

084297 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 3, 2021 at 9:00 a.m.** Arthur D Swannack, Chairman, Michael Largent (remotely) and Tom Handy Commissioners (remotely), Maribeth Becker, CMC, Clerk of the Board and Corey Mitzimberg, Deputy Clerk of the Board attended.

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

Remote Attendance:

Staff: Annie Pillers, Bailey Wiedmer, Bill Tensfeld, Brandy Brown, Chris Nelson, Chris Skidmore, Fletcher Aukerman, Jessica Jensema, Jill Whelchel, Kelli Campbell, Lance Bishop, Sandy Jamison, Sharron Cunningham, Wraylee Flodin (9:00 a.m.), Zak Kennedy (10:00 a.m.).
Guests: Mary Collins, Anthony Kuipers, Jacob Jones, WC Gazette/397-4333 (9:00 a.m.), Lydia Fletcher (10:10 a.m.).

084298-084299 1-2. The following items were discussed but no action was taken.

- EC Ballot Proposition
- COVID-19 Update
- Vaccine Passports
- Malden Tax Title Property
- Blake Decision
- Redistricting
- Spam Filter
- Legislative Update

10:15 a.m. - Recess.

10:30 a.m. - Flag Salute.

Remote Attendance:

Staff: Bailey Wiedmer, Bill Tensfeld, Brandy Brown, Fletcher Aukerman, Jessica Jensema, Kelli Campbell, Lance Bishop, Sharron Cunningham (10:30 a.m.), Dean Cornelison and Brandon Kruger (10:40 a.m.).
Guests: Mary Collins, Anthony Kuipers, Evan Ellis, Jacob Jones, Lydia Fletcher, WC Gazette/397-4333.

D0842299A 3. Pledge of Allegiance.

Consent Agenda:

084300 4. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the consent agenda as presented.

084301 5. Treasurer's Wire Transfers and Check Report in the amount of **\$2,233,808.83**, Payroll warrants numbered **354381-354385** for **\$460,362.63** and General Claims/Veterans' Relief warrants numbered **354505-354564** for **\$143,457.65** approved.

084302 6. April 19, 2021 minutes approved.

084303-084309 7. Personnel change orders approved.

084310 8. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the Chairman to sign a letter appointing Sue Kreikemeier to a 5-year unexpired term, expiring 12/31/23, on the Rural Library Board of Trustees.

084311 9. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the Chairman to sign a letter of appreciation to Robert A Curry for his service on the Solid Waste Advisory Committee.

084312 10. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to ratify the Chairman's offer of employment to Corey Mitzimberg for the position of Deputy Clerk of the Board I, effective May 1, 2021.

084313 11. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to ratify the Chairman's letter of support for the Malden Sewer project.

084314 12. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve a credit card for Crystn Guentner with a \$2,500 limit to be used for travel and small office purchases.

084315 13. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve a credit card for Corey Mitzimberg with a \$5,000 limit to be used for travel and small office purchases.

084316 14. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the publishing of a notice of meeting for budget amendment #2 to the 2021 WC budget.

084317 15. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the 2021-2022 legal printing agreement as presented.

084318 16. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the recommendation of the Blue Ribbon Advisory Task Committee and award 2021 Public Facilities (.09) funding to the Colfax Downtown Association in the amount of \$60,000 and the WC Rural Library Ice Age Flood Museum and Visitors Center in the amount of \$40,000.

084319 17. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to adopt Whitman County's Capital Assets as of 12/31/20.

**RESOLUTION NO. 084319
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

WHEREAS, R.C.W. 36.32.210 requires that the Board of County Commissioners shall each year file with the Auditor of the County a statement verified by oath showing for the twelve months period ending December 31st of the preceding year, a full and complete inventory of all capitalized assets kept in accordance with standards established by the State Auditor; and,

WHEREAS, a listing of Whitman County's capitalized assets as of December 31, 2020, was circulated to all county elected officials and department heads for review and certification; and,

WHEREAS, all county elected officials and department heads have reviewed and certified their respective inventories as of December 31, 2020.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Whitman County Commissioners, that the attached listing(s) of Whitman County's capitalized assets as of December 31, 2020, to be correct, as we verily believe.

BE IT FURTHER RESOLVED that the Clerk of the Board is directed to file said resolution and Attachment A with the County Auditor.

BE IT FURTHER RESOLVED that we, Arthur D. Swannack, Tom Handy and Michael Largent, the Commissioners of Whitman County, State of Washington, DO HEREBY CERTIFY that we have examined the inventories as of December 31, 2020, as duly prepared and certified by the heads of various departments of Whitman County and find the same to be correct, as we verily believe.

Dated this 3rd day of May 2021.

BOARD OF COUNTY COMMISSIONERS

Arthur D Swannack, Chairman

Tom Handy, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

Capital Asset List as of 12/31/2020	TOTAL	Auditor	BOCC	Develop. Services	Emerg. Commun.	Emerg. Manage.	Exten.	Facilities	Fair	Info. Tech.	Juvenile	Parks	Sheriff	Public Health	Public Works
Land/Right-of-Ways /Easements	2,908,908		2,839,108									69,800			
Infrastructure	60,386,271		502,382					15,640	2,700,502			2,190,326			54,977,421
In Progress	7,501,544														7,501,544
Machinery	2,567,494	14,424	5,000			105,559			79,994			66,594	257,783		2,038,140
Vehicles/Trailers	3,078,077						5,966	6,468			46,675	34,891	292,947	29,602	2,661,528
Heavy Equipment	13,406,394														13,406,394
Office Equipment	188,292	188,292													
Shop Equipment	25,859														25,859
Communication Equipment	331,798				255,625	76,173									
Radio Sites	5,219,200				5,219,200										
Software	814,018									706,473					107,545
Buildings/Improve. on Buildings	22,301,755		10,409,306	300,000				135,795	2,138,204			465,349		103,468	8,749,633
IT/Network Equipment	473,135									412,313					60,822
	119,202,745	202,716	13,755,796	300,000	5,474,825	181,732	5,966	157,903	4,918,700	1,118,786	46,675	2,826,960	550,730	133,070	89,528,886

084320 18. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to adopt a resolution authorizing Information Technology to make an emergency purchase of an email spam filter system.

RESOLUTION NO. 084320
OF
THE BOARD OF 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, May 3, 2021; and,

WHEREAS, the Board agrees that a state of emergency existed on April 27, 2021 at the Whitman County Information Technology Department as a result of the erroneous cancellation of the county's email spam filter service by the provider creating a critical security issue for all county email users; and,

BOCC MINUTES-05/03/21

WHEREAS, the email spam filter provider is not willing to correct the problem; they are only willing to offer the county a new contract for an exorbitant cost of \$24,000/year to continue service; and,

WHEREAS, the purchase of a new email filter system is of the utmost need and time sensitive for the security of the county's email system; and,

WHEREAS, the Board agrees with the Director to purchase an email spam filter system immediately to properly address county technology needs and security.

NOW THEREFORE, BE IT RESOLVED an emergency exists in accordance with RCW 36.32.270 and the competitive bid process requirements be waived due to the critical nature of the county's email security.

PASSED, APPROVED AND ADOPTED this 3rd day of May, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Tom Handy, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

084321 **19.** Bill Tensfeld explained his request to submit an Emergency Communications proposition on the August 2021 Primary ballot for an additional 1/10 of 1% sales and use tax. He further explained, in 2019, the legislature approved the additional 1/10 of 1% sales tax for Emergency Communications as a result of requests from smaller counties to help cover costs. Emergency Communications was going to present this proposition in 2020 but the pandemic got in the way. Many Whitman County radio tower sites need improvement. Much equipment needs to be replaced and the additional funds would be used for that purpose. This would help to keep public responders and the public safe with good communications. As an example, Mr. Tensfeld said each radio tower site requiring an update will cost the county approximately \$1.1 million. This proposition does not burden property owners, only individuals making purchases within the county.

Emergency Communications has come a long way since adoption of the first 1/10 of 1% sales and use tax in 2006. The deputies can now speak to each other while in different ends of the county. One radio site was added and one radio site was updated. He noted, since 2006, emergency communication equipment costs have almost doubled.

Chairman Swannack raised the issue of when the proposition should go on the ballot noting the actual request is for the August 2021 Primary Election. If the issue is placed on that ballot, all costs would be borne by the county. If placed on the November General Election ballot, the costs would be shared with all other entities with issues on the ballot. After discussion, Bill Tensfeld agreed with placing the proposition on the November 2nd General Election ballot.

Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to adopt a resolution to present to the qualified voters of Whitman County an opportunity to increase the County sales tax by one tenth of one percent (.01%) for emergency communications to be voted on the November 2, 2021 General Election ballot.

RESOLUTION NO. 084321

A RESOLUTION of the Board of County Commissioners of Whitman County, Washington, relating to sales and use taxes; providing for the submission to the qualified electors of the County, at the general election to be held on November 2, 2021, of a proposition authorizing the imposition of a sales and use tax at the rate of an additional one tenth of one percent for emergency communication systems and facilities pursuant to Chapter 82.14 RCW; and setting forth the text of the ballot proposition.

WHEREAS, the qualified voters of Whitman County authorized the imposition of a one-tenth of one percent sales and use tax in 2006; and,

WHEREAS, counties need additional funding sources for necessary emergency communication systems and facilities; and,

WHEREAS, in order to assist in responding to these needs, the Legislature amended RCW 82.14.420, effective July, 2019, to authorize counties to submit a proposition to the voters of the county to increase the limitations of emergency communication systems sales and use tax from 1/10th of one percent (0.1 %) to 2/10th of one percent (0.2%) to be used solely for the purpose of providing funds for cost associated with financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, re-equipping and improvement of emergency communication systems and facilities; and,

WHEREAS, the Whitman County Emergency Communications Advisory Committee is requesting the Whitman County Board of County Commissioners to place a measure on the November 2, 2021 ballot to increase the emergency communications sales and use tax to 2/10th of one percent (0.2%); and

WHEREAS, the Board of County Commissioners of Whitman County finds that it is in the better interests of the citizens of Whitman County and necessary for the public health, safety and welfare that an additional one-tenth of one percent sales and use tax for emergency communication systems and facilities be submitted to the voters of Whitman County at the general election on November 2, 2021.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF WHITMAN COUNTY, AS FOLLOWS:

Section 1. Calling of Election. The Board of County Commissioners find that it is in the best interests of the County to submit to the qualified voters of the County, at the general election to be held on November 2, 2021, a proposition authorizing the County to impose an additional one-tenth of one percent sales and use tax of the selling price (in the case of a sales tax) or value of the article used (in case of a use tax) to be expended solely for costs associated with financing, design, acquisition, construction, equipping, operating, maintaining, remodeling, repairing, reequipping, and improvement of emergency communication systems and facilities

Section 2. Ballot Proposition. The Auditor of Whitman County, Washington (the "Auditor"), as ex officio supervisor of elections, is hereby requested to call and conduct an election in the County, in the manner provided by law, to be held on the date identified in Section 1, for the purpose of submitting to the voters of the County, a proposition in substantially the following form:

EMERGENCY COMMUNICATION SYSTEMS AND FACILITIES PROPOSITION NO. 1

The Board of County Commissioners of Whitman County adopted Resolution No. 084319 concerning a proposition to increase the sales and use tax. The proposition would increase the sales and use tax within Whitman County by one tenth of one percent for the purpose of providing funds for the cost associated with financing, design, acquisition, construction, equipping, operating, maintaining remodeling, repairing, re-equipping and improvement of emergency communication systems and facilities.

Should this proposition be approved? YES _____ NO _____

Adopted this 3rd day of May, 2021.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Maribeth Becker, CMC
Clerk of the Board

Arthur D Swannack, Chairman

APPROVED AS TO FORM:

Tom Handy, Commissioner

/s/ Denis Tracy
Prosecuting Attorney

Michael Largent, Commissioner

084322 **20.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the updated policy POL-700-HR as presented.

**RESOLUTION NO. 084322
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy: **Providing Benefits;**

WHEREAS, this policy has been updated for clarification, and

WHEREAS, this action provides clarification pertaining to county contributions toward health and non-health benefits, and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached policy **POL-700-HR Providing Benefits.**

Dated this 3rd day of May 2021 and effective as of May 3, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chair

ATTEST:

Michael Largent, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Tom Handy, Commissioner

PROVIDING BENEFITS		
Policy: POL-700-HR	Effective Date: May 3, 2021	Res. # <u>084322</u>
Cancels: Policy #078400	Reference:	Individual Benefit Plan Documents

This policy applies to all Whitman County employees, unless otherwise addressed in a collective bargaining agreement.

Definitions:

EAP - Employee Assistance Program

FSA - Flexible Spending Account

Health Care Benefit - Benefits related to an employee's, physical, emotional, or psychological wellbeing.

HRA/VEBA - Health Reimbursement Account/Voluntary Employee Benefit Account

1. Whitman County Offers a Comprehensive Benefit Package.

Whitman County offers a comprehensive package of medical, dental, vision, life, FSA, EAP, and disability insurance for eligible employees and their dependents. The coverage offered, premium contributions, carriers, and plan provisions are determined by the applicable Collective Bargaining Agreement and as approved by the Board of County Commissioners.

Whitman County makes health-based contributions toward medical, dental, and vision insurance, as well as contributions toward coverages such as life and the employee assistance program as determined through collective bargaining and the Board of County Commissioners. The County reserves the right to modify the plan, the carrier and the amount of contribution provided. Any difference between the benefit premium and the County's contributions shall be paid by the employee through payroll deduction. Temporary employees are not eligible for contribution.

Other employee benefit programs are provided through or mandated by State or Federal governments such as retirement, worker's compensation and unemployment. Employer contributions, eligibility and termination rules for state and federal benefits are set by the appropriate government agency and do not apply to this policy.

2. Regular Full-Time and Part-Time Employees are Eligible for Benefits.

Regular employees working a minimum of eighty (80) hours per month are eligible for county sponsored benefits. Part-time employees working between eighty (80) and 173.33 hours per month shall receive a pro-rated portion of the employer benefit contribution. Pro-rated calculations shall be based on the employee's percentage of full-time status. Employees on job share status share the benefits allocated to the position. Temporary employees are not eligible for benefits except those required by law. Part-time employees hired prior to January 1, 2007 receive a full employer contribution toward health care benefits.

Eligibility varies by carrier, but if not otherwise specified, shall begin on the first of the month if hired on the first of the month. If the employee is hired after the first of the month, eligibility begins on the first of the month following the date of hire. The same rules apply to current employees who were previously ineligible and become eligible during their employment. Specific decisions made regarding an employee's eligibility will be made in accordance with WCIF, Teamster, ACA and IRS regulations.

Unless specified by the carrier, employees may waive medical insurance conditional upon providing proof of other group coverage. Dental, vision and life insurance may not be waived. In waiving medical insurance, employees do not normally receive

the employer medical contribution beyond that required to cover dental, and vision coverage. For employees in the non-represented, Courthouse, Road and Solid Waste bargaining unit categories, an exception may be made where the employee provides annual confirmation of enrollment in a group plan (outside of those offered by Whitman County) meeting all legal and administrative requirements. Requirements are set forth by the U.S. government, Washington State and the carrier/administrator, and are subject to change. Additionally, circumstances arising from this arrangement that put coverage of the general employee population in jeopardy will result in a freeze of this benefit without required action of any party. The remaining contribution amounts are determined through the County Commissioners. They may be placed in an HRA/VEBA or Health Savings Accounts (H.S.A.) if all requirements are met. Cash payouts do not qualify. Further information may be obtained through the Human Resources department.

3. Eligible Employees May Have County Contributions Contributed Toward an HRA/VEBA.

HRA/VEBA is a health reimbursement account that may be established when the employee's health benefit premiums are less than the County's contribution. Eligible employees will be provided with enrollment options during orientation. Funds earn interest tax-free and there is no tax on reimbursements. Account balances can be carried over from year to year without penalty. You may be reimbursed funds for qualified medical expenses at any time. Funds in this account continue to earn interest if you leave employment with Whitman County. See the information provided with the VEBA application, County policy and union contracts for additional details.

4. Spouses may Pool the Employer Contribution.

Employees in the non-represented, Courthouse, Road and Solid Waste bargaining units with spouses in one of these same employee groups may pool their employer benefit contribution. One spouse may then cover the second spouse as a dependent under medical insurance. Each spouse must maintain separate dental, vision and life insurance enrollment. Contact Human Resources for further information.

5. Waiting Periods May Apply to Specific Benefits.

Waiting periods may apply to specific benefits as determined by County policy, state and federal law, or the policies of the benefit carrier.

6. Enrollment is Conducted On-line.

Enrollments made on-line for most employees. Information on how to enroll may be obtained by contacting the Human Resources Department. Deadlines for enrollment and mandatory enrollment requirements are governed by collective bargaining, the Board of County Commissioners and the individual carriers. Contact Human Resources for additional information.

7. Enrollment may Occur When Hired, at Annual Open Enrollment, or a Qualifying Event.

Employees and dependents may be enrolled immediately after being hired, at the annual open enrollment period or when a qualifying event occurs. Dependents must be enrolled on the same plan as the employee. If an employee elects not to enroll dependents at the time of hire, she/he will have to wait for the Open Enrollment period unless a "qualifying event" has occurred, as defined by the carrier and the federal government. Contact Human Resources for specific requirements.

Open enrollment for employees of Whitman County usually occurs during the months of October and/or November. Employees may change insurance plans, add dependents, and in some cases, change primary care physicians. The changes selected during an Open Enrollment period will take effect at the beginning of the new group contract, usually January 1st of the next year.

8. Benefits May be Terminated and COBRA Offered.

Termination of coverage may occur due to lack of premium, becoming ineligible, termination of employment, unpaid leave, or other causes as determined by the carrier and federal law. Termination of coverage shall occur on the last day of the month for which the employee became ineligible.

Eligible employees and their families may continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). COBRA enrollees are responsible for paying 100% of the premium and updating Human Resources regarding contact information. Contact Human Resources for further COBRA administration rules.

9. Voluntary Benefit Plans are Available to Employees

A variety of voluntary benefits are available to employees through payroll deduction. These benefits are optional and paid 100% by the employee. Contact Human Resources for a list of current voluntary benefits.

084323 21. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the updated policy POL-710-HR as presented.

**RESOLUTION NO. 084323
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy: **Providing State and Federal Benefits;**

WHEREAS, this policy has been updated for clarification, and

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached policy **POL-710-HR Providing State and Federal Benefits.**

Dated this 3rd day of May 2021 and effective as of May 3, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Arthur D Swannack, Chairman

Tom Handy, Commissioner

Michael Largent, Commissioner

ATTEST:

Maribeth Becker, CMC
Clerk of the Board

PROVIDING STATE AND FEDERAL BENEFITS

**Policy: POL-710-HR • Effective Date: May 3, 2021 • Res. #084323
Cancels: Res. #073259 • Reference: None**

This policy applies to all Whitman County employees, unless otherwise addressed in a collective bargaining agreement.

1. Whitman County Participates in the Washington State Retirement Systems.

Eligible Whitman County employees are required to participate in the appropriate Washington State retirement system as long as their compensated hours continue to qualify them for service credit under the appropriate plan. Participating employees shall pay the required amount toward the contribution costs. The employee's contribution shall be made by means of a payroll deduction. The County will make contributions as required by law. Further information regarding retirement benefits is available through Human Resources.

2. FICA Covers Eligible Employees.

All eligible employees are covered by the Federal Insurance Contributions Act (FICA). Both the County and the employee pay contributions through payroll deduction.

3. Worker's Compensation Covers Eligible Employees and Volunteers.

County employees are insured under the Industrial Insurance Laws of the State of Washington. Benefits are designed to protect employees against medical costs resulting from on-the-job accidents and injuries. The County and employees make contributions through the payroll process as required by law.

All accidents and on-the-job injuries must be reported immediately to a supervisor. The supervisor shall direct the employee to seek medical treatment if necessary and is responsible for reporting the injury to the Human Resources Department through the completion of an accident report form. Employees are responsible for reporting on-the-job injuries to their physician, who in turn files a report with Washington State for Worker's Compensation coverage.

Employee's eligible for state industrial compensation, such as time-loss, for time off because of an on-the-job injury or illness shall be eligible to use their accrued leave. However, the amount paid the employee in time-loss compensation for those same days shall be submitted to the county. The County will use the Industrial Insurance payment to "buy back" the pro-rata portion of sick leave, then vacation leave, then other accrued leave in accordance with County procedure. Payment from L&I for days of leave without pay may be provided back to the employee.

In the event an employee fails to timely endorse their time-loss payments over to the County, the overpayment will be withheld from accrued sick or vacation leave due the employee in their next or last pay warrant. Should the employee have no leave from which to deduct the overpayment, the amount due will be withheld from any other compensation owed the employee; immediately reimbursed by the employee; or obtained through whatever legal means may be available to the County.

Eligible Industrial Insurance hours are reported for employees through the payroll system. Departments are required to report hours for volunteers through the Auditor's Office.

4. Unemployment Insurance is Available to Eligible Individuals.

Unemployment insurance provides benefits to eligible workers who become unemployed. The cost of unemployment insurance is borne entirely by the County. Additional information about unemployment insurance benefits and regulations should be directed to the Employment Security Division of Washington State.

084324 22. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the updated policy POL-201-HR as presented.

**RESOLUTION NO. 084324
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County policy, POL-201-HR Filling Vacant Positions,

WHEREAS, this policy and its procedures have been updated for clarification,

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-201-HR Filling Vacant Positions**

Dated this 3rd day of May 2021 and effective as of May 3, 2021.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Art Swannack, Chairman

ATTEST:

Tom Handy, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

FILLING VACANT POSITIONS

Policy: POL-201-HR • Effective Date: May 3, 2021 • Res. #084324
Cancels: Res # 080097 • Reference: None

This policy applies to all Whitman County employees, unless otherwise addressed in a bargaining unit contract.

Definitions:

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

CSR - Civil Service Rules

Demotion - Movement from a position of higher classification salary range to a position of lower classification salary range.

Immediate Family - Members of an employee's immediate family include: spouse; child or step-child; parent or step-parent; sibling or step sibling; in-laws; niece or nephew; aunt or uncle; first cousin; grandchild, and grandparent of the employee. Immediate family also includes: relatives living in the employee's household; adopted and foster children living in the employee's home; domestic partner; any immediate family member of a domestic partner.

Job Announcement - A description of a position's duties, hazards, required skills, knowledge and abilities used for advertisement purposes.

Job Description - A description of a positions essential functions and primary responsibilities used to guide the employee and employer during the course of employment.

Job File - A file containing all documents related to the opening, advertising, and filling of a specific position. This file is maintained in accordance with state law.

Orientation - A meeting in which a new employee completes employment related paperwork and receives training on the organization's policies and procedures.

Probationary Period - An extension of the hiring process in which the employee demonstrates his/her applicable skills for a specific period of time.

Promotion - A change in job representing both an increase in wages and a change in job responsibilities.

Temporary Employment Pool - A pool of applicants applying for temporary positions. Applicants may apply at any time and applications are maintained for six months.

Transfer - A movement from one position to another within the same classification and/or salary range.

1. **Vacant Positions shall be Filled by Department Heads and Elected Officials.**

All vacancies shall be authorized and filled by the appropriate Department Head/Elected Official or his/her designee. The BOCC shall be notified of each vacancy for funding, documentation and/or approval purposes. For ease of processing, elected officials/department heads are asked to hire new employees on the first or sixteenth of the month.

2. **Promotions, Demotions and Transfers may be used to fill a Position before Opening to the Public.**

Vacancies may be filled by promotion, demotion or transfer. The individual selected must be classified as an employee before the time of hire.

3. **Whitman County Subscribes to a Policy of Equal Opportunity.**

Employees and applicants shall not be discriminated against on the basis of race, religion, creed, color, national origin, sex, sexual orientation, veterans' status, marital status, age, the presence (real or perceived) of a disability or any other basis prohibited by local, state or federal law. Discrimination and/or harassment based on any of these factors shall not be tolerated. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability may request reasonable accommodation. It shall be the responsibility of the applicant/employee to request reasonable accommodation. If a bona fide occupational qualification is required, Human Resources shall be consulted by the Department Head/Elected Official before the opening is posted. Human Resources and the Department Head/Elected Official shall work with legal counsel to create the appropriate documentation.

4. **Job Descriptions and Announcements shall be Created in Cooperation with Human Resources.**

Job descriptions and announcements are crucial to the definition and classification of all positions. Each open position must have an updated description and announcement before it may be posted for applicants. Department Heads/Elected Officials shall work with Human Resources to create/update descriptions and announcements. It shall be Human Resources responsibility to correctly classify each position.

Position Sharing - Departments preparing to share a position will create a description explaining what duties will be performed for each department and when. Additionally, an agreement will be written between the departments describing how the position will operate, how hours will be tracked and paid so that wages are paid in compliance with county, state and federal regulations. Shared position arrangements will be reviewed by the Auditor's Office and Human Resources to ensure compliance and logistical capabilities. A copy of the agreement will be kept in each department, the Human Resources Department and Auditor's Office.

5. **Openings shall be Posted for a Minimum Number of Work Days.**

Unless promoted, demoted or transferred within the same department, all regular job openings must be advertised for a minimum of one week to ensure open competition for the public. If a Department Head/Elected Official believes qualified county employees may be interested in a department other than their own, he/she may post the opening in-house before taking the position public. Internal and public postings shall be arranged through Human Resources. All advertisements shall be reviewed by Human Resources before dissemination. Department Heads/Elected Officials shall determine where public ads are published. However, all ads shall be posted to the Whitman County web site, the Washington State Employment Security Department, and organizations required by the County's Equal Employment Opportunity Plan.

If a recently filled position becomes vacant within six (6) months from the offer date, the Department Head/Elected Official may screen for new candidates using the original applicant pool. The original applicant pool may not be re-used if any parameters of the position have changed. Parameters include, but are not limited to, job responsibilities, experience requirements, salary, benefits, etc. Unionized positions are still subject to their respective collective bargaining agreements.

Re-use of an applicant pool shall only occur if it is not in violation of contract language.

6. **A Whitman County Application is Required.**

All applicants must complete the appropriate Whitman County application. Resumes and other material may be required at the discretion of the Department Head/Elected Official. Submitted applications must be signed by the applicant and submitted in person, by mail, fax or email. All statements submitted on the application and/or resume are subject to investigation and verification prior to appointment. Any false or misleading information provided by the applicant may be grounds for rejection and/or discipline. The County shall only accept applications for open positions.

7. **Interviews shall be Conducted by the Hiring Department.**

Interviews shall be conducted by the hiring department. If requested, Human Resources may assist with the preparation and implementation of the interview. Interview questions and selection criteria must be job related and comply with all federal and state regulations.

8. **Human Resources shall Notify Applicants of Their Application Status in Writing.**

After a position is filled, Human Resources shall send each applicant a written notice of the selection. Each notice shall be stored in the position's job file and retained in accordance with state and federal retention schedules.

9. **Applicants may be Subject to Pre-Employment Tests and/or Questionnaires.**

Tests and/or questionnaires may be utilized to measure each applicant's job-related skill level. Such tests shall be administered by a person of like skill approved by the Department Head/Elected Official. Depending on the position, an applicant's employment may depend on successfully passing a medical examination, physical exam, drug test, or background check. All tests, exams, questionnaires and background checks must be job related, objective and in compliance with state and federal regulations. Reference and background checks require a waiver from the applicant that may be included with the advertisement material upon the request of the department.

10. **Employees shall be Subject to a Six-Month Probationary Period.**

All employees shall be subject to a six-month probationary period starting from their first day of regular employment with Whitman County. An appointment shall not be considered to have full-time or part-time status for a period of six (6) months. The probationary period shall last no longer than an additional six (6) months if extended by the Department Head/Elected Official. If the probationary period is extended, a performance evaluation and written notice shall be given to the employee prior to the end of the original probationary period. A copy of the extension notice shall be forwarded to the Human Resources Department. The probationary period is an extension of the selection process and failure to successfully complete the period, as determined by the Department Head/Elected Official, does not carry with it any right of appeal. Employees in the probationary period may be terminated by the Department Head/Elected Official at will. During the probationary period employees may not draw on annual leave benefits. Employees in their probationary period may draw on sick leave benefits after 90 calendar days. They will not be compensated for such benefits should they be terminated prior to completion of the probationary period. Employees promoted, demoted or transferred to new positions may carry their vacation, sick and compensatory accruals with them. Completion of the probationary period shall be documented via the employee successfully passing a performance evaluation. The employee shall then be considered as having satisfactorily demonstrated qualifications for the position.

11. **All New and Rehired Employees must Attend an Orientation Session Through the Human Resources Department.**

12. **Temporary Positions may be Created to Assist with Department Responsibilities.**

Appointments to county employment on other than a regular basis shall be considered temporary. Temporary positions may be filled via the advertising process described in this policy or through the Temporary Employment Pool maintained by the Human Resources Department. The acceptance or refusal of temporary employment shall not

affect an employee's eligibility for regular employment. The period of temporary service shall not be credited towards the completion of any probationary period. Temporary employees work at the discretion of the Department Head/Elected Official. Temporary employees are not eligible for employment benefits except those required by law. Successive temporary appointments to the same position shall not be made so as to circumvent the regular appointment of a qualified applicant.

13. **Minors may be Employed in Accordance with State and Federal Law.**

People between the ages of sixteen (16) and eighteen (18) may be considered for employment subject to state and federal regulations related to the employment and working conditions of minors. Minors must submit a legal document proving age at the time of application. Departments shall work with Human Resources to ensure working conditions of minors are within legal boundaries.

14. **Employment of Relatives shall be Limited.**

No immediate family members shall be employed in positions where a family member has the authority to: supervise, hire, remove or discipline; evaluate his/her work; or where family members are in direct competition with each other. Supervising and auditing will be liberally construed to include such functions as evaluations, signing pay sheets, emergency service dispatching, directing work assignments, and other activities of direct impact. When two employees would violate any of the above restrictions on hiring of relatives, they will be allowed to decide which one will leave their position. Employees who become family after employment shall be treated in accordance with this policy. Whitman County conducts open and competitive hiring processes. Preference will not be given to candidates who are dependents or relatives of current employees.

15. **Previous Employees may be Re-hired at the Same Rate of Pay.**

A regular county employee who terminates his/her employment with the County in good standing and returns to the same department in the same job classification within two years from the date of termination, may be compensated at the same pay range and step level as at the time of the termination. The former employee must submit a competitive application for the position and, if hired, shall be subject to a six-month probationary period.

16. **Civil Service Rules Apply to Specific Positions.**

Civil Service Rules (CSR) apply to specific positions within the Sheriff's Office. Where this policy and the CSR conflict, the CSR shall prevail.

17. **Seniority.**

Seniority is an employee's continuous length of service within the County from first date of hire. Seniority shall not apply to an employee until he/she has completed the required probationary period. The employee shall be credited with seniority from his/her most recent date of hire and first day of employment. Temporary employees have no seniority rights. Seniority shall terminate effective the last day of employment or after eighteen consecutive months of temporary layoff.

084325 23. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the updated policy POL-7042-HR as presented.

**RESOLUTION NO. 084325
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the update for the Whitman County Policy **Washington State Paid Family and Medical Leave;**

WHEREAS, this policy has been updated to meet state requirements and,

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-7042-HR Washington State Paid Family and Medical Leave.**

BOCC MINUTES-05/03/21

Dated this 3rd day of May 2021 and effective as of May 3, 2021.

Arthur D Swannack, Chairman

ATTEST:

Tom Handy, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Michael Largent, Commissioner

WASHINGTON STATE PAID FAMILY AND MEDICAL

Policy: POL-7042-HR **Effective Date:** May 3, 2021 Res. #083325
Cancels: #082616 **Reference:** None

This policy applies to all Whitman County employees as defined under the Washington State Paid Family and Medical Leave Act, unless otherwise covered by a collective bargaining agreement.

Definitions:

Child - A biological, adopted or foster child, a stepchild or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status.

Employment - Service performed for wages. Includes: service within Washington State; service not localized in Washington but part of the service is performed in Washington and the employee's base of operations is in Washington; or the base of operations from which service is controlled is not in any state where services are performed but the employee's residence is in Washington. Exclusions apply as defined by RCW 50A.05.010.

Family Member - a child, grandchild, grandparent, parent, sibling or spouse of an employee.

Grandchild - a child of the employee's child

Grandparent - a parent of the employee's parent

Healthcare Provider - a person licensed as physician under RCW 18.71 or an osteopathic physician and surgeon under RCW 18.57; a person licensed as an advanced registered nurse practitioner under RCW 18.79; or any other person determined by the state to be capable of providing health care services.

Parent - the biological, adoptive, de facto or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or an individual who stood in loco parentis to an employee when the employee was a child.

Serious Health condition - an illness, injury, impairment, or physical or mental condition that involves:

- (i) Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; or
- (ii) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- (A) A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - (i) Treatment two or more times, within thirty days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services, such as a physical therapist, under orders of, or on referral by, a health care provider; or
 - (ii) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
 - (B) Any period of incapacity due to pregnancy, or for prenatal care;
 - (C) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - (i) Requires periodic visits, defined as at least twice a year, for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
 - (ii) Continues over an extended period of time, including recurring episodes of a single underlying condition; and
 - (iii) May cause episodic rather than a continuing period of incapacity, including asthma, diabetes, and epilepsy;
 - (D) A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider, including Alzheimer's, a severe stroke, or the terminal stages of a disease; or
 - (E) Any period of absence to receive multiple treatments, including any period of recovery from the treatments, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for:
 - (i) Restorative surgery after an accident or other injury; or
 - (ii) a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, or kidney disease.
- (a) The requirement in (a)(i) and (ii) of this subsection for treatment by a health care provider means an in-person visit to a health care provider. The first, or only, in-person treatment visit must take place within seven days of the first day of incapacity.
 - (b) Whether additional treatment visits or a regimen of continuing treatment is necessary within the thirty-day period shall be determined by the health care provider.
 - (c) The term extenuating circumstances in (a)(ii)(A)(I) of this subsection means circumstances beyond the employee's control that prevent the follow-up visit from occurring as planned by the health care provider. Whether a given set of circumstances are extenuating depends on the facts. For example, extenuating circumstances exist if a health care provider determines that a second in-person visit is needed within the thirty-day period, but the health care provider does not have any available appointments during that time period.
 - (d) Treatment for purposes of (a) of this subsection includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. Under (a)(ii)(A)(II) of this subsection, a regimen of continuing treatment includes, but is not limited to, a course of prescription medication, such as an antibiotic, or therapy requiring special equipment to resolve or alleviate the health condition, such as oxygen. A regimen of continuing treatment that includes taking over-the-counter medications, such as aspirin, antihistamines, or

salves, or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of this title.

- (e) Conditions for which cosmetic treatments are administered, such as most treatments for acne or plastic surgery, are not serious health conditions unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, and periodontal disease are examples of conditions that are not serious health conditions and do not qualify for leave under this title. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this section are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
 - (i) Substance abuse may be a serious health condition if the conditions of this section are met. However, leave may only be taken for treatment for substance abuse by a health care provider or by a licensed substance abuse treatment provider. Absence because of the employee's use of the substance, rather than for treatment, does not qualify for leave under this title.
 - (ii) Treatment for substance abuse does not prevent an employer from taking employment action against an employee. The employer may not take action against the employee because the employee has exercised his or her right to take medical leave for treatment. However, if the employer has an established policy, applied in a nondiscriminatory manner that has been communicated to all employees, that provides under certain circumstances an employee may be terminated for substance abuse, pursuant to that policy the employee may be terminated whether or not the employee is presently taking medical leave. An employee may also take family leave to care for a covered family member who is receiving treatment for substance abuse. The employer may not take action against an employee who is providing care for a covered family member receiving treatment for substance abuse.
- (f) Absences attributable to incapacity under (a)(ii)(B) or (C) of this subsection qualify for leave under this title even though the employee or the family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three consecutive, full calendar days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Spouse - a husband or wife as the case may be or state registered domestic partner.

1. Paid Family and Medical Leave is a mandatory statewide insurance program

Washington Paid Family and Medical Leave (PFML) is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

Whitman County will not discriminate or retaliate against an employee for requesting or taking paid leave.

To apply for leave, give Whitman County Human Resources at least thirty (30) days written notice. If thirty days is not possible, notification must be provided as soon as possible. Then apply for benefits through the Washington State Employment Security Department (ESD) at <https://paidleave.wa.gov>.

2. Eligibility

If qualified, employees may take up to twelve (12) weeks of leave if they:

- Welcome a child into their family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

Starting Jan. 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

If employees face a medical and a family event in the same twelve month period, they might be eligible to receive up to 16 weeks of leave, and up to 18 weeks if they experience a serious health condition during pregnancy that results in incapacity.

To be eligible, an employee must give Whitman County Human Resources thirty (30) days' notice when practical. If not practical, notice must be given as soon as possible. Failure to provide adequate notice may result in delay or denial of benefits.

Evidence of eligibility will be required by the state and should be provided to Whitman County Human Resources. This includes, but is not limited to: certification of a serious health condition by a qualified physician; proof of active duty for military related leave; and the birth certificate or adoption papers for bonding with a child. Eligibility under the PFML is determined by the Washington State Employment Security Department. A seven-day waiting period from the date of application applies.

3. Whitman County departments notify employees of possible eligibility

Whitman County departments must notify employees of possible eligibility under the paid family or medical leave. When an employee has been away from work for seven (7) consecutive days, and for reasons that could be covered by this program, the employee's department must provide written notice within five (5) days of his/her possible eligibility for PFML.

4. Payment of premiums

The program is funded by premiums paid by both employees and Whitman County. It is administered by the Employment Security Department (ESD). Premium collection started on Jan. 1, 2019. Premiums are withheld from paychecks and sent, with the employer portion, to ESD on a quarterly basis.

In accordance with state law, all employees pay premiums unless they will work less than 11 days per quarter. If a conflict arises between this policy and state law, the law will take precedence.

5. Wage replacement

While on leave, employees are entitled to partial wage replacement, meaning they receive a portion of their average weekly pay. The benefit is generally up to ninety (90) percent of the weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. They will be paid directly by the Employment Security Department rather than Whitman County. Employees may go to paidleave.wa.gov for more information.

An employee's total leave pay shall not exceed his/her regular salary. See provision eight (8).

6. Employee protections

Employees who return from leave under this law will be restored to a same or equivalent job if they have worked for Whitman County for at least twelve (12) months, and have worked one thousand, two hundred fifty (1,250) hours in the twelve

(12) months before taking leave (about twenty-four (24) hours per week, on average). An employee on medical leave will be required to provide a physician certification releasing the employee back to work. Whitman County may request periodic updates on the employee's status and intention to return to work.

7. Health Insurance is maintained under the same circumstances as prior to leave in most cases

Employees may keep their health insurance while on leave in most cases. Employees must be eligible for continued benefits under the federal FMLA law to receive them under the PFML. Employees are not required to be on federal FMLA to have continued benefits under PFML. If they contribute to the cost of their health insurance, they must continue to pay their portion of the premium cost while on leave.

8. Coordination with other leave

Employees may choose when to take PFML. However, when coordinating with other leave policies and laws some parameters apply. Leave from employment under the PFML is in addition to leave from Industrial Insurance and Unemployment during which benefits are paid. In any week in which an employee is eligible to receive benefits through Unemployment or Industrial Insurance, the employee is disqualified from receiving PFML.

An employee's total leave pay from Whitman County plus PFML, shall not exceed his/her regular wages. It is an employee's choice to use accruals (sick, sick bank, vacation, compensatory time, floating holiday, additional straight hours) but they shall not exceed the difference between their full pay and the PFML benefit. Accruals are not considered supplemental as defined by the PFML. Employees must report the use of accruals when applying for PFML. The state will then pro-rate the employee's benefit accordingly. PFML and federal FMLA may run concurrently or consecutively, at the employee's request, if the employee is eligible and requests both forms of leave. Reviews for eligibility under the federal FMLA are completed by the Human Resources Department in accordance with Whitman County policy.

9. Information pertaining to PFML must be retained in accordance with RCW 50A.020.030

All information pertaining to PFML must be retained for a period of at least six (6) years. Such information is confidential except for disclosures to ESD and public employees in the performance of their official duties.

084326 24. There were no COVID-19 related discussions/decisions.

CORRESPONDENCE:

D084326A 25. The following correspondence was received:

084327 25A. A letter supporting Whitman County's Kirkendahl/Sand Road Reconstruction and Pullman Truck Bypass Creation was received from the City of Pullman.

084328 26. Commissioners' pending list reviewed.

084329 26A. The following Public Works related issues approved/updated:

ACTION ITEMS:

084330 27. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve and sign the Rural Arterial Program (RAP) Amendment #2 for the Almota Road Phase 3 project as presented.

084331 28. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve and sign the interlocal agreement between Garfield County Public Works and Whitman County Public Works as presented.

084332 29. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve publishing a notice of public hearing to take comment on amending the Solid Waste Management Plan (SWMP), to be held in this room at 10:45 a.m. on May 17, 2021.

DIVISION UPDATES:

D084332A 30. The following division updates provided by Public Works staff.

Engineering Division:

D084332B 30A. The Cherry Cove crushing project will begin next week.

Maintenance Division:

D084332C 30B. Maintenance crews are grading, crack sealing, doing some asphalt work and preparing for the Johnson Road/Johnson Cut-Off Road work.

D084332D 31. Approved documents signed.

11:00 a.m. - Recess.

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

Remote Attendance

Mike Berney, GCBH-ASO.

084333 32. Mr. Berney reviewed the Greater Columbia Behavioral Health (GCBH) Administrative Service Organization (ASO) regular Executive Committee meeting held April 1, 2021.

D084333A 32A. No Executive Session was needed.

D084333B 32B. Whitman County voted in favor of approving warrants and vouchers.

D084333C 32C. State updates:

- The ASO will not be subject to B&O taxes. GCBH-ASO received a letter from the Department of Revenue that it is exempt from Washington B&O Tax beginning in 2021. This also means we no longer need to look at changing the legal status of the GCBH again.
- GCBH-ASO is the only Region to provide 100% of its supplemental data into the State.
- There will be some kind of increase in both the Mental Health and Substance Abuse Block Grants.

D084333D 32D. ASO Updates:

- The ASO's financial statements reflect that it is where it needs to be at this time in the budget cycle.
- The annual State Audit is completed. The ASO received an unmodified opinion (no weaknesses or deficiencies).
- GCBH-ASO is trying to pull together some information on suicides within the Region.
- No compliance issues in March.
- Discussion on whether to have an in-person meeting of the Executive Committee in May.

084334 32E. Other Updates:

- Initial Involuntary detentions moved from 72 to 120 hours.
- Criminal Justice Treatment Account (CJTA) letter from the State. Mr. Berney will provide additional information regarding this matter.
- PRC continues to provide most services via tele-health or telephone. Requests for services have increased significantly. Crisis services are similar to previous years though detentions were up in the last month which happens periodically. Joint brainstorming with WSU.
- Practice the Pause/Whitman County Task Force.
- Meetings with District Courts.
- Spoke with the new Drug Court Administrator for Superior Court.

1:50 p.m. - Recess.

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

Present: Denis Tracy, Jessica Jensema.

084335 33. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to go into executive session with the above individuals until 3:00 p.m. in accordance with RCW 42.30.110(1)(b) for matters related to real estate acquisition.

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

4:00 p.m. - Board Business Continued/Joint Workshop with Port of Whitman.

Port: Karl Webber, Kristine Meyer, Tom Kammerzell, Sarah Highfield.
County: Dean Cornelison, Jessica Jensema.
Guest: Evan Ellis.

084336-084336A 34-39. The following items were discussed but no action was taken.

- SR 270 Port Site
- Pullman-Moscow Airport Terminal Support
- Snake River Family Festival
- Fiber Build-Out
- Port of Wilma Road
- ARPA Funds

4:35 p.m. - Recess.

D084336B THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for **Monday, May 10, 2021 at 9:00 a.m.** Arthur D Swannack, Chairman, Michael Largent (remotely) and Tom Handy (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board and Corey Mitzimberg, Deputy Clerk of the Board attended.

9:00 a.m. - Reconvene/Board Business Continued.

Remote Attendance:

Staff: Bailey Wiedmer, Bill Tensfeld, Brandy Dean, Chris Nelson, Chris Skidmore, Fletcher Aukerman, Jessica Jensema, Kelli Campbell, Lance Bishop, Mark Storey, Sandy Jamison, Sharron Cunningham, Wraylee Flodin.
Guest: Jacob Jones, WC Gazette/397-4333.

D084336C 40. Approved consent agenda items signed.

084337-084338 41. Treasurers Wire Transfers and Check Report in the amount of **\$396,366.69**, Payroll warrants numbered **354570-354575** for **\$657,456.83** and General/Veterans' Relief/Payroll warrants numbered **354577-354666** for **\$134,351.96** approved.

084339-084342 42. Personnel change orders approved.

084343 42A. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to amend the agenda adding items #42B and 42C.

084344 42B. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the 2nd Interlocal Agreement for E911 Emergency Communication and Dispatch System as presented.

084345 42C. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize the publishing of a notice for a public hearing to review the CDBG-PS grant contract #20-62210-016 and the programs performance.

084346 43. There were no COVID-19 related discussions/decisions.

9:05 a.m. - BOCC Workshop.

084347 44. The following items were discussed but no action was taken.

- WSU Steam Plant
- Redistricting
- CJTA Dollars
- WSAC Meeting
- Malden Tax Title Property
- Malden Clean-up
- Johnson Road/Johnson Cutoff Road
- Port of Wilma Interlocal Agreement
- COVID-19 Update
- COBRA/Fed. Recovery Act Eligibility

9:50 a.m. - Recess.

10:00 a.m. - Executive Session.

Present: Denis Tracy, Jessica Jensema.

084348 45. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to go into executive session with the above individuals until 11:00 a.m. in accordance with RCW 42.30.110(1)(b) for matters related to real estate acquisition.

11:00 a.m. - Return to Open Session/Adjourn.

D084348A Commissioner Largent **moved** to adjourn the **May 3 and May 10, 2021** meeting. Motion **seconded** by Commissioner Handy and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **May 17, 2021**. The foregoing action made this **10th** day of **May 2021**.

ss/ TOM HANDY, COMMISSIONER
ss/ MICHAEL LARGENT, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

ARTHUR D. SWANNACK, CHAIRMAN
Board of County Commissioners