

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, DECEMBER 16, 2019

9:30

COUNTY COMMISSIONERS

Chairman Kimball

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.*

- e) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- f) **Public Hearing (continued from December 2 and 9, 2019):**
 - 1) To consider adoption of the 2020 Walla Walla County Budget
- g) **Action Agenda Items:**
 - 1) Resolution _____ - Adopting the Final Budget for fiscal year 2020 for the various County funds
- h) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' sessions of December 9 and 10, 2019
 - 2) Resolution _____ - Setting a date of public hearing to consider amendments to the 2019 Walla Walla County Budget
 - 3) Resolution _____ - Reappointment of Jim Baker to the County Civil Service Commission
 - 4) Resolution _____ - Appointment of Tina Shepard to the Burbank Irrigation District No. 4 Board of Directors

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
DATE OF PUBLIC HEARING TO
CONSIDER AMENDMENTS TO
THE 2019 WALLA WALLA
COUNTY BUDGET



RESOLUTION NO. 19

WHEREAS, subsequent to the establishment of the budgets and adoption of the 2019 Walla Walla County Budget requests have been made to amend the budget; and

WHEREAS, it is necessary to hold a public hearing to consider these matters; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that a public hearing shall be set for Monday, December 30, 2019 at the hour of 9:30 a.m., in Commissioners' Chambers, County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington to consider amending the 2019 budget as follows:

FUND 11800 – FAIR

Revenue	\$50,000.00
Expenditures	\$50,000.00

FUND 16100 – HOMELESS HOUSING

Revenue	\$85,050.00
Expenditures	\$85,050.00

BE IT FURTHER RESOLVED that, upon further review of the 2019 Budget at the time of the above-referenced hearing, if other amendments are proposed and necessary for accounting purposes, those amendments will be made a part of the hearing without further advertising.

Passed this 16th day of December, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
REAPPOINTMENT OF JIM BAKER
TO THE COUNTY CIVIL SERVICE
COMMISSION FOR THE SHERIFF'S
OFFICE

}

RESOLUTION NO. 19

WHEREAS, RCW 41.14.030 provides for a Civil Service Commission for the Sheriff's office in each county, with three members appointed thereto to carry out the provisions of RCW Chapter 41.14; and

WHEREAS, pursuant to Walla Walla County Resolution 11 020 and RCW 41.14, appointments to the Civil Service Commission were made by the Board of County Commissioners and terms of service were established; and

WHEREAS, the term of service for appointee Jim Baker shall expire on December 31, 2019; and

WHEREAS, Mr. Baker wishes to be reappointed, and the other members of the Civil Service Commission have recommended and requested that he be reappointed; now therefore

BE IT HEREBY RESOLVED by this Board of County Commissioners that Jim Baker shall be reappointed to serve as a member of the Civil Service Commission for the Sheriff's office, to serve a term of six years.

BE IT FURTHER RESOLVED that said term of appointment shall be January 1, 2020 through December 31, 2025.

Passed this 16th day of December, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPOINTMENT
OF TINA SHEPARD TO THE BOARD
OF DIRECTORS OF BURBANK
IRRIGATION DISTRICT NO. 4

}

RESOLUTION NO. **19**

WHEREAS, a vacancy has been created on the Board of Directors of the Burbank Irrigation District No. 4 due to Virginia Reed's resignation; and

WHEREAS, RCW 87.03.081 states that vacancies in the office of director of an irrigation district are to be filled by appointment by the Board of County Commissioners; and

WHEREAS, the Board of Directors of Burbank Irrigation District No. 4 has recommended the appointment of Tina Shepard to fill said vacancy; now therefore

BE IT RESOLVED by this Board of County Commissioners that Tina Shepard be appointed to fill said vacancy on the Burbank Irrigation District No. 4 Board of Directors.

BE IT FURTHER RESOLVED that the term of said appointment shall be until the next general election of the Burbank Irrigation District.

Passed this 16th day of December, 2019 by Board members as follows: Present or Participating
via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

COUNTY COMMISSIONERS (continued)

h) Consent Agenda Items (continued):

- 5) Resolution _____ - Salary adjustments for certain Walla Walla County represented and non-represented personnel for year 2020
- 6) County vouchers/warrants/electronic payments as follows: 4214810 totaling \$22,834.24 (draw taxes)
- 7) Payroll action and other forms requiring Board approval

i) Miscellaneous business to come before the Board

j) Review reports and correspondence; hear committee and meeting reports

k) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SALARY
ADJUSTMENTS FOR CERTAIN WALLA
WALLA COUNTY REPRESENTED AND
NON-REPRESENTED PERSONNEL
FOR YEAR 2020



RESOLUTION NO. **19**

WHEREAS, the Board of County Commissioners establish salary adjustments for non-represented County personnel; and

WHEREAS, various collective bargaining units agreements establish salary adjustments for represented employees; and

WHEREAS, the salary adjustments for the upcoming year are based upon a scheduled increase equal to 80% (eighty percent) of the Consumer Price Index for All Urban Consumers (CPI-U) for Seattle-Tacoma-Bellevue for June of the current year, in this case 2019; and

WHEREAS, the CPI-U measure for June, 2019 is 2.3%, and 80% of that figure is 1.84%; and

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that, as outlined on the attached Exhibit A, which is by this reference made a part hereof, 2020 salaries for represented and non-represented employees be set forth effective as of January 1, 2020.

*Passed this 16th day of **December, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

EXHIBIT A

January 1, 2020

All salary increases based upon employee's respective 2019 salary schedule in effect as of December 31, 2019.

2020 SALARIES FOR WALLA WALLA COUNTY EMPLOYEES WHO ARE REPRESENTED BY A COLLECTIVE BARGAINING UNIT (effective January 1, 2020)

- Under the Current Expense Courthouse agreement, the schedule for 2020 wages shall reflect an increase equal of 2%, pursuant to Article XIV of the Agreement 2019-2021 and the governing resolution.
- For employees covered by the Road Crew Local 1191, (the "Public Works Contract"), the schedule for 2020 wages shall reflect an increase equal of 2%, pursuant to Article XVII of the Agreement 2019-2021 and the governing resolution.
- For members of the Corrections and Professionals Association, the schedule for wages shall reflect an increase equal to 2.5%, pursuant to Article XVII of the Agreement 2019-2021 and the governing resolution.
- For members of the Commissioned Deputy's Association, the schedule for 2020 wages shall reflect an increase equal of 2.25%, pursuant to Article XIV of the Agreement 2020-2022.
- For members of the Sheriff's Office Administrative Support Employees, the schedule for 2020 wages shall reflect an increase of 1.84%, pursuant to Article XXII of the Agreement 2019-2021.

#####

2020 SALARIES FOR CERTAIN APPOINTED WALLA WALLA COUNTY EMPLOYEES WHO ARE NOT REPRESENTED BY A COLLECTIVE BARGAINING AGREEMENT (effective January 1, 2020)

(Pursuant to previous discussions and a consensus, a determination was reached to establish the compensation level for non-represented employees to be consistent with provisions of the 2019 through 2021 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.)

Effective January 1, 2020 the compensation schedule for the following non-represented and/or named appointed positions shall be increased by two percent (2%), consistent with the Current Expense Courthouse agreement now in place, and based on an employee's respective salary in effect as of December 31, 2019:

- All non-represented employees (All those not covered by a collective bargaining agreement).
- Administrative, exempt (unclassified under Civil Service) employees appointed by the county sheriff, pursuant to and authorized by RCW 41.14.070
- The chief deputy prosecuting attorney
- Certain employees who have entered into separate Employment Agreements with Walla Walla County (Ron Branine, Meghan DeBolt, Tony Garcia, Lauren Prentice, Norrie Gregoire, Elizabeth "Liz" Jessee, Heather Lee, Bill Ogg and Shelly Peters)

#####

Effective January 1, 2020 the compensation schedule for the following non-represented and/or named appointed positions shall be set as follows, consistent with the referenced classification and compensation study and as determined by the Board:

- Chief deputies appointed by county elected officials (deputies appointed by the County Assessor, County Auditor, County Clerk, Board of County Commissioners, County Coroner, and County Treasurer, pursuant to RCW 36.16.070) shall be compensated at an amount equal to eighty percent (80%) of the salary set for those respective elected officials.

9:45

COUNTY FAIRGROUNDS

Bill Ogg

- a) Department update and miscellaneous

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Consent Agenda Items:

- 1) Resolution _____ - Revising rental rates for equipment owned by the Equipment Rental and Revolving Fund (ER&R)

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF REVISING
RENTAL RATES FOR EQUIPMENT
OWNED BY THE EQUIPMENT
RENTAL AND REVOLVING FUND



RESOLUTION NO. **19**

WHEREAS, the Equipment Rental and Revolving Fund (ER&R) was established according to the Revised Code of Washington (RCW) to provide a stable and dependable method of owning, maintaining, repairing and replacing County equipment; and

WHEREAS, the County Engineer has determined it is necessary to revise certain equipment rates owned by the Equipment Rental and Revolving Fund to operate the fund as designed; and

WHEREAS, the Board of Walla Walla County Commissioners has reviewed the rates as determined by the County Engineer; and

WHEREAS, the County Engineer will continue to monitor the ER&R Fund and equipment rental rates and recommend revisions as appropriate; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that rental rates for certain equipment owned by the Equipment Rental and Revolving Fund be set as shown on Attachment A, effective January 1, 2020.

Passed this 16th day of December, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

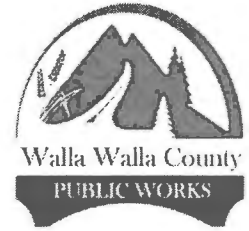
*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

Attachment A
Proposed 2020 Equipment Rates

Vehicle Category	Description	2019 Rate	2020 Rate
01	Athey Loaders	\$99.85	\$119.82
02	Backhoe Tampers	\$27.54	No Change
03	Backhoes	\$46.00	\$36.80
07	Chipspreaders	\$136.90	\$164.28
09	Computers	\$199.46	No Change
12	Copiers	\$0.10	No Change
13	Distributors	\$108.18	\$129.82
14	Dozers	\$103.58	No Change
15	Trucks - 2 CY Dump	\$17.73	\$14.18
16	Trucks - 5 CY Dump	\$58.50	\$70.20
17	Forklifts	\$42.12	\$50.55
18	Front End Loaders	\$71.59	\$85.90
19	Trucks - 8-12 CY Dump	\$44.91	\$53.90
20	Graders	\$67.14	\$80.57
25	Mowers	\$87.72	\$105.26
26	Paint Stripers	\$118.46	\$142.15
28	Pickups - 3/4 Ton	\$12.88	No Change
29	Plotters	\$350/month	No Change
30	Pumps	\$73.66	No Change
31	Radio Systems	\$43/month	No Change
34	Sanders	\$22.14	No Change
35	Rollers - Patching	\$36.75	\$29.40
37	Trucks - Spray	\$41.72	No Change
39	Sprayers	\$6.37	No Change
41	Brooms - Truck Mount	\$101.27	\$81.02
43	Trailers - Rock Hauling	\$24.73	\$29.68
44	Total Stations - Leitz & Wild	\$6.20	No Change
49	Total Stations - Robotic	\$17.15	No Change
50	Saws - Circular	\$18.27	No Change
51	Hammers - Chipping	\$274.23	No Change
53	Air Compressor	\$14.25	\$11.40
54	Brooms - Self Propelled	\$43.68	\$45.42
56	Pickups - CR View Van	\$55.10	\$66.12
57	Pickups - 1/2 Ton	\$21.09	No Change
58	Pickups - Flatbed	\$17.63	No Change
59	Rollers - Rubber/Steel	\$59.52	\$71.42
60	SUV/Sedans	\$2.54	No Change

Vehicle Category	Description	2019 Rate	2020 Rate
61	Trailers - Utility Under 10 Ton	\$14.08	\$11.26
62	Trailers - Utility 10-30 Ton	\$44.06	\$52.87
63	Trailers - Utility Over 30 Ton	\$56.08	\$67.30
65	Trucks - Tractor	\$79.24	\$95.09
67	Trucks - Sign w/Bucket	\$22.22	\$23.13
68	Trucks - Service	\$47.86	\$57.43
69	Trucks - Sewer Jet	\$88.14	No Change
70	Trucks - Water	\$57.24	\$47.43
72	ATV/UTV	\$26.68	\$32.02
73	Pull Grader	\$18.60	\$22.32
74	Skid Steer Loader	\$50.72	No Change
76	Levels - Digital	\$6.00	No Change
77	Pressure Washer - Shop	\$0.86	No Change
78	Saw - Concrete	\$6.50	No Change
79	Line Striper	\$6.50	No Change
82	Drill	\$5.26	No Change
83	Traffic Counters	\$20.00	No Change
84	Network	\$1,944.62	No Change
85	Grader Compactor	\$10.40	No Change
86	Printer/Copier, Black & White	\$362.65	No Change
94	Crack Sealer	\$36.05	No Change
98	Binding Machine	\$3.79	No Change
99	Scanner	\$120.00	No Change
100	Drone, Survey	\$100.93	No Change
105	Daily Driver 1/2 Ton Pickup	\$10.51	No Change
Other Departmental Vehicle Monthly Rates:		2019 Rate	2020 Rate
87	Health Department	\$1,365.78	No Change
88	Court Services	\$1,940.85	No Change
90	Commissioners	\$1,934.19	No Change
91	Assessor	\$982.56	No Change
92	Sheriff	\$35,233.90	No Change
93	Coroner	\$613.72	No Change
95	Community Development	\$1,668.92	No Change
96	Facilities	\$600.00	\$834.00
97	County Corrections	\$3,078.68	No Change

Walla Walla County Public Works
990 Navion Lane
Walla Walla, WA 99362



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 11 December 2019

Re: Director's Report for the Week of 9 December 2019

Board Action: 16 December 2019

Resolutions:

In the Matter of Revising Rental Rates for Equipment Owned by the Equipment Rental and Revolving Fund

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Contract is entering winter shutdown. Work will resume in the spring as weather allows to complete paving driveways, wetland plantings, fencing and monumentation.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Consultant is working on appraisal and acquisition documents.
- Fredrickson Bridge: Working on project design.
- Peppers Bridge Road: Working on project design.
- Wallula/Gose Intersection: Working on field survey.
- Lower Waitsburg Road: Working on field survey.
- Mud Creek: Reviewing cultural resource addendum requested by FEMA.
- Mill Creek Road MP 1.1 to MP 3.96: Working on task order with consultant for right of way acquisition.

MAINTENANCE/FLEET MANAGEMENT:

- Finalizing Mill Creek Culvert Inspection Report with Anderson Perry.
- Vehicle/equipment up-fits.
- Routine vehicle maintenance and repairs.
- Routine road maintenance.

ADMINISTRATION:

- Met with the Corps of Engineers to discuss the Mill Creek GI Study.
- Conducted a walkthrough of the underground section of the Mill Creek Channel with District Commander Dietz.
- Attended a Mill Creek Coalition meeting.
- Met with WSDOT to get an update on US Hwy 12 Phase 7.
- Department wide Performance Evaluations are complete.
- Working on Initial Counseling.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation 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) Proposal 2019 12-23 HR/RM
Approval of claim for damages (Kontos)
 - 2) Execute Memorandum of Agreement with the Walla Walla County Commissioned Deputies Association

- d) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))

11:00

DEPARTMENT OF COMMUNITY HEALTH

Meghan DeBolt

a) Action Agenda Items:

- 1) Resolution _____ -
Approving out of state travel for
Department of Community Health
Employee (Osterman)
- 2) Proposal 2019 12-16 DCH-1
Approval to apply for Walkability
Institute Grant
- 3) Proposal 2019 12-16 DCH-2
Approval of Walla Walla County
5-Year Plan to reach Functional
Zero to end homelessness

b) 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 (OSTERMAN)



RESOLUTION NO. 19

WHEREAS, the Walla Walla County Department of Community Health Director, Meghan DeBolt, has requested approval for out of state travel for Amy Osterman to attend the Community Anti-Drug Coalitions of America Institute in Washington, DC February 2-7 2020; and

WHEREAS, said training will benefit the citizens of Walla Walla County and the Greater Columbia Accountable Community of Health Region in that it will provide needed policy, system, and environmental training and strategizing related to behavioral health prevention; and

WHEREAS, all expenses for this training will be covered by budgeted funds from the Department of Health Consolidated Contract which resides in county fund 112; 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 16th day of **December, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

Attachment 1

Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 02/02/20 to 02/07/20		TA# 2020-0001	
Funding Source: YMPEP			
Employee Attending: Amy Osterman		Estimate of Cost (Includes all costs even prepaid)	
		Transportation	
Meeting/Training: CADCA National Leadership Forum		<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$ 700.00
Start time/date: 02/03/20 8:45 a.m.		<input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ 0.00
End time/date: 02/06/20 4:00 p.m.		<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$ 60.00
Location: City: Washington State: D.C.		Lodging	
Title of Meeting/Training: (Attach agenda/training brochure) CADCA National Leadership Forum https://www.cadca.org/schedule-events		night(s) 5.00 @ \$ 217.00	\$ 1,085.00
Departure Date: 02/02/20 Time: 05:15 a.m.		Meals	
Return Date: 02/07/20 Time: 10:30 p.m.		Breakfast(s) 3 @ \$ 18.00	\$ 54.00
		Lunch(s) 5.00 @ \$ 19.00	\$ 95.00
		Dinner(s) 6.00 @ \$ 34.00	\$ 204.00
Place of Lodging: Gaylord National Resort		Registration/Tuition: 1.00 @ \$ 855.00	\$ 855.00
Cancel Date: /31/20		Cancel Date: 01/20/2020	\$
Phone Number: 877-491-0468		Total Expenses \$ 3,053.00	
112 - Consolidated Contract YMPEP			

Credit Card Use: Yes No Date Needed: 01/31/2020

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.

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

MENU

POLICY

TRAINING

NEWS

RESOURCES

CAMPAIGNS

INSTITUTE

INTERNATIONAL

ABOUT US

Sunday, February 2

3 - 7 pm

Registration Open

SAMHSA's Prevention Day

Monday, February 3

7 am - 6 pm

Registration Open

Schedule of Events

8:45 am - 4:15 pm

SAMHSA's Prevention Day

4:30 - 5:30 pm

"Where Culture Meets Prevention" An Intertribal Exhibition

5:30 - 7 pm

Opening Reception / Exhibits Open / Coalition Ideas Fair

Scholarships

7:30 - 9 pm

Youth Meet-n-Greet *(Open to All Youth)*

Speakers/Featured Guests

Tuesday, February 4

7 am - 6 pm

Registration Open

7:30 - 8:15 am

Continental Breakfast / Coalition Ideas Fair

7:30 am - 3:45 pm

Exhibits Open

Travel

8:30 - 10:30 am

National Leadership Plenary

10:30 - 11 am

Networking Refreshment Break

11 am - 12:15 pm

Adult & Youth Training Sessions

12:15 - 1:30 pm

Lunch Break

1:45 - 3 pm

Adult & Youth Training Sessions

3 - 3:30 pm

Networking Refreshment Break

3:30 - 4:45 pm

Adult & Youth Training Sessions

5 - 6 pm

State & Territory Meetings

7:30 - 9 pm

National Coalition Academy Graduation

Wednesday, February 5

7 am - 2 pm

Registration Open

7:30 - 8:15 am

Continental Breakfast / Coalitions Ideas Fair

7:30 am - noon

Exhibits Open

8:30 - 10:45 am

Capitol Hill Day Plenary & Legislative Update

11:30 am - 12:30 pm

Congressional Rally

1 - 2:15 pm

Adult Training Sessions

1 - 5 pm

Capitol Hill Day Appointments

8 - 9:30 pm

Youth Dance *(Open to All Youth)*

Thursday, February 6

7 am - noon

Registration Open

7:30 - 8:45 am

Membership Breakfast *(Open to All)*

8 - 11 am

Exhibits Open

9 - 10:15 am

Adult & Youth Training Sessions

10:15 - 10:45 am

Networking Refreshment Break

10:45 am - noon

Adult & Youth Training Sessions

12:20 - 2:20 pm

National Leadership Awards Lunch

2:45 - 4 pm

Adult & Youth Training Sessions

Friday, February 7

8:30 am - 4 pm

DFC New Applicant Workshop

SUPPORTING CADCA

Become a
MEMBER

Join or Start a
COALITION

Help us Grow &
DONATE

Take a Stand
ADVOCATE

About Us
Annual Reports
Careers
Contact Us

Training & Events
National Leadership Forum
National Coalition Academy
Online Courses
Coalition Development

Newsroom
News Releases
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Community Anti-Drug Coalitions of America, 625 Slaters Lane Suite 300 Alexandria, VA 22314
800-54-CADCA, or request support here | Privacy Policy

MENU

POLICY

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ABOUT US

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3 - 7 pm

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National Leadership Plenary

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Networking Refreshment Break

11 am - 12:15 pm

Adult & Youth Training Sessions

12:15 - 1:30 pm

Lunch Break

1:45 - 3 pm

Adult & Youth Training Sessions

3 - 3:30 pm

Networking Refreshment Break

3:30 - 4:45 pm

Adult & Youth Training Sessions

5 - 6 pm

State & Territory Meetings

7:30 - 9 pm

National Coalition Academy Graduation

Wednesday, February 5

7 am - 2 pm

Registration Open

7:30 - 8:15 am

Continental Breakfast / Coalitions Ideas Fair

7:30 am - noon

Exhibits Open

8:30 - 10:45 am

Capitol Hill Day Plenary & Legislative Update

11:30 am - 12:30 pm

Congressional Rally

1 - 2:15 pm

Adult Training Sessions

1 - 5 pm

Capitol Hill Day Appointments

8 - 9:30 pm

Youth Dance (*Open to All Youth*)

Thursday, February 6

7 am - noon

Registration Open

7:30 - 8:45 am

Membership Breakfast (*Open to All*)

8 - 11 am

Exhibits Open

9 - 10:15 am

Adult & Youth Training Sessions

10:15 - 10:45 am

Networking Refreshment Break

10:45 am - noon

Adult & Youth Training Sessions

12:20 - 2:20 pm

National Leadership Awards Lunch

2:45 - 4 pm

Adult & Youth Training Sessions

Friday, February 7

8:30 am - 4 pm

DFC New Applicant Workshop

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Jill Munns

From: Boyer, Angela M (DOH) <angela.boyer@doh.wa.gov>
Sent: Wednesday, November 27, 2019 9:52 AM
To: Amy Osterman
Subject: RE: CADCA?

Good Morning Amy,
I think this fits in well with your work and I am approving this request. I appreciate your e-mail and I hope you enjoy your holiday tomorrow.

Best,

Angela Boyer, MPH

Marijuana Prevention and Education Consultant

Pronouns: she/her

Office of Healthy Communities

Prevention and Community Health

Washington State Department of Health

angela.boyer@doh.wa.gov

360 – 584 - 3189 | www.doh.wa.gov



From: Amy Osterman [mailto:aosterman@co.walla-walla.wa.us]
Sent: Wednesday, November 27, 2019 9:45 AM
To: Boyer, Angela M (DOH) <angela.boyer@doh.wa.gov>
Subject: CADCA?

Angela,

I am writing to request approval to attend the CADCA conference <https://www.cadca.org/forum2020>

I have multiple community partners and subcontractors who attend CADCA and I have never attended. There seem to be many relevant training opportunities in the conference. I have funds to attend in my training dollars. Cost to attend is approximately \$3000.

Thoughts?

Amy Osterman

Pronouns: she/her/hers

Youth Marijuana and Tobacco Prevention Coordinator

Walla Walla County Department of Community Health

P.O. Box 1753

314 W. Main Street

Walla Walla, WA 99362

(509) 524-2683

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MEMO

Date: 12/16/19

Proposal ID: 2019 12-16 DCH-1

To: BOCC

From: Meghan M. DeBolt, MPH/MBA
Administrator

Intent – Gain BOCC Approval to Apply for Step It Up! Walkability Institute

Topic – Walkability Institute Grant/Technical Assistance

Summary

The DCH has been approached by the Walla Walla Valley Metropolitan Planning Organization to partner in an application for funding assistance for the National Association of Chronic Disease Directors (NACDD) Step It Up! Action Institute to Increase Walking and Walkability.

NACDD believes **all states and communities should be designed to support physical activity and non-motorized forms of transportation** so that people can have the policy, system, and environmental (PSE) supports needed to engage in active lifestyles, whether recreationally or through essential daily functions like commuting to and from work, to community destinations, and/or places of interest (community events, schools, shopping, etc.).

This vision would yield access and opportunity for active living through multiple community sectors and could **reduce the behavior of physical inactivity over the long-term**, which is a main risk factor for chronic diseases and leading causes of death and debilitation like heart disease, stroke, hypertension, obesity, and type II diabetes.

NACDD realizes that making states and communities more walkable is not just a public health problem; it involves public health counterparts including transportation, planning, education, elected officials, economic development, housing, transit, parks and recreation, and a variety of advocacy groups.

Thus, funding at hand will be to participate in the Walkability Action Institute (WAI) which is a multi-day “course” for interdisciplinary teams. Each year, interdisciplinary four-to-six-member teams, comprised of public health, transportation, planning, elected officials, and other disciplines apply to receive travel assistance to attend the course, develop team action plans, and implement PSE outcomes to make their communities, regions, and states more walkable over the long term. The course combines traditional learning methods with robust activities and outdoor learning.

Team members identified:

- MPO, Andrea Weckmueller-Behringer
- Public Health – Meghan DeBolt
- Public Works – Tony Garcia, or a designee
- Elected Official – pending
- Department of Health – Chris Zipperer
- Department of Transportation – Paul (Gonseth) from WSDOT

Cost

Travel to the Institute in Decatur, GA would be covered by the funding assistance. However, staff time to attend would not.

Funding

\$8645 per team for travel.

Alternatives Considered

....

Acquisition Method

...

Security

N/A

Access

N/A

Risk

....

Benefits

....

Conclusion/Recommendation

Recommend the BOCC approve the DCH to apply for the grant through the National Association of Chronic Disease Directors.

Submitted By

Disposition

Meghan DeBolt, DCH 12/16/19

Approved

Name Department Date

Approved with modifications

Needs follow up information

Name Department Date

Denied

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y___, we built this into our budget request___ N_____
- 12) What fund would support a cash match (if required)? _____
- 13) If required what is the TOTAL cost of the match over the life of the grant? _____
- 14) What fund would support the administration of the grant? _____
- 15) Will the grant allow for the County cost allocation plan to be funded? Y_____ N_____
- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements?
DCH already provides all of this.
- 17) Would the program require use of a county vehicle or personal vehicle? Y_____, and we budgeted this in N _____
- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance? Y_____ N_____, not as a separate line item, however we figure this into the admin cost.
- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N_____ If so, what activities? Anything needed, is already being provided – contract review by legal and IT to ensure we comply with terms.
- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N_____ If so, what obligations?

- 21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?)

- 22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Y_____ N_____ If so, what is the funding source for consultant fees?

- 23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.
- 24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.

Please feel free to submit additional information as needed.

Official signature of requesting office/department:

Elected Official/Department Head

Date

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____
Chair, Board of County Commissioners

Date

- Copies to: 1) Requesting Office/Department
2) Susan Dombrosky, Auditor's office
3) Commissioners' File



MEMO

Date: 12/16/19

Proposal ID: 2019 12-16 DCH-2

To: BOCC

From: Meghan DeBolt
Director, Community Health

Intent – BOCC Approval

Topic – Five-Year Action Plan to Reach Functional Zero

Summary

Starting in 2005 the Washington Department of Commerce required each County to develop a 10-year plan to reduce homelessness. Those plans were developed and partially implemented over the following years. Starting in 2010, Human Services and now Community Health (DCH) implemented steps to improve the community's approach to reducing homeless emphasizing coordination and cooperation among the various human services and housing organizations to help reduce our homeless population.

In 2015, in partnership with the Council on Homelessness, DCH contracted with the Corporation for Supportive Housing (CSH) to analyze our homeless population data and come up with recommendations for the next 10-year plan. With the goal of ending homelessness in five years, the CSH worked with DCH and the Council on Homelessness to create a 5-year plan.

Over the past 5-years, this plan has been used to plan to draft annual request for proposals for homeless housing funds. DCH staff have coordinated efforts to help ensure the objectives and strategies of the plan were implemented. Approaching 2020, a new 5-year plan is due. Have we ended homelessness? No. However, we are confident that with the newly formed 5-year Action Plan, we will reach 'functional zero' by 2024.

Functional Zero is a more realistic goal and recognizes that there will always be people or veterans who are homeless or at risk of becoming homeless, but as long as these people can be identified and re-housed quickly and effectively, the homeless rate will be effectively or functionally **zero**.

In the Spring of 2019, DCH, in partnership with the newly formed Council on Housing and guidance from the Department of Commerce, started work on our next 5-year plan. The plan was due to Commerce December 2, 2019 and will be reviewed in March of 2020.

Attached you will find the Walla Walla County 5-Year Action Plan to Reach Functional Zero. The main objectives are:

OBJECTIVE 1: Operate an effective and efficient homeless crisis response system that swiftly moves people into stable permanent housing while prioritizing those with the greatest need. Commerce assessed the Walla Walla County Coordinated Entry System (CES) in 2019. Thus, 2020 will begin with a thorough review of the CES policies and procedures to ensure they meet community and Commerce need. In addition, we will map out the CES and move to using HMIS to its fullest capacity and to using a By Name List (BNL) and Case Conferencing. We fully recognize the system is only as good as it is understood and used, thus we will create a training program for all CES providers and community partners to ensure we use the CES, BNL, and Case Conferencing to their fullest capacity.

Our community also recognizes that homeless diversion and prevention are the most effective ways of helping individuals and families facing a housing crisis. Thus, we will sustain, and potentially invest further, in this work. Overall, our system will move to Housing First implementation of Permanent Supportive Housing and Rapid Re-Housing by 2025.

OBJECTIVE 2: Quickly identify and engage all people experiencing homelessness through outreach and coordination between every system that encounters people experiencing homelessness. Currently there are several different outreach strategies being used in Walla Walla County. To ensure all outreach programs and system navigators are accessible, knowledgeable of services and best practices, and have access to the HMIS system, we will create a training curriculum for all CES providers and community partners. This is to ensure we limit the amount of time individuals and families experience homeless, hopefully by preventing them from becoming homeless in the first place.

OBJECTIVE 3: Prioritize housing for people with the greatest need Walla Walla County CES providers use the VI-SPIDAT as a tool to access priority in an unbiased way. The use of such an assessment tool is necessary because we do not have policies and procedures in place that address prioritization. The newly created policies and procedures for the CES system that include the use of the BNL and Case Conferencing will be critical to prioritize housing for people with the greatest need. As addressed previously, we will create a training curriculum that will include the specifics on the policies and procedures. To ensure we are meeting community need, we will evaluate the policies and procedures at least annually.

OBJECTIVE 4: Project the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies. The modeling tool provided by the Department of Commerce will be used to assess the capacity of our current system with all resources remaining the same. Then, as new services or funding come available, we will use the tool to re-calculate capacity. In addition, to evaluate for effectiveness of programs, we

will use the tool not only to estimate the number of households predicted to be housed with local and state/federal funding investments, but also to calculate the investments actual impact and success.

OBJECTIVE 5: Address racial/LGBTQIA+ disparities among people experiencing homelessness

It is well understood that communities of color and individuals who identify as LGBTQ+ experience homelessness at a disproportionate rate. Thus, moving forward our CES providers will complete the self-assessment inclusion tool provided by (enter organization here). Using the results from the assessment, provider and system training plans will be created and implemented annually.

To ensure the CES is reaching communities who are most at risk, focus groups and surveys will be conducted quarterly. Feedback will be used to monitor who the CES and housing system as whole are addressing the specific needs of each sub-population.

Our challenges lie in housing stock and systematic inefficiencies. Through the creation of a comprehensive system of care that utilizes local, state and federal resources efficiently and effectively through evidence-based practices, Walla Walla County is confident we will be able to reach Functional Zero within the next decade. Our COH will evaluate this plan annually to ensure we are tracking progress and adding action items as we learn more about what is needed to assist individuals and families out of their housing crisis.

Cost

TBD, no current expense will be required.

Funding

Funding comes from a variety of resources: Filing fees, Department of Commerce, trusts and foundations, *etc.*

Alternatives Considered

1. Do nothing. Have no plan.
2. Update the current plan.
3. Develop a totally new plan. – which is what we have done here.

Acquisition Method

N/A

Security

N/A

Access

Access to the Homeless Housing system is accomplished through the recently implemented coordinated entry system, Pathways Home.

Risk

1. Alternative 1. Risks losing Department of Commerce funding thus compounding what is perceived as a growing problem of homelessness in Walla Walla County.
2. Alternative 2. While progress was made in some areas, prior plan was not based in best practices and a revision based upon prior planning may not be as successful as possible.
3. Alternative 3. None.

Benefits

1. Alternative 1. No benefit.
2. Alternative 2. Comfortable and some housing providers are comfortable with the current system.
3. Alternative 3. Re-energizes the support for housing the homeless and gives us the best opportunity to try new approaches to problem solving

Conclusion/Recommendation

The Walla Walla County Board of County Commissioners approve the newly formed 5-Year Action Plan to Reach Functional Zero.

Submitted By

Disposition

M. DeBolt Community Health 16 Dec
2019

Approved

Approved with modifications

Name Department Date

Needs follow up information

Denied

Name Department Date

BOCC Chairman
Date

Additional Requirements to Proposal

Modification

Follow Up

1 Attachments

1. 5-year Action Plan

11:15 COUNTY COMMISSIONERS

- a) Miscellaneous business to come before the Board

12:00 RECESS

1:30 COUNTY COMMISSIONERS

- a) Executive session re: personnel (pursuant to RCW 42.30.110(g)) to complete employee personnel evaluations
- b) Miscellaneous 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.