

# A G E N D A

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, NOVEMBER 19, 2018

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9:30

COUNTY COMMISSIONERS

Chairman Johnson

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) Public comment period (time limitations may be imposed)

**PLEASE NOTE:** *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- a) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
- b) **Public Hearing:**
  - 1) To consider amendments to the 2018 Walla Walla County Budget
- c) **Action Agenda Item:**
  - 1) Resolution \_\_\_\_\_ - Amendments to the 2018 Walla Walla County Budget
- d) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' sessions of November 5 and 6, 2018, special meeting of November 9, 2018, and cancelled sessions of November 13 and 14, 2018
  - 2) Resolution \_\_\_\_\_ - Setting a date of public hearing to consider adoption of the 2019 Walla Walla County property tax levies and 2019 County Budget

BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A  
HEARING DATE TO CONSIDER  
ADOPTION OF THE 2019  
WALLA WALLA COUNTY  
PROPERTY TAX LEVIES AND  
2019 COUNTY BUDGET



RESOLUTION NO. **18**

**BE IT RESOLVED** by this Board of Walla Walla County Commissioners that, pursuant to RCW 36.40.071, a public hearing to consider adoption of the 2019 Walla Walla County property tax levies and 2019 Walla Walla County Budget shall be set for Monday, December 3, 2018, at the hour of 9:30 a.m., or as close thereto as possible, in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla.

**BE IT FURTHER RESOLVED** that copies of said Budget shall be available from the office of the Walla Walla County Auditor or the county website.

*"Passed this 19th day of November, 2018 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent."*

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*

## COUNTY COMMISSIONERS (continued)

### **d) Consent Agenda Items (continued):**

- 3) Resolution \_\_\_\_\_ - Approving an Educational Affiliation Agreement between Walla Walla County Corrections Department and Whitman College
- 4) County vouchers/warrants/electronic payments as follows: 4202894 in the amount of \$22,261.72 (draw taxes)
- 5) Payroll action and other forms requiring Board approval

### **e) Action Agenda items:**

- 1) Proposal 2018 11-19 LTAC (Lodging Tax Advisory Committee) – Approving the recommendations from the County Lodging Tax Advisory Committee for 2019 tourism grant awards
- f) Miscellaneous business to come before the Board
- g) Review reports and correspondence; hear committee and meeting reports
- h) Review of constituent concerns/possible updates re: past concerns

**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING  
AN EDUCATIONAL AFFILIATION  
AGREEMENT BETWEEN WALLA  
WALLA COUNTY CORRECTIONS  
DEPARTMENT AND WHITMAN  
COLLEGE



**RESOLUTION NO. 18**

**WHEREAS**, the Walla Walla County Corrections Department has offered an Educational Affiliation Agreement to Whitman College; and

**WHEREAS**, said agreement benefits the citizens of Walla Walla County and county department operations; and

**WHEREAS**, the County Prosecuting Attorney and Risk Manager have reviewed said agreement; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve said agreement, and authorize County Director of Corrections, Norrie Gregoire, to sign the same.

*Passed this 19<sup>th</sup> day of **November, 2018** by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

**Attest:**

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*

## EDUCATIONAL AFFILIATION AGREEMENT

between

Walla Walla County Corrections Department

and

Whitman College

This Educational Affiliation Agreement is entered into by and between Whitman College, an educational, non-profit corporation located in Walla Walla, Washington (the "College") and Walla Walla County Corrections Department of Walla Walla, Washington, an entity of Walla Walla County (the "Facility"). The Agreement shall become effective on the date that the last required signature is affixed to this Agreement.

*Whereas*, the College's Student Engagement Center provides The Community Fellow Program, which places third and fourth year Whitman students at local public, non-profit and government agencies for up to 160 hours per academic year; and

*Whereas*, the College desires to obtain practical experiences for its students who are awarded Community Fellow positions; and

*Whereas*, the Facility wishes to support education in the fields of corrections, law and justice and is willing to provide an internship experience at the Facility for the College's students;

*Now, therefore*, in consideration of the mutual agreement set forth in this document, the Facility and the College agree as follows:

### I. RIGHTS AND RESPONSIBILITIES OF THE FACILITY

- 1.1 The Facility will designate and submit in writing to the College the name(s) and professional and academic credentials of the corrections, law and justice professional responsible for the internship experience. This person(s) shall be given the title of "Site Coordinator."
- 1.2 The Site Coordinator shall, at a minimum:
  - a. Provide for meaningful student orientation;
  - b. Coordinate the educational program at the Facility;
  - c. Provide the student with evaluation and feedback for the purposes of enhancing the student's learning experience and ensuring a quality learning experience.
- 1.3 The Facility will prepare and revise research and learning objectives for the purposes of structuring the clinical practice program and for providing criteria for student evaluation. Revision of objectives will be made as deemed necessary by either party, but the revised objectives must be acceptable to both parties.

- 1.4 Within the framework of the Facility's needs and abilities, the Facility will provide a range of experiences in corrections, law and justice for the student that is appropriate to the student's needs and level of proficiency and that is of adequate size and variety to ensure the best educational experience possible.
- 1.5 The Facility will at all times remain fully and solely responsible for the care, treatment and well being of all Facility clients.
- 1.6 The Facility will look to provide learning experiences and opportunities to work with other disciplines, as appropriate.
- 1.7 The Facility will notify the College in writing at least thirty (30) days prior to student assignment if there are any changes that will significantly affect the student's educational experience.
- 1.8 The Facility will provide the student with instructional and practical experiences on new equipment and techniques as they are required, and as they are available.
- 1.9 The Facility will notify as soon as possible the Student Engagement Center's Assistant Director for Internship Programs of problems arising with individual students or groups of students.
- 1.10 The Facility will evaluate the student in accordance with the guidelines provided by the College.
- 1.11 In the event of a medical emergency involving the student at the Facility, the Facility will contact emergency medical services or transport the student to an appropriate local emergency medical facility. The cost of any such treatment is to be borne by the student and/or the student's health insurance provider and not by the Facility.
- 1.12 The Facility will provide direct supervision of the Community Fellow student.
- 1.13 The Facility will maintain records and reports on the student's performance. Information shall be shared with the College by using forms supplied by the College or through such other means of communication approved by the College.
- 1.14 The Facility will assist the College and the student by providing information regarding, where applicable, facilities, housing, transportation, policies, and such other information as might be necessary for the student.

## II. RIGHTS AND RESPONSIBILITIES OF THE COLLEGE

- 2.1 The College will designate and submit in writing to the Facility the name,

professional and academic credentials, and faculty rank of the faculty person(s) assigned the title of "Program Director."

- 2.2 The Program Director shall, at a minimum:
  - a. Coordinate student assignments with the Facility;
  - b. Work with the Site Coordinator to provide quality experiences for the student and the Facility; and
  - c. Foster healthy and effective communications between the College and the Facility in all matters relating to this Agreement and the student experiences contemplated by it.
- 2.3 College shall maintain, in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, professional and general liability insurance for itself and those students participating in the Community Fellow Program. College shall provide Facility with evidence of insurance if so requested.
- 2.4 The College will maintain ultimate authority and responsibility over its students, pertaining to their educational experience; this includes the right to revoke or terminate any student assignment to the Facility.
- 2.5 The College will encourage suggestions from the Facility regarding Community Fellow Program improvement.
- 2.6 Wherever possible, the College will visit the Facility at least once a year and participate in written and telephone communication exchanges whenever indicated. These communications should be put in a permanent log for future reference and proper documentation.
- 2.7 The College will have the right to review and inspect the Facility, subject to any safety or security protocols and/or any state or federal privacy or confidentiality laws. On-site visits may include evaluations of assignment of selected objectives, special lectures and similar activities, at the discretion of the College Program Director.
- 2.8 The College will provide student evaluation forms to the Facility prior to the student's arrival.
- 2.9 The College will hold the student responsible for her/his own transportation, housing, and attire, if not voluntarily provided to the student by the Facility.
- 2.10 To the fullest extent permitted by law, the College agrees to indemnify, defend and hold the Facility, Walla Walla County, and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to

court costs, attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which 1) are caused in whole or in part by any act or omission, negligent or otherwise, of the College, its employees, agents, volunteers or students participating in the Community Fellow Program; or are directly or indirectly arising out of, resulting from, or in connection with performance of this Agreement. This indemnification obligation of the College shall not apply in limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the Facility or Walla Walla County. The foregoing indemnification obligations of the College are a material inducement to the Facility to enter into this Agreement, and have been mutually negotiated by the Parties.

### III. MUTUAL RIGHTS AND RESPONSIBILITIES

- 3.1 There will be no unlawful discrimination on the basis of race, religion, sex, creed, age, disability, sexual orientation, gender identity, national origin or other legally protected characteristics with regard to the educational or practice experience of the student.
- 3.2 Neither party will consider the student to be an employee of either party nor is the student entitled to wages, employment or unemployment benefits. The student is participating in this program as a student in the process of developing corrections, law and justice knowledge and experience under the guidance and direction of the Facility staff.
- 3.3 Although the student is not to be considered as an employee, the student will be expected to obey all rules, regulations and procedures of the Facility as required of an employee of the Facility. The rules, regulations and procedures will be available to the student through the Site Coordinator of the Facility.

### IV. MISCELLANEOUS

- 4.1 The term of this Agreement is for a period of twelve (12) months from the date this Agreement becomes effective. The Agreement shall automatically renew for subsequent twelve (12) month periods, unless and until notice of termination is provided. Either party may terminate this Agreement upon sixty (60) days written notice to the other party, with or without cause. If the Agreement is terminated during a student assignment at the Facility, the student will be permitted to complete her/his assignment prior to the termination of this Agreement becoming effective.
- 4.2 This Agreement may be revised, modified or amended only in writing and with



the signatures of authorized representatives of the parties.


- 4.3 The autonomy of the College and of the Facility will be observed at all times.
- 4.4 Visits by College staff to the Facility are welcome to plan and evaluate the pre-professional practice program, discuss student performance, learn new skills and arrange for additional educational experiences.
- 4.5 No monetary compensation will be exchanged between the College and the Facility, including any staff of the College and the Facility.
- 4.6 The student's physical status will be such that it will not prevent her/him from fulfilling the professional requirements set forth by the Facility, with or without reasonable accommodation.
- 4.7 Any publication of materials by students or College staff based upon research or practice experience at the Facility should mention the name of the Facility. Publications by the Facility, based on student research or practice should mention the name of the College.

*On the terms and conditions above, this Educational Affiliation Agreement is hereby entered into by the parties.*

**Walla Walla County Corrections Department**

**Whitman College**

\_\_\_\_\_  
Title: Director

  
\_\_\_\_\_  
President or Provost

Dated: \_\_\_\_\_

Dated: November 6, 2018

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**9:45**

**COUNTY FAIRGROUNDS**

**Bill Ogg**

- a) Fairgrounds update and miscellaneous

Walla Walla Fair and Frontier Days

August 28 thru September 2, 2019

Bill Ogg, CFE  
General Manager



Walla Walla County Board of Commissioners  
Department Head Report  
November 19, 2018

- A. Fairgrounds Department Staffing
  - 1. Operations Specialist Position
- B. Fairgrounds Physical Plant Improvement
  - 1. Pavilion West Wing Roof Replacement
- C. Expand Fairgrounds Facility Usage:
  - 1. Event Reports:
    - a. BMHS Furr Ball
    - b. Providence St. Mary Employee Appreciation Banquet
    - c. Royalty Tryouts and Coronation
    - d. Junge Jingle plus two estate sales
    - e. Big Top Promotions Gun Show
    - f. Walla Walla community Council; City Employee Awards
    - g. Christmas Trio
    - h. Misc: Team Pennings, Barrel Races, WWCC Rodeo Team practices and private functions
    - i. Championship of Champions Indian Relay Races Sept 21-23
  - 2. Future Events:
    - a. Primarily private events
    - b. New Years Eve Rodeo
- D. Sponsorships:
  - 1. Major Sponsor Appreciation and Fulfilment luncheon
- E. Fair Board:
  - 1. Participating in professional improvement opportunities

10:00

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Tom Glover**

- a) Department update and miscellaneous

**10:15**

**PUBLIC WORKS DEPARTMENT**

**Tony Garcia**

- a) Accept report of the Engineer re: vacation of a portion of the right of way for the alleys of Block 1 dedicated in Cummins' Addition to Town of Touchet (public hearing scheduled for November 26, 2018)
  
- b) Department update and miscellaneous

## REPORT OF THE COUNTY ENGINEER

### TO THE HONORABLE BOARD OF WALLA WALLA COUNTY COMMISSIONERS

Pursuant to Resolution 18 280 setting a hearing date for the vacation of the right of way for the Alleys of Block 1 dedicated in Cummins' Addition to Town of Touchet, filed in Book D of Plats at Page 27, records of Walla Walla County, Washington. I have examined, along with the County Surveyor, the right of way as described on attached EXHIBIT "A". In accordance with RCW 36.87, I submit the following report.

**USE:** The right of way(s) which is hereby proposed for vacation is unused alleys that have no benefit to the county road system. Once the right of way is vacated there will be an access easement created to provide access to the adjacent parcel.

**CONDITION:** Undeveloped and unused.

**OPINION:** Said right of way(s) is not necessary to the existing County road system and should be vacated. Once vacated, said right of way will become part of the adjacent private properties by function of law.

### **OTHER FACTS, MATTERS, AND THINGS OF IMPORTANCE:**

Upon review, County staff confirms that said Alleys of Block 1 dedicated in Cummins' Addition to Town of Touchet are not needed by the Public for future development in the area.

### **RECOMMENDATION:**

That said right of way be vacated.

DATED this 19<sup>th</sup> day of November, 2018

Respectfully submitted,

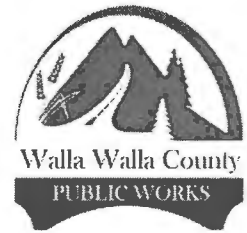
Tony Garcia, P.E.  
Director/County Engineer

## **EXHIBIT "A"**

THE ALLEYS OF BLOCK 1 OF CUMMINS ADDITION TO TOWN OF TOUCHET IN BOOK "D" AT PAGE 27, RECORDS OF WALLA WALLA COUNTY, WASHINGTON, SITUATED IN THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 33 EAST, W. M.

**Walla Walla County Public Works  
PO Box 813  
Walla Walla, WA 99362**

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To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 15 November 2018

Re: Director's Report for the Week of 12 November 2018

**Board Action: 19 November 2018**

**Miscellaneous:**

**Report of the County Engineer for the vacation of the right of way for the Alleys of Block 1 dedicated in Cummins' Addition to Town of Touchet**

**ENGINEERING:**

- Blue Creek Bridge/Mill Creek FH: Moving material from Blue Creek cuts to Mill Creek fills.
- Mill Creek Road MP 1.1 to MP 3.96: Continue to work on ROW.
- Mud Creek: County crew performed potholing to determine subsurface conditions.
- Whitman Drive W.: Working on ROW with Walla Walla University.

**MAINTENANCE/FLEET MANAGEMENT:**

- South and North crews monitoring for ice and treating roads as needed. Also, ditching, blading and burning weeds.
- Vegetation/Sign crew trimming vegetation along certain county roads.
- Garage staff working on patrol car setups and routine vehicle maintenance.

**ADMINISTRATION:**

- Continue to work on Union Negotiations.
- Finalizing business plan for 2019.
- Working on initial counseling department wide.
- Attended the WSAC Conference.



**10:30**

**PROSECUTING ATTORNEY**

**Jim Nagle/Jesse Nolte**

- a)** Miscellaneous business for the Board
- b)** Possible executive session re:  
litigation or pending or potential  
litigation (pursuant to RCW 42.30.110(i))

10:40

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Memorandum of Agreement Regarding Health and Welfare by and between Walla Walla County and Teamsters Local Union No. 839 (Sheriff's Office Administrative Support Employees)
- d) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Personal Services Agreement between Diana Erickson Consulting and Walla Walla County for Assessment Services
- e) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A MEMORANDUM  
OF AGREEMENT REGARDING  
HEALTH AND WELFARE BY AND  
BETWEEN WALLA WALLA COUNTY  
AND TEAMSTERS LOCAL UNION NO.  
839 (SHERIFF'S OFFICE  
ADMINISTRATIVE SUPPORT  
EMPLOYEES)

**RESOLUTION NO. 18**

**WHEREAS**, the Walla Walla County Sheriff's office administrative support employees previously were members of the Walla Walla Sheriff's Corrections & Professionals Association; and

**WHEREAS**, pursuant to Walla Walla County Resolution 15 141, the Board of County Commissioners created a County Department of Corrections no longer under the Sheriff's administration; and

**WHEREAS**, said support employees determined that it was in their best interest to form a separate new Union, and pursuant to Walla Walla County Resolution 18 255, a Collective Bargaining Agreement 2018-2021 Walla Walla County Board of Commissioners and Sheriff Between Teamsters Local Union No. 839 Representing the Walla Walla County Sheriff's Office Administrative Support Employees was approved; and

**WHEREAS**, it has been determined that inadvertently said Agreement did not include language relative to medical insurance, and a Memorandum of Agreement Regarding Health and Welfare has been approved and executed by and for the Union and offered to Employer Walla Walla County; and

**WHEREAS**, Shelly Peters, Human Resources/Risk Manager, reviewed said Memorandum of Agreement with the Board of County Commissioners during their open, public session of November 19, 2018 and recommended approval; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign said Memorandum of Agreement Regarding Health and Welfare.

**BE IT FURTHER RESOLVED** that said Memorandum of Agreement shall be an addendum to the Union's 2018-2021 Collective Bargaining Agreement.

*"Passed this 19th day of November, 2018 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent."*

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*



# MEMO

Date: 11/19/2018

To: BOCC

From: Shelly Peters, HR/ Risk Management

## Action Item: Approval of Memorandum of Agreement-Health and Welfare-Sheriff's Admin. Union Group

**Summary:** During union negotiations for the Sheriff's Admin group, which was their first contract, the Union did not propose any language regarding medical insurance. The Parties fully ratified an agreement that maintained the status quo on medical but due to the medical increases, that status would have been detrimental to the bargaining unit members.

**Background:** The past practice has been that the County pays a flat monthly contribution towards employee's medical, dental, vision and life benefits. Each year when the premiums rise the County uses a weighted average and pays the first 5% of the increase in premiums and the increase above the 5% is shared 50-50 between the County and the employee.

**Funding:** The Sheriff's personnel benefits budget line/s.

**Conclusion/Recommendation:** It is recommended that the Board approve the MOA with the Teamsters Local Union No. 839 regarding health and welfare benefits to keep the Sheriff's Admin bargaining union consistent with the rest of the County.

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Submitted By:

Name	Department
Shelly Peters	HR/Risk Mgmt.

**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF A  
PERSONAL SERVICES  
AGREEMENT BETWEEN DIANA  
ERICKSON CONSULTING AND  
WALLA WALLA COUNTY FOR  
ASSESSMENT SERVICES



RESOLUTION NO.

**WHEREAS**, RCW Chapter 39.34 authorizes local governmental units to enter into agreements; and

**WHEREAS**, pursuant to an approved Labor Agreement between Walla Walla County Board of Commissioners and the Washington State Council of County and City Employees, Local 1191-WC of the American Federation of State, County, and Municipal Employees, AFL-CIO, Current Expense Courthouse Employees, as provided in Article XVI – Bilingual Incentive Program, the County wishes to utilize the services of a third-party assessor to test the oral and written Spanish-speaking skills of certain Walla Walla County employees; and

**WHEREAS**, a Personal Services Agreement between Diana Erickson Consulting and Walla Walla County to provide the testing assessment services needed has been signed by Ms. Erickson and reviewed by the prosecuting attorney's office and the County Human Resources/Risk Manager Department; now therefore

**BE IT RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign said Personal Services Agreement between Diana Erickson Consulting and Walla Walla County.

*"Passed this **19th day of November, 2018** by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent."*

Attest:

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*

11:00

DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

a) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Approving out of state travel for Department of Community Health Employee (Knutson)

b) **Action Agenda Items:**

- 1) Proposal 2018 11-19 DCH  
Approval to offer salary above mid-range for Clinic Services Division Manager

- c) Program Update: Environmental Health - Recreational Water Facilities and Onsite Sewage Systems

- d) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
DEPARTMENT OF COMMUNITY  
HEALTH EMPLOYEE (KNUTSON)



RESOLUTION NO. **18**

**WHEREAS**, Walla Walla County Department of Community Health Director, Meghan DeBolt has requested approval for out of state travel for Sierra Knutson, Homeless/Housing Coordinator, to travel to Boise, Idaho for Baldrige Examiner Training, December 11-12, 2018; and

**WHEREAS**, said training is a requirement to administer RCW 36.22.179 funds; and

**WHEREAS**, all expenses for this training will be covered by grant funds; and

**WHEREAS**, pursuant to County policy, an employee Travel Authorization form has been submitted for review and consideration; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

**BE IT FURTHER RESOLVED** that additional time required to travel to and from said training, if necessary, is also approved.

*Passed this 19th day of **November, 2018** by Board members as follows: \_\_\_ Present or \_\_\_ Participating via other means, and by the following vote: \_\_\_ Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_ Absent.*

**Attest:**

\_\_\_\_\_  
Connie R. Vinti, Clerk of the Board

\_\_\_\_\_  
James K. Johnson, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
James L. Duncan, Commissioner, District 3

*Constituting the Board of County Commissioners  
of Walla Walla County, Washington*



# MEMO

Date: 10/25/2018

To: BOCC

From: Meghan M. DeBolt, MPH/MBA  
Administrator

Intent – Out of State Travel

Topic – Required training for Homeless/Housing Coordinator in order to administer RCW 36.22.179 funds (2163 document recording fees)

## **Summary**

With the passage of HB 1570 in July 2018, Walla Walla County will surpass more than \$300,000 in document recording fees each year. With this increased amount of funds, RCW 36.22.179 requires all counties to submit a Washington State Quality Assessment application for review. This requires specialized training in order to complete the application. This year's training occurs in Boise, ID. Failure to attend the trainings means that the County will be unable to submit an application which would mean withdrawal of document recording fees from County supervision.

## **Cost**

\$882.50 (per diem, travel, lodging)

## **Funding**

Billable to 2163 fund.

## **Alternatives Considered**

N/A

## **Acquisition Method**

N/A

## **Security**



N/A

**Access**

N/A

**Risk**

None

**Benefits**

The County will be able to continue to administer the document recording fees.

**Conclusion/Recommendation**

Recommend approval of out of state travel.

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Submitted By

Meghan DeBolt, DCH

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Name	Department	Date
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# Attachment 1

## Walla Walla County Health Department Travel/Training Authorization

*To be completed by Employee*

<b>Date of Travel:</b> 10.25.18		<b>TA#</b>	
<b>Employee Attending:</b> Sierra Knutson		<b>Estimate of Cost (Includes all costs even prepaid)</b>	
<b>Meeting/Training:</b> Washington State Quality Assessment, RCW 36.22.179		<b>Transportation</b>	
<b>Start time/date:</b> 12/11/2018 @0800	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 400.00	
<b>End time/date:</b> 12/12/2018 @1600	<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$	
<b>Location:</b> City: Boise State: ID	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$	
<b>Title of Meeting/Training:</b> (Attach agenda/training brochure) Washington State Quality Assessment Training	<b>Lodging</b> night(s) 2 @ \$ 81.00 +TAXES	\$ 130.00	
<b>Departure Date:</b> 12/10/2018 <b>Time:</b> 11:00	<b>Meals</b> Breakfast(s) @ \$	\$	
<b>Return Date:</b> 12/12/2018 <b>Time:</b> 2300	Lunch(s) 3 @ \$ 13.75	\$ 41.25	
<b>Place of Lodging:</b> Holiday Inn Express Boise-University Area	Dinner(s) 3 @ \$ 13.75	\$ 41.25	
<b>Cancel Date:</b> NA	<b>Registration/Tuition :</b>	\$ 200.00	
<b>Phone Number:</b> (208) 345-2002	<b>Cancel Date:</b>		
		<b>Total Expenses</b>	\$ 882.50
<b>WSQA training as mandated by governing of funds 2163 RCW 36.22.179</b>			

Credit Card Use:  Yes  No Date Needed: 10/31/2018

Credit Card Use Policy: I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Sierra Knutson

Digitally signed by Sierra Knutson  
Date: 2018.10.25 16:08:57 -07'00'

Signature of Employee & Date

Out of state travel:  Yes  No (Attach Resolution for Out of State Travel)

Approved by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Director: \_\_\_\_\_ Date: \_\_\_\_\_

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation  
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1

PENW  
**Baldrige Examiner  
Training**

**Boise, Idaho  
December 11 & 12, 2018**



Hosted by St. Luke's Health System  
Date: December 11 & 12  
Time: 8:30 AM- 4:00 PM  
Location: 400 S Broadway Ave, Boise, ID  
83712

Registration: \$199 per person, includes all training materials. For further information and registration, please visit:  
[www.performanceexcellencenw.org](http://www.performanceexcellencenw.org)

A study by Truven Health Analytics links hospitals that adopt and use the Baldrige Criteria to successful operations, management practices, and overall performance. ([Baldrige Impacts](#))

Training will focus on seven categories:

- Leadership
- Strategy
- Customers
- Measurement, analysis, and knowledge management
- Workforce
- Operations
- Results

All of which are based on a set of core values and concepts that are found in high-performing organizations.

Is your organization doing as well as it could?

How do you know?

What and how should your organization improve or change?

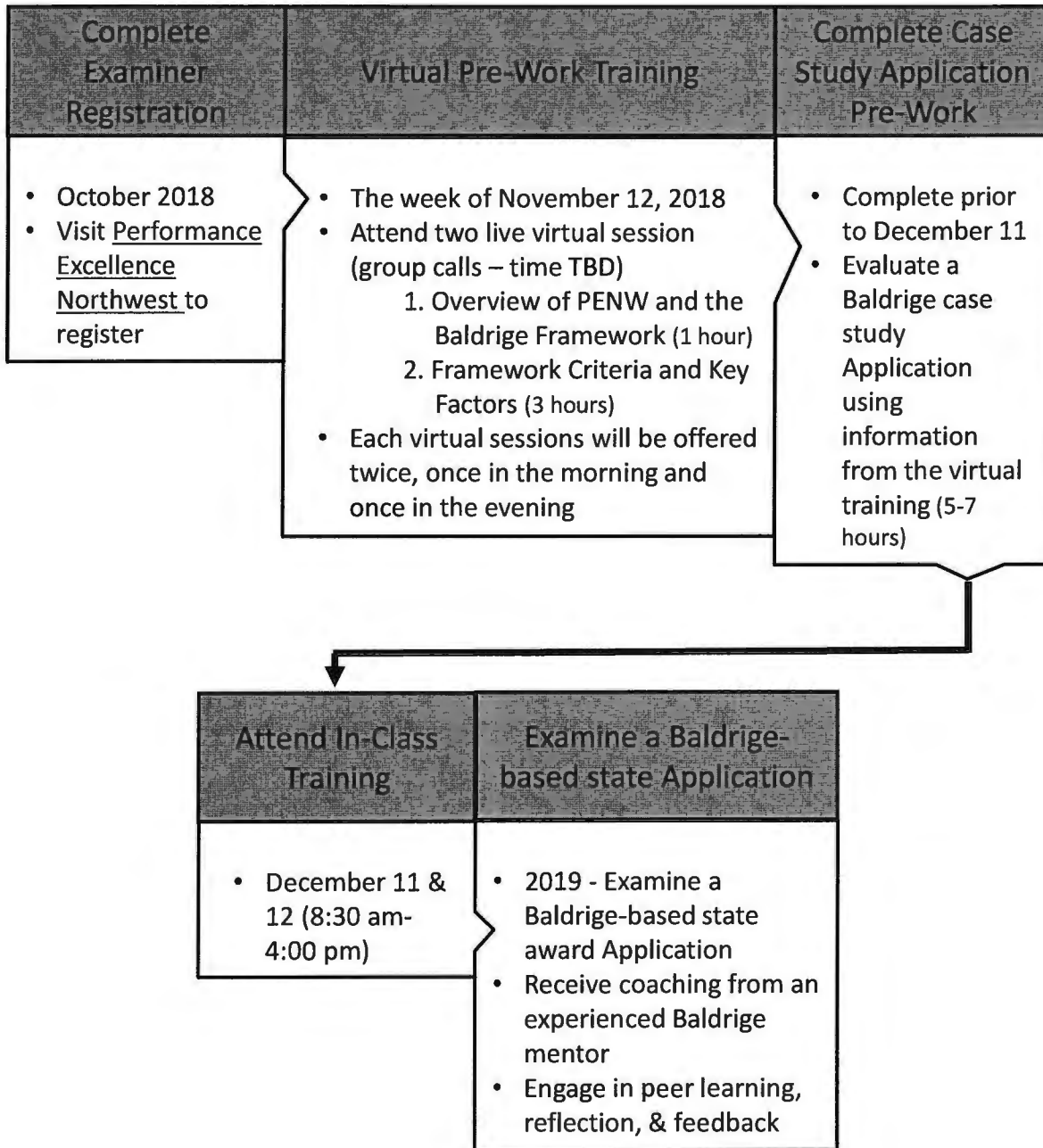
### **Why Become a Baldrige Examiner?**

The Baldrige Framework is an evidence-based best practice model used to build a culture of improvement and high performance within organizations. What you will learn in this training:

- Understand organizational systems theory and how to better optimize the whole, as well as the parts, including the importance of a leadership system
- Review a Baldrige-based application and provide feedback for the applicant to consider when making future improvements
- Explore continuous improvement thinking and tools to address your current gaps or opportunities
- Achieve higher levels of performance as a team, department and organization (with a little hard work)

PENW examiners volunteer their time and skills to assess Baldrige-based applications from Idaho, Washington, Oregon and Alaska. This provides the Examiner valuable insight into other organizations, as well as creates a shared-learning environment and community.

## Baldrige Examiner Training Schedule Overview



*Additional information about the Examiner volunteer process can be found in the accompanying document “Baldrige-based Examiner Training Additional Information.”*

### Resources:

- [Performance Excellence Northwest](#)
- [NIST Baldrige Performance Excellence Program](#)



# MEMO

Date:

Proposal ID: 2018 11-19

To: BOCC

From: Meghan M. DeBolt, MPH/MBA  
Administrator

Intent – Gain BOCC approval to offer Clinic Services Division Manager above median salary

Topic – Clinic Services Division Manager

## **Summary**

In October 2018, you approved moving the Clinic Services Division Manger to full time at a mid-range 8. At the same time, we expanded the qualifications for this position to include public health, epidemiology, and nutrition (which are the programs this position oversees). Upon posting this updated position, we were able to recruit a highly qualified applicant with their Masters in Public Health in Nutrition Science, who is a registered dietician. These credentials are necessary for our WIC program, thus this individual, if hired, will be able to help fill the current vacancy in our WIC program and will be able to take on the WIC Coordinator role when our current WIC Coordinator retires (within 5 years).

Considering the qualifications of this position, I would like to offer this position at \$70,000 per year which is \$500 above mid-range 8 (\$69,582).

## **Cost**

The additional cost is a wash because we will be able to bill our WIC contract for these services. We will actually save money by not having to hire an additional WIC Certifier (\$65,000 cost per year).

## **Funding**

WIC contract with Department of Health.

## **Alternatives Considered**

Offer position at lower salary.

**Acquisition Method**

...

**Security**

N/A

**Access**

N/A

**Risk**

....

**Benefits**

Hiring this individual will become a critical part of our succession planning for WIC.

**Conclusion/Recommendation**

Recommend that the BOCC approve the Director's recommendation to offer the Clinic Service Division Manger at \$70,000 per year.

Submitted By

Meghan DeBolt, DCH

Name	Department	Date

Name	Department	Date

Disposition

\_\_\_ Approved

\_\_\_ Approved with modifications

\_\_\_ Needs follow up information

\_\_\_ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

11:30

**COUNTY COMMISSIONERS**

- a) Review and possible discussion/ decision regarding an application for funding from the County Community Outreach Fund
- b) Discussion and possible decision on request to lease County property space for placement of an ATM
- c) Miscellaneous or unfinished business to come before the Board

12:00

**RECESS**

1:30

**COUNTY COMMISSIONERS**

- a) Miscellaneous or unfinished business to come before the Board

**- A D J O U R N -**

*Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.*

*Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.*