

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse
Ritzville, Washington
Regular Meeting

September 20, 2022 – 9:00 a.m.
(Tuesday)

Call to Order

Chairman Weise called the meeting to order.

Present:

Chairman Jay R. Weise
Vice-Chairman Terrance J. Thompson
Commissioner Dan C. Blankenship

Pledge of Allegiance

Chairman Weise led the Pledge of Allegiance.

Public Comment – None

Approval/Addition of Agenda

Commissioner Weise moved, Blankenship seconded, to *add the following items to the agenda; and, approve the agenda as amended.*

Board Discussion/Decision Items

1. *Public Works*
2. *Opioid Distribution Settlement*

Motion carried.

Consent Agenda

Commissioner Blankenship moved, Thompson seconded, to *approve the consent agenda as presented.* **Motion carried.**

Minutes

Approve Preliminary Minutes of September 6 and 7, 2022

Vouchers

Approve Vouchers audited and certified by the Adams County Auditor as required by RCW 42.24.080, and those expense reimbursement claims

certified as required by RCW 42.24.090 and recorded on a listing, which was made available to the Board. These vouchers were listed as follows:

<u>Fund</u>	<u>Control Number</u>	<u>Amount</u>
001	22-2846 – 22-2874	\$ 23,367.43
103	22-2875 – 22-2876	\$ 1,694.60
103A	22-2877	\$ 300.00
104	22-2878 – 22-2897	\$ 16,850.96
106	22-2898	\$ 477.82
107	22-2899	\$ 750.00
112	22-2900 – 22-2901	\$ 165.70
123	22-2902	\$ 99.18
130	22-2903	\$ 926.20
131	22-2904	\$ 635.53
502	22-2905 – 22-2908	\$ 1,610.36
108	1221 – 1224	\$ 797.26
115	1225 – 1236	\$ 21,196.15
321	1237 – 1239	\$243,547.03
401	1240 – 1246 + 1251	\$ 25,774.02
501	1247 – 1255 – 1251	\$ 8,004.32
590	1256 – 1279	\$117,563.58
	TOTAL	\$463,760.14

Resolution No. R-026-2022 **Building and Planning**
 Approve Resolution No. R-026-2022 In the Matter of Adopting the Updated Job Description for Position Number 300 – Building and Planning Director

Resolution No. R-027-2022 **Integrated Health Care Services**
 Approve Resolution No. R-027-2022 In the Matter of Creating Adams County Integrated Health Care Position No. 1040030 – Recovery Navigator Program (RNP) Case Manager; Adopting the Job Description; and, Establishing the Compensation Level *(CP20220914)*

Resolution No. R-028-2022 **Integrated Health Care Services**
 Approve Resolution No. R-028-2022 In the Matter of Creating Adams County Integrated Health Care Position No. 1040031 – Recovery Navigator Program (RNP) Outreach Navigator; Adopting the Job Description; and, Establishing the Compensation Level *(CP20220914)*

Correspondence

Adams County Noxious Weed Control Board re: Minutes of June 13, 2022 and Agenda for September 13, 2022

Washington State Liquor and Cannabis Board – License Services re: Special Occasion #072481 re: WSU Honey Bee & Pollinator Facility, 1485 W. Cunningham Road, Othello

Board Updates

Commissioner Blankenship reported he is focusing on Broadband activities, noting there was a discussion during the Washington State Association of Counties (WSAC) virtual assembly of the Public Works Board facilitating grants for design and feasibility studies on Broadband. Additionally, Blankenship attended a Water 101 Training in Yakima last week.

Commissioner Weise reported he also attended the Water 101 Training in Yakima last week. Additionally, he met with Kyle Niehenke, Adams County Development Council Executive Director, to discuss the rail issue in Othello. Commissioner Weise reported he has attended negotiation meetings, noting he will expand when more substance is available.

Board Discussion/Decision Items

Opioid Distributor Settlement

Commissioner Blankenship moved, Thompson seconded, to *authorize the Chairman to sign the following documents relating to the Opioid Distributor Settlement:*

1. *Exhibit F – Subdivision Settlement Participation Form; and,*
2. *Allocation Agreement.*

Motion carried.

Adams County Pet Rescue

Adams County Pet Rescue Director Kyya Grant, along with Anita Pancarte and Myra Walter, reported on Pet Rescue activities noting, moving forward, staff would like to see a county animal control officer as well as an updated county animal ordinance.

Prosecutor Flyckt noted that the current contract between Pet Rescue and Adams County expires at the end of the year. Ms. Grant expressed a willingness to continue with a contract. Flyckt noted that the terms of the original contract were satisfied, and any subsequent contract would be a stand-alone contract and not a supplement to the original any longer. It

was requested that Ms. Grant submit proposals within the next couple of months in order to draft a contract for review by both parties.

Public Works

Public Works Director O'Brien, Engineer Yaeger, and Assistant Public Works Director Reynolds reviewed losses in revenues in the county road fund due to the Covid-19 pandemic, noting estimates are based on County Road Administration Board (CRAB) numbers. O'Brien noted that \$716,000 was lost through 2021; 2022 losses are estimated at \$1,003,151; and, a loss of \$1,218,458 is expected through 2023.

Public Works Personnel

Upcoming retirements in Public Works were reviewed. Public Works Director O'Brien reported the following:

- The vacant custodial/maintenance tech position in Othello will be posted this week.
- The custodial/maintenance tech position in Ritzville will become vacant at the beginning of January, 2023. O'Brien requested and received **consensus authorization to begin the process of advertising for the position so that a new hire will be able to shadow the current employee by the last week in November for approximately one (1) month.**
- The facility manager position will become vacant at the beginning of January, 2023. O'Brien noted that an updated job description is necessary and will be drafted for Board review. Job shadowing for the facility manager position will be discussed once the updated job description is reviewed.
- O'Brien noted a budget amendment will be necessary for job shadowing.

Current staffing levels were reviewed with O'Brien proposing one additional position within the operations and maintenance division; and, one additional FTE by splitting the current position of assistant county engineer/public works director into two positions – one assistant county engineer, and one assistant public works director. O'Brien reviewed the proposed solution and the financial aspect of his plan.

Other Business – None

Executive Session – None

Adjournment @ 11:58 a.m.

Submitted:
s/Patricia J. Phillips, CMC
Clerk of the Board

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice-Chairman
s/Dan C. Blankenship, Commissioner

RESOLUTION NO. R-026-2022

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF ADOPTING THE UPDATED JOB DESCRIPTION FOR
POSITION NUMBER 300– BUILDING AND PLANNING DIRECTOR**

WHEREAS, the job description for Position No. 300 – Building and Planning Director was updated to reflect changes to minimum qualifications, duties, and responsibilities of the position.

THEREFORE BE IT HEREBY RESOLVED that the job description for Position No. 300 – Building and Planning Director is hereby modified to reflect said changes to minimum qualifications, duties, and responsibilities as set forth in the attached document; and

BE IT FURTHER RESOLVED that Position No. 300 – Building and Planning Director will remain designated on Management Level of the Adams County Management Salary Schedule.

DATED this 20th day of September, 2022.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice Chairman
s/Dan C. Blankenship, Commissioner

ATTEST:
s/Patricia J. Phillips, CMC
Clerk of the Board

RESOLUTION NO. R-027-2022

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF CREATING ADAMS COUNTY INTEGRATED HEALTH CARE
POSITION NO. 1040030 – RECOVERY NAVIGATOR PROGRAM (RNP) CASE
MANAGER; ADOPTING THE JOB DESCRIPTION; AND, ESTABLISHING THE
COMPENSATION LEVEL**

WHEREAS, Integrated Health Care Services is responsible for the delivery of a SUD/Recovery Navigator Program to provide outreach, engagement, and intensive case management services to individuals referred by law enforcement, community-based organizations, emergency medical services, and other individuals and organizations who may come in contact with an individual who could benefit from program services from the Recovery Navigator Program (RNP); and

WHEREAS, Integrated Health Care Services has presented a need for the position of Case Manager for the SUD/Recovery Navigator Program; and

WHEREAS, there was concurrence that the creation of the position would facilitate efficient delivery of SUD services in Adams County.

THEREFORE BE IT HEREBY RESOLVED that Position No. 1040030 – Recovery Navigator Program (RNP) Case Manager is hereby created; and,

BE IT FURTHER RESOLVED that the attached job description is adopted; and,

BE IT FURTHER RESOLVED that the compensation level for said position is set at Range 13 of the Adams County Non-Represented 8 Hour Salary Structure.

DATED this 20th day of September, 2022.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice-Chairman
s/Dan C. Blankenship, Commissioner

ATTEST:
s/Patricia J. Phillips, CMC
Clerk of the Board

RESOLUTION NO. R-028-2022

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF CREATING ADAMS COUNTY INTEGRATED HEALTH CARE
POSITION NO. 1040031 – RECOVERY NAVIGATOR PROGRAM (RNP) OUTREACH
NAVIGATOR; ADOPTING THE JOB DESCRIPTION; AND, ESTABLISHING THE
COMPENSATION LEVEL**

WHEREAS, Integrated Health Care Services is responsible for the delivery of a SUD/Recovery Navigator Program to provide outreach, engagement, and intensive case management services to individuals referred by law enforcement, community-based organizations, emergency medical services, and other individuals and organizations who may come in contact with an individual who could benefit from program services from the Recovery Navigator Program (RNP); and

WHEREAS, Integrated Health Care Services has presented a need for the position of Outreach Navigator for the SUD/Recovery Navigator Program; and

WHEREAS, there was concurrence that the creation of the position would facilitate efficient delivery of SUD services in Adams County.

THEREFORE BE IT HEREBY RESOLVED that Position No. 1040031 – Recovery Navigator Program (RNP) Outreach Navigator is hereby created; and,

BE IT FURTHER RESOLVED that the attached job description is adopted; and,

BE IT FURTHER RESOLVED that the compensation level for said position is set at Range 13 of the Adams County Non-Represented 8 Hour Salary Structure.

DATED this 20th day of September, 2022.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Jay R. Weise, Chairman
s/Terrance J. Thompson, Vice-Chairman
s/Dan C. Blankenship, Commissioner

ATTEST:
s/Patricia J. Phillips, CMC
Clerk of the Board