioner Partch **seconded** the motion and it **carried** that the stockpile site lease between Whitman County and Wilbur-Ellis be signed as presented (12/21/16).

Planning Division:

D070212B 3. Alan Thomson stated due state budgetary reduction, the GMA grant funding for updating Whitman County's critical areas has been pulled by the state. Mr. Thomson hoped the state will extend the deadline for updating the critical areas ordinances. The Department of Ecology has suggested Whitman County adopt a resolution that states it attempted to meet the deadline but because of lack of resources, we were unable to do so.

D070212C 4. Mark Storey informed the Board Steve Naught will not seeking a reappointment to the Planning Commission, thereby leaving a vacancy in District I.

070213 4. Gary Kopf talked to the commissioners about the possible settlement of a lawsuit he filed against the county. He was advised by the Chairman since this is currently in litigation they are unable to comment at this time. Mr. Kopf was directed to speak to the county's counsel, Denis Tracy.

11:25 a.m. - Recess.

11:30 a.m. - Sharron Cunningham, Finance Department.

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Present: Bob Lothspeich, Bob Reynolds, Chris Nelson, Denis Tracy, Doug Robinson, Greg Partch, Janet Schmidt, Kelli Campbell, Mark Storey, Michael Largent, Pat O'Neill, Joe Smillie and Sarah Mason.

Excused: Fran Martin.

070214 The November 2009 month ending financial report provided by Ms. Cunningham.

November 2009 Cash Balance - \$2,762,421
 November 2008 Cash Balance - \$3,286,483

November 2009 Revenue - \$10,380,209 - 89.34% of budget.
 November 2008 Revenue - \$10,871,364 - 88.03% of budget.

November 2009 Expenditures \$10,057,014 - 85.71% of budget.
 November 2008 Expenditures \$10,472,792 - 84.23% of budget.

11:45 a.m. - Whitman County Budget Amendment #4.

Present: Sharron Cunningham, Tim Myers, Brett Myers, Pete Hertz, Andy Jacobson, Jeff Mannix and Joe Smillie.

069215 Chairman Largent convened the hearing for Budget Amendment #4 and requested Ms. Cunningham provided the following report.

DEPARTMENT	REVENUE	EXPENDITURES	PURPOSE
<i>Current Expense/General Fund:</i>			
General Fund Revenue	(22,179)		Decrease-Direct Federal Grant-Fish & Wildlife Program
General Fund Revenue	(89,188)		Decrease-Indirect Federal Grant-Palouse Scenic Byway
General Fund Revenue	(17,185)		Indirect Federal Grant-EMPG Planning
General Fund Revenue	2,200		Increase-State Entitlements-Autopsy Cost Reimbursements
General Fund Revenue	3,000		Increase-Intergovernmental Services Revenue-Tekoa Contract
General Fund Revenue	600		Increase-Communications Revenue-Pay Phone
General Fund Revenue	560		Increase-Program Fees-Extension
General Fund Revenue	(34,500)		Decrease-Interest Earnings
General Fund Revenue	108		Increase-Local Grants & Donations-Extension
General Fund Revenue	6,000		Transfers In-Bulk Paper Purchasing, Public Defense
Commissioners		480,562	Increase-Depreciation, Insurance & Bonds, Communications, Transfers Out

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Superior Court		4,000	Increase-Witness Costs
District Court		(5,200)	Decrease-Overtime, Part-Time
Auditor		9,214	Increase-Election Supplies, Maintenance Contracts
Assessor		(10,000)	Decrease-Salaries
Facilities Management		13,826	Increase-Salaries, Depreciation, Interfund Communications
Sheriff		(27,500)	Increase-Overtime, Decrease-Salaries, Operating Costs
Juvenile Services		(14,053)	Decrease-Salaries, Operating Costs
Coroner		17,500	Increase-Professional Services
Extension		(2,400)	Decrease-Operating Expenses
Emergency Management		(17,185)	Decrease-Grant Expenditures
Fair/Fairgrounds		9,132	Increase-Salaries, Depreciation, Interfund Communications
Parks		(42,995)	Increase-Depreciation; Decrease-Grant Expenditures
Financial Services		20,000	Increase-Professional Services
Beginning Fund Balance	585,485		Decreasing Fund Balance Deficit
CE Totals	434,901	434,901	
<i>Non Current Expense/General Fund:</i>			
CETC	100	100	Transfer in from CE for operating expenditures
Boating Safety	37,380	37,380	Increase revenues-Fund Balance, State Grant; Increase expenditures-Fund Balance, Salaries/Benefits, Repairs & Maintenance
Bulk Purchasing-Paper	0	0	Decrease Printing supplies, increase transfers out, zero net effect
Donations & Planned Giving-Parks	0	0	Increase in Transfers Out, Decrease to Capital outlay, zero net effect
Public Defense Improvement	0	0	Increase in Transfers Out, Decrease to Professional Services, zero net effect
Capital Projects General	32,034	32,034	Increase in Transfers in from Infrastructure, Increase in ending fund balance
Capital Projects Infrastructure	0	0	Decrease ending fund balance, increase transfers out to Capital Projects General, zero net effect
Capital Projects Document Management	100	100	Increase transfer in from CE, increase Miscellaneous Printing/Photocopying/etc
Total Non-Current Expense Funds	69,614	69,614	
Total Budget Amendment #4 2009	504,515	504,515	

There being no comment from those in attendance, the hearing was adjourned. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve budget amendment #4 as presented.

RESOLUTION NO. 070216
OF

THE BOARD OF WHITMAN COUNTY COMMISSIONERS
FOR WHITMAN COUNTY, STATE OF WASHINGTON

WHEREAS, the Board of County Commissioners for Whitman County, State of Washington, met in regular session on Monday, December 21, 2009; and

WHEREAS, any and all taxpayers appearing at the hearing held December 21, 2009, to be heard for or against any part of the budget amendment have been given the opportunity to be heard; and

WHEREAS, the Assistant Finance Director estimates that these amendments are necessary for the operation of the specified funds through the end of the fiscal year 2009.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the authorized appropriations for these funds of Whitman County for fiscal year 2009 be amended by the amounts indicated as attached; and,

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

PASSED, APPROVED AND ADOPTED this 21st day of December, 2009.

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.

WHITMAN COUNTY BUDGET 2009	Budget Amendment #4	2009 #4 Amendment Balance	Inc/Dec	% of Change
<i>EST BEGINNING FUND BAL W/O DEPRECIATION</i>	48,885	162,805		
<i>EST BEGINNING FUND BAL W/ DEPRECIATION</i>	585,485	699,405	585,485	513.94%
SUBTOTAL NEW REVENUE	(150,584)	11,468,692	(150,584)	-1.30%
CURRENT EXPENSE REVENUE	434,901	12,168,097	434,901	3.71%
COMMISSIONERS	480,562	1,791,022	480,562	36.67%
HUMAN RESOURCES	-	167,248	-	0.00%
SUPERIOR COURT	4,000	351,128	4,000	1.15%

BOCC MINUTES-12/21/09

DISTRICT COURT	(5,200)	861,376	(5,200)	-0.60%
CLERK	-	184,162	-	0.00%
TREASURER	-	298,059	-	0.00%
AUDITOR	9,214	618,243	9,214	1.51%
ASSESSOR	(10,000)	364,699	(10,000)	-2.67%
PROSECUTING ATTORNEY	-	544,377	-	0.00%
CHILD SUPPORT ENFORCEMENT	-	135,911	-	0.00%
FACILITIES MANAGEMENT	13,826	527,755	13,826	2.69%
SHERIFF	(27,500)	2,819,605	(27,500)	-0.97%
JUVENILE SERVICES	(14,053)	633,214	(14,053)	-2.17%
WEED	-	88,672	-	0.00%
CORONER	17,500	121,367	17,500	16.85%
COUNTY EXTENSION	(2,400)	117,778	(2,400)	-2.00%
EMERGENCY MANAGEMENT	(17,185)	205,052	(17,185)	-7.73%
PUBLIC HEALTH	-	1,277,574	-	0.00%
FAIR/FAIRGROUNDS	9,132	273,293	9,132	3.46%
PARKS & RECREATION	(42,995)	294,006	(42,995)	-12.76%
INFORMATION TECHNOLOGY	-	203,236	-	0.00%
FINANCIAL SERVICES	20,000	290,320	20,000	7.40%
CURRENT EXPENSE EXPENDITURES	434,901	12,168,097	434,901	3.71%
SELF INSURANCE REVENUE		98,903	-	0.00%
SELF INSURANCE EXPENDITURES		98,903	-	0.00%
BUILDING & DEVELOPMENT REVENUE		147,100	-	0.00%
BUILDING & DEVELOPMENT EXPENDITURES		147,100	-	0.00%
COUNTYWIDE PLANNING REVENUE		224,478	-	0.00%
COUNTYWIDE PLANNING EXPENDITURES		224,478	-	0.00%
DEVELOPMENTAL SERVICES REVENUE		685,281	-	0.00%
DEVELOPMENTAL SERVICES EXPENDITURES		685,281	-	0.00%
EXTENSION PUBLICATIONS REVENUE		798	-	0.00%
EXTENSION PUBLICATIONS EXPENDITURES		798	-	0.00%
VETERANS RELIEF REVENUE		27,430	-	0.00%
VETERANS RELIEF EXPENDITURES		27,430	-	0.00%

BOCC MINUTES-12/21/09

HOMELESS HOUSING PLAN REVENUE		134,118	-	0.00%
HOMELESS HOUSING PLAN EXPENDITURES		134,118	-	0.00%
COUNTY ROAD REVENUE		15,063,208	-	0.00%
COUNTY ROAD EXPENDITURES		15,063,208	-	0.00%
CETC REVENUE	100	15,600	100	0.65%
CETC EXPENDITURES	100	15,600	100	0.65%
PUBLIC FACILITIES IMPROV REVENUE		720,000	-	0.00%
PUBLIC FACILITIES IMPROV EXPENDITURES		720,000	-	0.00%
BULK PURCHASING PAPER REVENUE		10,000	-	0.00%
BULK PURCHASING PAPER EXPENDITURES		10,000	-	0.00%
BULK PURCHASING-SOFTWARE REVENUE		19,000	-	0.00%
BULK PURCHAS-SOFTWARE EXPENDITURES		19,000	-	0.00%
HOTEL/MOTEL TAX REVENUE		26,433	-	0.00%
HOTEL/MOTEL TAX EXPENDITURES		26,433	-	0.00%
DOMESTIC VIOLENCE SERVICES REVENUE		1,400	-	0.00%
DOMESTIC VIOLENCE SVCS EXPENDITURES		1,400	-	0.00%
BOATING SAFETY REVENUE	37,380	86,180	37,380	76.60%
BOATING SAFETY EXPENDITURES	37,380	86,180	37,380	76.60%
INMATE WELFARE REVENUE		13,800	-	0.00%
INMATE WELFARE EXPENDITURES		13,800	-	0.00%

BOCC MINUTES-12/21/09

HISTORICAL PRESERV PROGRAMS REVENUE	22,100	-	0.00%
HISTORICAL PRESERV PRGRM EXPENDITURES	22,100	-	0.00%
BULK PURCHASING PAPER REVENUE	14,000	-	0.00%
BULK PURCHASING PAPER EXPENDITURES	- 14,000	-	0.00%
SHERIFF'S K-9 UNIT REVENUE	4,000	-	0.00%
SHERIFF'S K-9 UNIT EXPENDITURES	4,000	-	0.00%
PATHS & TRAILS REVENUE	92,000	-	0.00%
PATHS & TRAILS EXPENDITURES	92,000	-	0.00%
CHIPMAN PATH REVENUE	202,165	-	0.00%
CHIPMAN PATH EXPENDITURES	202,165	-	0.00%
BCPT-SPECIAL DONATIONS REVENUE	10,000	-	0.00%
BCPT-SPECIAL DONATIONS EXPENDITURES	10,000	-	0.00%
REET TECHNOLOGY FUND REVENUE	124,600	-	0.00%
REET TECHNOLOGY FUND EXPENDITURES	124,600	-	0.00%
DONATIONS & PLANNED GIVING-FAIR	379	-	0.00%
DONATIONS/PLANNED GIVING EXP-FAIR	379	-	0.00%
DONATIONS & PLANNED GIVING-PARKS	60,500	-	0.00%
DONATIONS/PLANNED GIVING EXP-PARKS	60,500	-	0.00%
TREASURERS M & O REVENUE	30,436	-	0.00%
TREASURERS M & O EXPENDITURES	30,436	-	0.00%
DRUG ENFORCE/QUAD CITY REVENUE	189,763	-	0.00%
DRUG ENFORCE/QUAD CITY EXPENDITURES	189,763	-	0.00%
CRIME VICTIMS/WITNESSES REVENUE	50,000	-	0.00%
CRIME VICTIMS/WITNESSES EXPENDITURES	50,000	-	0.00%
HB 3900-CTED VICTIMS/ WITNESS REVENUE	41,660	-	0.00%
HB 3900-CTED VICTIMS/WIT EXPENDITURES	41,660	-	0.00%
JUVENILE- HB3900 REVENUE	22,426	-	0.00%
JUVENILE- HB3900 EXPENDITURES	22,426	-	0.00%

BOCC MINUTES-12/21/09

JUV SPECIAL REVENUE (CASA) REVENUE	4,122	-	0.00%
JUV SPECIAL REVENUE (CASA) EXPENDITURES	4,122	-	0.00%
INTER-LOCAL DRUG REVENUE	13,600	-	0.00%
INTER-LOCAL DRUG EXPENDITURES	13,600	-	0.00%
DOCUMENT PRESERVATION REVENUE	169,800	-	0.00%
DOCUMENT PRESERVATION EXPENDITURES	169,800	-	0.00%
COMMISSIONERS SPECIAL REVENUE	43,500	-	0.00%
COMMISSIONERS SPEC REV EXPENDITURES	43,500	-	0.00%
JUVENILE JUSTICE REVENUE	62,000	-	0.00%
JUVENILE JUSTICE EXPENDITURES	62,000	-	0.00%
COMMISSIONERS RESERVE REVENUE	385,000	-	0.00%
COMMISSIONERS RESERVE EXPENDITURES	385,000	-	0.00%
ELECTIONS RESERVE REVENUE	28,500	-	0.00%
ELECTIONS RESERVE EXPENDITURES	28,500	-	0.00%
SPECIAL ELECTIONS PROJECT REVENUE	360,000	-	0.00%
SPECIAL ELECTIONS PROJECT EXPENDITURES	360,000	-	0.00%
PROSECUTORS STOP GRANT REVENUE	30,000	-	0.00%
PROSECUTORS STOP GRANT EXPENDITURES	30,000	-	0.00%
ELECTRIC MONITORING REVENUE	47,000	-	0.00%
ELECTRIC MONITORING EXPENDITURES	47,000	-	0.00%
PUBLIC DEFENSE IMPROVEMENT REVENUE	112,835	-	0.00%
PUBLIC DEFENSE IMPROV EXPENDITURES	152,094	39,259	34.79%
WEB SITE DEVELOPMENT REVENUE	5,000	-	0.00%
WEB SITE DEVELOPMENT EXPENDITURES	5,000	-	0.00%
FEDERAL EQUITABLE SHARING REVENUE	180,000	-	0.00%
FEDERAL EQUITABLE SHARING EXPENDITURES	180,000	-	0.00%
SHB 2060 REVENUE	66,000	-	0.00%
SHB 2060 EXPENDITURES	66,000	-	0.00%

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TRIAL COURT IMPROVEMENTS REVENUE		47,656	-	0.00%
TRIAL COURT IMPROVEMENTS EXPENDITURES		47,656	-	0.00%
EMERGENCY COMMUNICATIONS SYS REVENUE		1,321,024	-	0.00%
EMERGENCY COMMUNIC SYS EXPENDITURES		1,321,024	-	0.00%
MARTIN HALL DEBT-REVENUE		44,010	-	0.00%
MARTIN HALL DEBT-EXPENDITURES		44,010	-	0.00%
LIMITED TAX GO BOND 2002 REVENUE		170,790	-	0.00%
LIMITED TAX GO BOND 2002 EXPENDITURES		170,790	-	0.00%
CAPITAL PROJECTS GENERAL REVENUE	32,034	345,795	32,034	10.21%
CAPITAL PROJECTS GENERAL EXPENDITURES	32,034	345,795	32,034	10.21%
CP-ASSET ACQUISITION REVENUE		55,900	-	0.00%
CP-ASSET ACQUISITION EXPENDITURES		55,900	-	0.00%
CP-INFRASTRUCTURE REVENUE		32,034	-	0.00%
CP-INFRASTRUCTURE EXPENDITURES		32,034	-	0.00%
CP-COMPUTER SYSTEMS REVENUES		290,000	-	0.00%
CP-COMPUTER SYSTEMS EXPENDITURES		290,000	-	0.00%
CP-PROJECTS-CIP REVENUE		219,000	-	0.00%
CP-CIP EXPENDITURES		219,000	-	0.00%
CP-DOCUMENT MANAGEMENT REVENUE	100	42,933	100	0.23%
CP-DOCUMENT MANAGEMENT EXPENDITURES	100	42,933	100	0.23%
CP-KLEMGARD PARK REVENUE		-	-	0.00%
CP-KLEMGARD PARK EXPENDITURES		-	-	0.00%
CP-WAWAWAI PARK REVENUE		-	-	0.00%
CP-WAWAWAI PARK EXPENDITURES		-	-	0.00%
CP-PARKING FEES REVENUE		-	-	0.00%
CP-PARKING FEES EXPENDITURES		-	-	0.00%
CP-MUSEUM CONSTRUCTION REVENUE		24,465	-	0.00%
CP-MUSEUM CONSTRUCTION EXPENDITURES		24,465	-	0.00%

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CP-GO BOND 2002 REVENUE	607,000	-	0.00%
CP-GO BOND 2002 EXPENDITURES	607,000	-	0.00%
SOLID WASTE REVENUE	4,211,786	-	0.00%
SOLID WASTE EXPENDITURES	4,211,786	-	0.00%
SOLID WASTE RESERVE REVENUE	125,000	-	0.00%
SOLID WASTE RESERVE EXPENDITURES	125,000	-	0.00%
EQUIPMENT RENTAL & REVOLVING REVENUE	6,091,720	-	0.00%
EQUIP RENTAL & REVOLVING EXPENDITURES	6,091,720	-	0.00%
PHOTOCOPIER REVOLVING REVENUE	75,810	-	0.00%
PHOTOCOPIER REVOLVING EXPENSES	75,810	-	0.00%
UNEMPLOYMENT REVOLVING REVENUE	370,000	-	0.00%
UNEMPLOYMENT REVOLVING EXPENDITURES	370,000	-	0.00%
COMMUNICATIONS REVOLVING REVENUE	202,598	-	0.00%
COMMUNICATIONS REVOLV EXPENDITURES	202,598	-	0.00%
WHITCOM GENERAL OPERATIONS REVENUE	1,662,000	-	0.00%
WHITCOM GENERAL OPERAT EXPENDITURES	1,662,000	-	0.00%
WHITCOM 911 TAX/GRANT FUND REVENUE	1,198,000	-	0.00%
WHITCOM 911 TAX/GRANT EXPENDITURES	1,198,000	-	0.00%
WHITCOM CAPITAL PROJECTS REVENUE	60,000	-	0.00%
WHITCOM CAPITAL PROJECTS EXPENDITURES	60,000	-	0.00%
ERNIE DIPPEL MEMORIAL FUND REVENUE	5,632	-	0.00%
ERNIE DIPPEL MEMORIAL FUND EXPENDITURES	5,632	-	0.00%
ZAIDEE PARVIN MEMORIAL FUND REVENUE	11,843	-	0.00%
ZAIDEE PARVIN MEMORIAL EXPENDITURES	11,843	-	0.00%
PALOUSE EMPIRE FAIR BUILDING REVENUE	1,696	-	0.00%
PALOUSE EMPIRE FAIR BLDG EXPENDITURES	1,696	-	0.00%
CAC SERVICES REVENUE	190,000	-	0.00%
CAC SERVICES EXPENDITURES	190,000	-	0.00%

BOCC MINUTES-12/21/09

CURRENT EXPENSE REVENUE	434,901	12,168,097	434,901	3.71%
OTHER REVENUE	69,614	37,051,807	69,614	0.19%
TOTAL REVENUE	504,515	49,219,904	504,515	1.04%
CURRENT EXPENSE EXPENDITURES	434,901	12,168,097	434,901	3.71%
OTHER EXPENDITURES	69,614	37,051,807	69,614	0.19%
TOTAL EXPENDITURES	504,515	49,219,904	504,515	1.04%

12:00 p.m. - Recess.

1:00 p.m. - Board Business Continued.

Present: Joe Smillie.

19. Pursuant to County Code regarding delegation of purchase orders, claims and payroll responsibilities, an authorization form(s) was received from the following departments, signed by the Board and forwarded to the Auditor's office. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to approve the delegation order(s).

070174 Assessor
 070175 Auditor
 070176 Clearing Fund
 070177 Clerk
 070178 Commissioners
 070179 Communications Revolving Fund
 070180 Coroner
 070181 District Court
 070182 Emergency Management/Communications
 070183 Extension
 070184 Fair/Facilities Management
 070185 Homeless Housing
 070186 Human Resources
 070187 Insurance/Bonds-PWD
 070188 Information Technology
 070189 Juvenile Services
 070190 LEOFF I Board
 070191 Parks/Developmental Services
 070192 Prosecutor
 070193 Public Health
 070194 Public Works
 070195 Sheriff
 070196 Superior Court
 070197 Treasurer
 070198 Web Site Development
 070199 Weed Department

BOCC MINUTES-12/21/09

070200 Whitcom

070201 20. A letter was received from the Town of Farmington concerning an unsightly mess located at the intersection of Highway 27 and the Farmington Road. Commissioner Partch noted this issue is already being looked into.

070202 21. Correspondence to and from the State Auditor's Office regarding the 2008 Whitman County audit was reviewed.

070203 22. Notice of a liquor license due to expires in 90 days was received from the Washington State Liquor Control Board.

070204 23. An executed copy of a service agreement between the Whitman County Sheriff's Office and the City of Tekoa was received.

070205 24. An executed copy of the Surplus Equipment agreement with the Washington State Department of General Administration was received.

070206 25. Commissioners' pending list reviewed.

1:15 p.m. - Recess.

1:30 p.m. - Board Business Continued/BOCC Workshop.

Present: Tim Myers (1:30 p.m.) and Joe Smillie (2:30 p.m.).

070217 26. Items discussed included Parks and Developmental Services related issues. No action taken.

2:40 p.m. - Recess.

3:10 p.m. - Board Business Continued/Executive Session.

Present: Gary and Valerie Hunt and Kelli Campbell.

070218 27. Commissioner Partch **moved** Commissioner O'Neill **seconded** the motion and it **carried** to go into executive session with the above individuals until 4:30 p.m. in accordance with RCW 42.30.140(4)(a) for matters related to negotiations.

4:30 p.m. - Return to Open Session/Adjourn.

D070218A Commissioner O'Neill **moved** to adjourn the **December 21, 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 28, 2009**. The foregoing action made this **21st** day of **December 2009**.

BOCC MINUTES-12/21/09

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

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners