

# A G E N D A

## WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, FEBRUARY 5, 2018

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)
- e) Introduction of new county employees (this is scheduled for the first meeting of each month)

**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.*

- f) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
- g) **Public Hearing:**
  - 1) To consider amendments to the 2018 Walla Walla County Budget
- h) **Action Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Amendments to the 2018 Walla Walla County Budget
- i) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Minutes of County Commissioners' proceedings for January 29 and 30, 2018
  - 2) Resolution \_\_\_\_\_ - Calling for bids for designation of the county legal newspaper for county printing and advertising

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

IN THE MATTER OF CALLING  
FOR BIDS FOR DESIGNATION  
OF THE COUNTY LEGAL  
NEWSPAPER FOR COUNTY  
PRINTING AND ADVERTISING



RESOLUTION NO.

**WHEREAS**, pursuant to RCW 36.72.075, it is time to call for bids for designating the official county newspaper for county printing and advertising for a one year term beginning July 1, 2018 and ending June 30, 2019; now therefore

**BE IT RESOLVED** that the Board of Commissioners of Walla Walla County issue a call for bids for county printing and advertising, to be opened on Monday, March 26, 2018 at the hour of 9:30 a.m. in the Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington.

**BE IT FURTHER RESOLVED** that the Clerk of the Board of County Commissioners, as the County Auditor's designee, shall cause the call for bids to be published.

*"Passed this 5<sup>th</sup> day of February, 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

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of Walla Walla County, Washington*

**COUNTY COMMISSIONERS (continued)**

**i) Consent Agenda Items (continued):**

- 3) County vouchers/warrants/electronic payments as follows: 4044907 through 4044919, totaling \$82,206.86 (payroll draws dated January 12, 2018); 4045043 through 4045083, totaling \$919,823.82 (January payroll); 4194207 through 4194230, totaling \$1,003,366.00 (benefits and deductions)
- 4) Payroll action and other forms requiring Board approval

**j) Action Agenda Items:**

- 1) Proposal 2018 02-05 JJC  
Approval to purchase Risk and Needs Assessment Triage (RANT) cloud-based software
- k) Miscellaneous business to come before the Board
- l) Review reports and correspondence; hear committee and meeting reports
- m) Review of constituent concerns/possible updates re: past concerns

**9:45**

**COUNTY SHERIFF**

**John Turner**

**a) Office update and miscellaneous**

**10:00**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Tom Glover**

- a)** Voluntary Stewardship Program (VSP)  
update provided by Renee Hadley,  
District Manager, Walla Walla County  
Conservation District
  
- b)** Department update and miscellaneous



**Walla Walla County Conservation District**

325 North 13<sup>th</sup> Ave.  
Walla Walla, WA 99362-9526  
Phone (509) 522-6340, Ext. 5

To: Board of County Commissioners  
From: Renee M. Hadley, Walla Walla County Conservation District  
Date: January 30, 2018  
Re: VSP implementation update

The Walla Walla County VSP Work Plan was approved by the state review committee on November 17, 2017. Moving forward, WWCCD will focus on implementing the plan and monitoring. The VSP work group will receive quarterly email updates and aim to meet annually to ensure success of the program.

The state review committee advised that outreach be targeted initially to select landowners. Accordingly, letters with VSP fact sheets were mailed to 229 landowners with more than 100 acres located within 2 miles of the Touchet and/or 5 miles of the Walla Walla River. VSP is relevant to all agriculture land and we will continue to reach out to other landowners over time.

Implementation to date

- 14 landowners (or farm operators) have expressed interest.
- Field verified protection of critical areas on approximately 6300 acres (4 landowners).
- Several have expressed interest in smaller habitat projects (raptor platforms, grass-lined swales, habitat plantings in outground).

General findings (although it is too soon to quantify as a whole county)

- Protection of critical areas is occurring on ag production ground.
- Areas around barnyard/equipment yards, farm roads may be focus area for protection.

WWCCD submits quarterly reports on behalf of the BOCC to the State Conservation Commission as required per the contract between SCC & BOCC. The next quarterly report will be due April 10, 2018 for January to March activities. At this time, we anticipate meeting the benchmarks (goals) as stated in the Work Plan and other obligations of our contract with BOCC.

10:15

**PUBLIC WORKS DEPARTMENT**

**Randy Glaeser**

- a) **Bid Openings:**
  - 1) Chemical Vegetation Control Products
  - 2) 2018 Dump Body
  
- b) **Consent Agenda Items:**
  - 1) Resolution \_\_\_\_\_ - Initiating County Road Project designated as CRP 18-01, Port Kelly Road Railway Crossing
  - 2) Resolution \_\_\_\_\_ - Initiating County Road Project designated as CRP 18-02, Dodd Road Railway Crossing
  
- c) Department update and miscellaneous

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

**IN THE MATTER OF INITIATING A  
COUNTY ROAD PROJECT  
DESIGNATED AS CRP 18-01, PORT  
KELLY ROAD RAILWAY CROSSING**



**RESOLUTION NO.**

**WHEREAS**, the 2015 Fixing America's Surface Transportation ACT (FAST Act) continues the annual set-aside for railway-highway crossing improvements under 23 USC 130(e); and

**WHEREAS**, the Railway-Highway Crossing Program (Section 130) provides funds for the elimination of hazards at railway-highway crossings; and

**WHEREAS**, the Railway-Highway Crossing Program (Section 130) has been correlated with a significant decrease in fatalities at railway-highway crossings; and

**WHEREAS**, the Port Kelly Road railway crossing does not have adequate grade crossing protective devices; and

**WHEREAS**, the Port Kelly Road railway crossing has been selected by the Washington State Department of Transportation to receive funding for physical and operational improvements to enhance the safety and operation of the road and rail traffic at the crossing; now therefore

**BE IT HEREBY RESOLVED** that Port Kelly Road, MP 0.02, Road Log No. 10100, located in Sections 8, Township 6N, Range 31E be improved as follows:

Install physical enhancements to improve safety

This project is declared to be a public necessity and the County Engineer is hereby authorized to proceed with the improvement to the Port Kelly Road railway crossing

**IT IS FURTHER RESOLVED** that appropriation from the officially adopted road fund budget, based on the County Engineer's estimate, be made in the amounts and for the purposes shown:

<b>Purpose</b>	<b>Total Cost</b>	<b>County Funds</b>	<b>Section 130 Funds</b>
Design	\$45,000	\$4,500	\$40,500
ROW	\$0	\$0	\$0
Construction	\$541,300	\$54,130	\$487,170
<b>Total</b>	<b>\$586,300</b>	<b>\$58,630</b>	<b>\$527,670</b>

[ ] This project is included in the officially adopted annual road program as Item No.

[X] This project is hereby made a part of the officially adopted annual road program in accordance with RCW 36.81.130

Passed this 5<sup>th</sup> day of **February, 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

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of Walla Walla County, Washington*



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

**IN THE MATTER OF INITIATING A  
COUNTY ROAD PROJECT  
DESIGNATED AS CRP 18-02, DODD  
ROAD RAILWAY CROSSING**



**RESOLUTION NO.**

**WHEREAS**, the 2015 Fixing America's Surface Transportation ACT (FAST Act) continues the annual set-aside for railway-highway crossing improvements under 23 USC 130(e); and

**WHEREAS**, the Railway-Highway Crossing Program (Section 130) provides funds for the elimination of hazards at railway-highway crossings; and

**WHEREAS**, the Railway-Highway Crossing Program (Section 130) has been correlated with a significant decrease in fatalities at railway-highway crossings; and

**WHEREAS**, the Dodd Road railway crossing does not have current railway crossing protective devices; and

**WHEREAS**, the Dodd Road railway crossing has been selected by the Washington State Department of Transportation to receive funding for physical and operational improvements to enhance the safety and operation of the road and rail traffic at the crossing; now therefore

**BE IT HEREBY RESOLVED** that Dodd Road, MP 0.797, Road Log No. 13000, located in Sections 27,24, Township 8N, Range 31E be improved as follows:

Install physical enhancements to improve safety

This project is declared to be a public necessity and the County Engineer is hereby authorized to proceed with the improvement to the Dodd Road railway crossing

**IT IS FURTHER RESOLVED** that appropriation from the officially adopted road fund budget, based on the County Engineer's estimate, be made in the amounts and for the purposes shown:

<b>Purpose</b>	<b>Total Cost</b>	<b>County Funds</b>	<b>Section 130 Funds</b>
Design	\$45,000	\$4,500	\$40,500
ROW	\$0	\$0	\$0
Construction	\$436,030	\$43,603	\$392,427
<b>Total</b>	<b>\$481,030</b>	<b>\$48,103</b>	<b>\$432,927</b>

[ ] This project is included in the officially adopted annual road program as Item No.

[X] This project is hereby made a part of the officially adopted annual road program in accordance with RCW 36.81.130

*Passed this 5<sup>th</sup> day of **February, 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

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of Walla Walla County, Washington*

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



To: Board of County Commissioners

From: Randy Glaeser, Public Works Director

Date: 1 February 2018

Re: Director's Report for the Week of 29 January 2018

**Board Action: 5 February 2018**

**Bid Openings:**

**In the Matter of a Bid Opening – Chemicals Vegetation Control Products**

**In the Matter of a Bid Opening – 2018 Dump Body**

**Resolutions:**

**In the Matter of Initiating a County Road Project Designated as CRP 18-01, Port Kelly Road Railway Crossing**

**In the Matter of Initiating a County Road Project Designated as CRP 18-02, Dodd Road Railway Crossing**

**ENGINEERING:**

- Mill Creek FH: In condemnation. Expect court date in 2018.
- Blue Creek Bridge: On hold waiting for Mill Creek ROW completion.
- Pflugrad Bridge: Negotiating ROW.
- Mill Creek Road MP 1.1 to MP 3.96: Answering property owner concerns.
- Mud Creek: In design. Plans sent to WSDOT for approval to relocate intersection.
- Whitman Drive W.: In design.
- Byrnes Road: Project will shift road over about 20 feet.
- Middle Waitsburg Road: To be surveyed this summer. Received formal funding agreement from WSDOT.
- Scenic Loop Road: Delayed survey to 2018.
- Miscellaneous: Working on RAP grant due in March.

**MAINTENANCE/FLEET MANAGEMENT:**

- South crews ditching and shoulder work.
- North crews ditching and shoulder work.
- Vegetation/Signs working on bridge restriction signs.
- Garage working on routine maintenance and up-fit of new vehicles.

**ADMINISTRATION:**

- Reviewing applications for Vegetation/Traffic Control Worker.
- Fleet Services Manager/Assistant Chief Road Maintenance out to ad.

**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))

10:45

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) Revised job description approval form - On-call Deputy Coroner
- d) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

a) **Consent Agenda Items:**

- 1) Resolution \_\_\_\_\_ - Setting a date of public hearing to hear comments on a Community Development Block Grant proposal for public service activities

b) **Action Agenda Items:**

- 1) Proposal 2018 02-05 DCH  
Approval of Memorandum of Understanding 2017-2018 with Walla Walla Public Schools
- 2) Resolution \_\_\_\_\_ - Approving Walla Walla County Community Health Advisory Board (formerly Human Services Advisory Board) Bylaws

c) Department update and miscellaneous

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

**IN THE MATTER OF SETTING A DATE  
OF PUBLIC HEARING TO HEAR  
COMMENTS ON A COMMUNITY  
DEVELOPMENT BLOCK GRANT  
PROPOSAL FOR PUBLIC SERVICE  
ACTIVITIES**



**RESOLUTION NO.**

**WHEREAS**, the Washington State Department of Commerce has made contracted Community Development Block Grant funds available to Walla Walla County for Public Service activities; and

**WHEREAS**, it is proposed to sub contract with Blue Mountain Action Council (BMAC) to perform grant related services; and

**WHEREAS**, a public hearing for comments on the grant proposal and subcontract to the Blue Mountain Action Council (BMAC) is required; and

**WHEREAS**, the purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower income persons residing in the Walla Walla, Columbia and Garfield County area; and

**WHEREAS**, comments on the county's and community action program's past performance and use of their 2017 CDBG Public Services Grant will also be received at the hearing, or comments may also be submitted in writing to Walla Walla County between February 5, 2018 and March 5, 2018; and

**WHEREAS**, \$46,988 is proposed to be available annually to the county and the Blue Mountain Action Council to fund public services that principally benefit low- and moderate-income persons; and

**WHEREAS**, an overview of the proposed public services will be available for review at the Commissioners' Chambers, 314 W. Main Street, Walla Walla, March 5, 2018 at 9:30 a.m.

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that a public hearing will be held in the Commissioners' Chambers, 314 W. Main Street, Walla Walla, Washington on March 5, 2018 at the hour of 9:45 a.m., or as close thereto as possible, to consider public comments.

**BE IT FURTHER RESOLVED** that the Clerk of the Board of County Commissioners is hereby instructed to proceed with advertising as necessary.

*Passed this 5<sup>th</sup> day of **February, 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: February 5<sup>th</sup>, 2018

Proposal ID:2018 02-05 DCH

To: BOCC

From: Meghan M. DeBolt, MPH/MBA  
Administrator

Intent – Board of County Commissioners (BOCC) approval of a Memorandum of Understanding (MOU) with Walla Walla Public Schools (WWPS) regarding staff advisor for the Blue Devils Strong Associated Student Body (ASB) group.

Topic – WWPS MOU

## **Summary**

The Department of Community Health and WWPS have been successful in securing funding to bring suicide prevention training to WWPS called Sources of Strength. From this training, student leaders formed an ASB club called Blue Devils Strong and WWPS has asked that Peggy Needham, Walla Walla County Department of Community Health, Behavior Health Prevention Specialist, serve as the formal advisor for the group. The attached MOU reflects the formal agreement and cost of \$34.74 per hour.

## **Cost**

N/A

## **Funding**

\$34.47/hour up to 4 hours per week.

## **Alternatives Considered**

N/A

## **Acquisition Method**

N/A

## **Security**

N/A

## **Access**

N/A

**Risk**

N/A

**Benefits**

N/A

**Conclusion/Recommendation**

It is recommended the Board of County Commissioners approve the Memorandum of Understanding with Walla Walla Public Schools and the Chairman of the Board of County Commissioners shall sign same.

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Submitted By

Disposition

Meghan DeBolt, DCH,

\_\_\_ Approved

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Name

Department

Date

\_\_\_ Approved with modifications

\_\_\_ Needs follow up information

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Name

Department

Date

\_\_\_ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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# Memorandum of Understanding 2017-2018

Walla Walla Public Schools & Walla Walla County  
Department of Community Health  
February 1, 2018 - June 13, 2018

## **Agreement:**

The Memorandum of Understanding (MOU) is established to enter into an agreement between Walla Walla Public Schools and Walla Walla County Department of Community Health in order to provide ongoing support of student led Suicide Prevention programs at Walla Walla High School (Wa-Hi) and Lincoln High School during the remainder of the 2017-2018 school year. This MOU is effective on the date of the final signature and will remain in effect until June 13, 2018. This MOU may only be modified by both parties when in agreement and when done in writing.

## **Responsibility of Walla Walla Public Schools and Wa-Hi/Lincoln:**

1. Walla Walla Public Schools and Wa-Hi/Lincoln understand that Sources of Strength is a best practice youth suicide prevention program designed to harness the power of peer social networks to change unhealthy norms and culture, ultimately preventing suicide, bullying, and substance abuse.
2. Wa-Hi/Lincoln students and staff have received training in Sources of Strength.
3. The school will identify students throughout the school year to serve as student leaders and will provide an appropriate meeting space at the school for training and ongoing support for the Sources of Strength program.
4. School administrators, counselors, teachers, and staff will allow identified students permission to meet with the Walla Walla County Department of Community Health program leader at approved and agreed upon times during the school day, with the understanding that students are responsible for making up any missed work from a class period missed to attend an individual or group meeting.

## **Responsibility of Walla Walla County Department of Community Health:**

1. Administer WWSD background check of Walla Walla County Department of Community Health designated staff member that works with students, cover any associated costs, and grant the WWSD the right to approve or not approve Walla Walla County Department of Community Health staffing at any of the schools.
2. A designated Walla Walla County Department of Community Health staff member will facilitate student led leadership groups in the implementation of Suicide Prevention Programs such as Sources of Strength.
3. Supervision: The Director of Walla Walla County Department of Community Health will provide supervision of the designated staff member,
4. Adhere to the following outline below:

**Program:** Sources of Strength

**Participants:** Students identified by WWSD as Sources of Strength Student Leaders

**Locations:** Lincoln High School  
421 S. Fourth Avenue  
Walla Walla, WA 99362  
(509) 527-3083

Walla Walla High School  
800 Abbott Road  
Walla Walla, WA 99362  
(509) 527-3020

**End Date:** June 13, 2018

**Financial Agreement:**

Walla Walla Public Schools agrees to reimburse the Walla Walla County Department of Community Health an hourly rate comparable to the designated employee's hourly rate to include mandatory benefit costs, as defined by the Walla Walla County Department of Community Health as \$34.47 per hour, for up to five (5) hours each month. Walla Walla County Department of Community Health will invoice Walla Walla Public Schools on a monthly basis.

**I HAVE READ THE WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH AND WALLA WALLA PUBLIC SCHOOLS MEMORANDUM OF UNDERSTANDING AND AGREE TO IT AS STATED AND BINDING.**

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Walla Walla School District Representative Signature

Date

---

Walla Walla County Representative Signature

Date



# MEMO

Date: February 5<sup>th</sup>, 2018

To: BOCC

From: Meghan M. DeBolt, MPH/MBA  
Administrator

Intent – Gain BOCC approval to revise the Human Services Advisory Board bylaws and rename the group to Community Health Advisory Board

Topic – HSAB Bylaws

## **Summary**

The Department of Community Health actively seeks community input and involvement. Since the merger of the Public Health and Human Services departments in 2014, the DCH has continued working with the Human Services Advisory Board, a 15-member advisory board comprised primarily of community members and service providers.

During the Fall 2017 HSAB retreat, I proposed the HSAB consider broadening their scope to include all DCH focus areas and become a formal Community Health Advisory Board. The Board approved this proposal and the attached revised bylaws to formalize the new scope.

Changes to the bylaws are largely rooted in updating the name of the Advisory Board and the DCH positions responsible, the Director of Community Health. Additional revisions include:

- Addition of section outlining Purpose and Scope.
- Removal of RCW references that are no longer applicable.
- Addition of language that allows Board members to participate by phone or videoconference.
- Addition of Conflict of Interest section.
- Addition of language that reflects DCHs responsibility to Columbia County for the provision of Developmental Disability services.

## **Cost**

N/A

**Funding**

N/A

**Alternatives Considered**

N/A

**Acquisition Method**

N/A

**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

N/A

**Conclusion/Recommendation**

It is recommend the BOCC approve the proposed revision to the HSAB bylaws, which, upon approval, will become the Community Health Advisory Board (CHAB).

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

IN THE MATTER OF APPROVING  
WALLA WALLA COUNTY  
COMMUNITY HEALTH ADVISORY  
BOARD (FORMERLY HUMAN  
SERVICES ADVISORY BOARD)  
BYLAWS



RESOLUTION NO.

**WHEREAS**, pursuant to Walla Walla County resolution 12 141, the Board of Walla Walla County Commissioners approved a revision of the Walla Walla County Human Services Advisory Board Bylaws; and

**WHEREAS**, subsequent to the last revision of said bylaws, a determination was made that same needed to be updated and revised; and

**WHEREAS**, staff from the County Department of Community Health and members of the Walla Walla County Human Services Advisory Board had an opportunity to review the bylaws and make suggestions as to changes for consideration by the Board of County Commissioners; and

**WHEREAS**, the Walla Walla County Human Services Advisory Board will formally change to the Walla Walla County Community Health Advisory Board; and

**WHEREAS**, the Walla Walla County Board of Commissioners received the draft bylaws, with proposed changes highlighted; now therefore

**BE IT RESOLVED** by this Board of Walla Walla County Commissioners that they shall approve and sign said Walla Walla County Community Health Advisory Board bylaws as revised and attached.

*Passed this 5<sup>th</sup> day of **February, 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*



**WALLA WALLA COUNTY  
DEPARTMENT OF COMMUNITY HEALTH**

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**COMMUNITY HEALTH ADVISORY BOARD BYLAWS**

**1. NAME**

1.1. The official name shall be the Walla Walla County Community Health Advisory Board, and it is referred to in these Bylaws as the 'Advisory Board'.

**2. PURPOSE AND SCOPE**

2.1. Purpose: The purpose for which the Advisory Board is formed, and the business and objectives to be carried on and promoted by it, are as follows:

2.1.1. Advance the health of our population by decreasing health disparities,

2.1.2. Improve the efficiency of health care delivery, and

2.1.3. To empower individuals and communities through engagement, collaboration, and innovation.

2.2. Scope: The scope of the Advisory Board parallels the scope of administrative and program oversight of the Department of Community Health. Such programs included, but are not limited to:

2.2.1. Access to Affordable Care

2.2.2. Behavioral Health

2.2.3. Chronic Disease Prevention

2.2.4. Developmental Disabilities

2.2.5. Housing and Homelessness

2.2.6. Maternal and Child Health

2.2.7. Outreach and Communication

**3. MEMBERSHIP**

3.1. Membership shall be not less than seven (7) and not more than fifteen (15) members, and shall include:

3.1.1. Citizens with interest in the above outlined programs administered by the Department of Community Health. Efforts will be made to seat consumers of such services, for example:

3.1.1.1. Citizens with interest in developmental disabilities services;

3.1.1.2. Citizens with interest in behavioral health services;

3.1.1.3. Ethnic representation;

3.1.2. Members shall be appointed by the Board of County Commissioners. Nominations for membership may be initiated by the Advisory Board or directly by the County Commissioners.

3.1.3. Advisory Board members shall serve three (3) year terms and until their successors are appointed and qualified except that initially appointed members may serve shorter terms so that an equal number of vacancies occur each year. (RCW 70.96A.300 (2))



**WALLA WALLA COUNTY  
DEPARTMENT OF COMMUNITY HEALTH**

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**COMMUNITY HEALTH ADVISORY BOARD BYLAWS**

3.1.4. Members shall not be compensated for their duties as members of the Advisory Board. (RCW 70.96A.300 (2))

**4. AUTHORITIES**

4.1. The Advisory Board shall:

- 4.1.1. Advise the Board of County Commissioners and the Director of Community Health on matters relating to the Purpose and Scope. Through the Department of Community Health, participate as deemed appropriate in various public meetings and workgroups to assist the Department in determining the needs of county citizens and in setting priorities for services where contractually allowable;
- 4.1.2. Review and recommend to the Board of County Commissioners, through the Community Health Director, plans, budgets, and applications to the Department of Health (DOH), Washington State Department of Social and Health Services (DSHS) and other agencies on behalf of the Department.
- 4.1.3. Monitor the implementation and evaluate the performance of such programs.
- 4.1.4. Provide to the Board of County Commissioners an annual written report on the functionality and operation of the Advisory Board;
- 4.1.5. Such other duties as the Board of County Commissioners may prescribe by rule of resolution or amendment of these Bylaws.

**5. ELECTION OF OFFICERS**

- 5.1. The officers of the Advisory Board shall consist of a Chairperson, Vice-Chairperson and such other officers as the Advisory Board may, by majority vote, approve and appoint.
- 5.2. The officers shall serve for a period of one (1) year, computed from the date of their election, with a limit of two consecutive terms. However, any officer may be removed at any time by a vote of the majority of the Advisory Board entered on record. The election of officers shall take place at least one (1) month prior to the expiration of term for the sitting officers.



**WALLA WALLA COUNTY  
DEPARTMENT OF COMMUNITY HEALTH**

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**COMMUNITY HEALTH ADVISORY BOARD BYLAWS**

**6. OFFICERS**

**6.1. CHAIRPERSON**

6.1.1. The Chairperson shall preside over the meetings of the Advisory Board and may exercise all powers usually incidental to the office, including the full rights as a member of the Advisory Board (including, but not limited to: voting, seconding motions, making motions on discussions).

6.1.2. The Chairperson shall have full power to create standing committees or temporary committees of one or more members, charged with such duties, examinations, investigations, and inquiries relative to subjects of interest to the Advisory Board, as it may by resolution or motion determine. No temporary or standing committee shall have the power to commit the Advisory Board to the endorsement of any plan or program without its submission to and adoption by the Advisory Board.

**6.2. VICE-CHAIRPERSON**

6.2.1. The Vice-Chairperson shall, in the absence of the Chairperson, perform all the duties incumbent upon the Chairperson. If the Chairperson and the Vice-Chairperson are both absent from a meeting, the members of the Advisory Board shall elect a temporary Chairperson who shall have full powers of the Chairperson for the duration of that meeting.

**6.3. SECRETARY**

6.3.1. The Director of Community Health or his/her designated representative shall be Secretary to the Advisory Board.

6.3.2. The Secretary shall keep a record of all meetings of the Advisory Board and the minutes shall be made available upon request.

6.3.3. The Secretary shall keep a serially numbered record of all recommendations of the Advisory Board forwarded to the Board of County Commissioners for action, and record of the action taken by the Board of County Commissioners on those recommendations.

6.3.4. The Secretary shall prepare and distribute notices of meetings to the members of the Advisory Board and to the County Commissioners.





WALLA WALLA COUNTY  
DEPARTMENT OF COMMUNITY HEALTH

---

COMMUNITY HEALTH ADVISORY BOARD BYLAWS

7. COMMITTEES

- 7.1. The Chairperson of the Advisory Board shall appoint the Chairperson of standing or temporary committees; said appointed Chairperson shall be an active member of the Advisory Board. That appointed Chairperson shall also be charged with selecting membership of the standing committees, temporary committees, or sub-committees in order to access necessary expertise to complete the work of the committee.
- 7.2. Committee operations shall follow the rules of procedures as set forth herein.

8. MEETINGS

- 8.1. All meetings will be held in an accessible public venue and announced at least two weeks in advance of any meeting.
- 8.2. The regular meeting shall be held monthly, unless otherwise determined by a quorum of the Advisory Board.
- 8.3. Members of the Board, or any committee, may participate in a meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- 8.4. Community Stakeholders are urged to attend the public Human Services Advisory Board meetings.
- 8.5. The meetings of the Advisory Board shall be open to the public with the exception of executive sessions held pursuant to RCW 42.30.110 as it exists or is amended.

9. QUORUM

- 9.1. A simple majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. Any action taken by a simple majority of those present, when those present constitute a quorum, shall be deemed to be the action of the Advisory Board except in matters relating to the amendment of these Bylaws and the recommendation to the Board of County Commissioners for approval of final plans and budgets.
- 9.2. Recommendations to the Board of County Commissioners for approval of



**WALLA WALLA COUNTY  
DEPARTMENT OF COMMUNITY HEALTH**

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**COMMUNITY HEALTH ADVISORY BOARD BYLAWS**

amendments to these Bylaws and final plans and budgets shall be by the affirmative vote of two-thirds (2/3) of the membership.

**10. ABSENCE OF MEMBERS**

10.1. Members unable to attend a regularly scheduled meeting of the Advisory Board shall so notify the Chair and Secretary in advance via email or phone call. Three consecutive absences may be construed as a neglect of duty; the position may be declared vacant, the member so notified, and the Board of County Commissioners called upon for action.

**11. MINUTES**

11.1. The Secretary shall keep minutes of each meeting for its formal record. Minutes shall include record of decisions made and steps taken by the Advisory Board in the conduct of its business. Minutes shall not include extensive descriptions of discussions leading to decisions or actions, or other work products generated in the conduct of Advisory Board business.

**12. CONFLICTS OF INTEREST**

12.1. No Advisory Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organizations that the member represents.

**13. VOTING**

13.1. Only appointed members of the Advisory Board may vote.

13.2. Voting by email, phone, or other means as appropriate, will be permitted.

13.3. Voting by proxy is not permitted at meetings of the Advisory Board or its committees.

**14. AMENDMENTS**

14.1. The Bylaws may be amended in the following manner:

14.1.1. At any regular meeting of the Advisory Board the proposed amendment shall be submitted in writing and shall be read at that meeting.

14.1.2. The proposed amendment shall then be tabled to the next regular



WALLA WALLA COUNTY  
DEPARTMENT OF COMMUNITY HEALTH

---

COMMUNITY HEALTH ADVISORY BOARD BYLAWS

meeting for action.

- 14.1.3. The Secretary shall send a copy of the proposed amendment to all members of the Advisory Board and to the Board of County Commissioners in a reasonable time prior to the meeting, at which time it shall be acted upon. A two-thirds (2/3) majority shall be sufficient to recommend amendment or alteration of these Bylaws.
- 14.1.4. Said recommendation must then be approved by the Board of County Commissioners.
- 14.1.5. Any amendment or modification of these Bylaws may be initiated by the County Commissioners and upon a written, signed statement of amendment or modification, the Bylaws shall be so changed.

15. DUTIES OF THE COUNTY

15.1. Walla Walla County Department of Community Health shall:

- 15.1.1. Provide all allowable and pertinent information to the Advisory Board so as to allow it to make informed recommendations.
- 15.1.2. Evaluate and respond to all recommendations provided by the Advisory Board to their appropriateness and viability to the delivery of services in Walla Walla County, and Columbia County for the provision of Developmental Disability services and programs
- 15.1.3. Ensure that the Director or designee shall attend and participate at every Advisory Board meeting.

APPROVED and ADOPTED this 5<sup>th</sup> day of February, 2018, by Resolution.

**11:00 COUNTY COMMISSIONERS**

- a) 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.*