

MINUTES

Walla Walla Joint Community Development Agency Board (WWJCDAB) meeting

November 22, 2010 - Walla Walla County Public Health and Legislative Building

Board members present: Bill Clemens, Jim Barrow, and Greg Tompkins.

Others present in the audience:

Tom Glover, Director, County Community Development Department/interim agency director

Tim Donaldson, City Attorney, City of Walla Walla

Preston Fredrickson, Assistant City Attorney, City of Walla Walla

Tim McCarty, Support Services Director, City of Walla Walla

Dominick Elia, City Councilmember, City of Walla Walla

Nabiel Shawa, Manager, City of Walla Walla

Jesse Nolte, Deputy Prosecuting Attorney, Walla Walla County

Andy Porter, Union-Bulletin

Scott Byerley, citizen

Gregg Loney, County Commissioner

The meeting was called to order at 4:00 p.m. by Chair Clemens. Roll call was conducted; board members Clemens, Barrow and Tompkins present and quorum established.

There was no public comment.

Mr. Tompkins moved to approve the minutes of the last meeting; Mr. Clemens seconded (as Mr. Barrow had not been present at the last meeting); motion approved.

Old Business:

Employee benefits. Handout/information provided with a comparison of county and city medical plans. Suggestion was to offer two plans. WCIF (WA Counties Insurance Fund), the current county provider, may be the plan chosen. Comparing contributions, the county will pay \$775 in 2011 and the City \$979; in considering this the suggestion was to contribute \$800 per employee for the employer's portion. The start date would have to be February 1, as a January 1, 2011 date cannot be met. Discussion re lapse in benefits for one month and coverage to be offered.

Mr. Barrow moved to provide Mr. Glover with authorization to select the plan, and for the agency to provide the first month's insurance or reimburse up to \$800 if COBRA is extended under previous plans. Mr. Tompkins seconded. Motion approved.

Bylaws:

Mr. Donaldson reviewed the changes made. Discussion re contact between members and staff. Board members felt they understood the intent not to make decisions outside of meetings.

Mr. Barrow moved to approve the draft bylaws; Mr. Tompkins seconded; motion approved.

Agency Budget:

Mr. Glover's suggestion was not to approve at this meeting. He reviewed information and provided additional comments in the director's report. At this time benefits and salaries are not known. Further listing of unknowns (need for attorney for board; administrative assistant to the board; technological services sharing; maybe others).

Discussion here centered mostly on attorney services. It is not necessary to issue a RFP, according to Mr. Donaldson. Could hire someone on interim basis or use counsel on a retainer to get advice. Representatives of the City of Walla Walla offered an opportunity to talk with city labor attorney when that person is in town early in December, so the board can get some ideas. He also said the attorney would have his own retainer or other agreement that could be furnished.

Next there was discussion re the need for clerical/administrative assistant support to or for the agency board. The person just hired to provide assistance to Mr. Glover in the interim before the agency opens is a HR person. Mr. Glover will review the job description for the administrative assistant to the director. There may need to be consideration given to hiring a person under contract to provide limited services.

Some discussion re use of city, county, or Pacificorp equipment for agency business. For the former two, Mr. Donaldson said this was covered in the intergovernmental agreement and would be considered a contribution by the city/county. Mr. Clemens said his employer supports his position and related duties, and he didn't wish to carry a separate cell phone or have another computer for agency business. Mr. Donaldson suggested Mr. Clemens might open a Yahoo or such type of account for agency business only, in the case of possible public records requests; Mr. Nolte suggested that as long as communications are kept separate, and putting documents into a separate electronic folder, a response can be prepared to any public records requests. The question arose on who would respond to such requests; Mr. Barrow felt that as the board for an agency, the agency staff would respond. This can be further determined.

Regarding land use counsel needs, Mr. Nolte mentioned that such items would be supported by the respective entity's counsel, depending, and is outlined in the governing agreement. He did mention that public records requests should be considered, as he is personally aware that Community Development receives a lot of such requests.

Personnel Manual:

Mr. Glover reviewed the draft provided. Discussion on pay-related questions. Consensus: 1) No draws; 2) 4.3.2 goes away and becomes 4.3.

Mr. Tompkins moved to approve the personnel manual with changes as identified; Mr. Barrow seconded; motion approved.

Agency Director Job Description/Process/Timeline to Hire:

General subject discussion ensued. Assurance position is "at will". Consensus: Director needed ASAP.

Mr. Tompkins moved to hire Tom Glover as director of new agency, subject to agreed upon contract. Mr. Barrows seconded. Motion approved.

Mr. Barrows moved to approve the draft job description for director, with appropriate dates filled in, to be effective at start of new agency. Mr. Tompkins seconded. Motion approved.

Mr. Donaldson offered to draft the employment contract. The county will furnish him a copy of Mr. Glover's current employment agreement.

Leave benefits discussion ensued, but no action was taken or desired as a result.

Finances, Financial Oversight, and Responsibilities:

The handout provided was the same as the previous one, per Mr. Glover. Reviewed that previous concept, and consistent with the governing agreement, the county was to provide financial services and city to provide the facility. Mr. Shawa indicated finances are tight, and he suggested going out for a RFQ for the financial services piece. He further requested an opportunity to provide an update at the next meeting after having had a chance to discuss this further with Mr. McCarty, as finance director, but did again suggest proceeding with the RFQ.

Mr. Clemens synopsis then that the board will hear back from the city at the next meeting, and Mr. Glover will proceed with the RFQ process.

New Business:

Mr. Barrow complimented Mr. Glover on the excellent work he has been providing.

Director's Update:

A written report was provided, which Mr. Glover reviewed. There was a suggestion by Mr. Donaldson to provide authorization for the cost per hour of the temporary contract employee with special background in human resources.

Mr. Barrow moved to approve the salary amount of \$33.90/hour for the HR (Human Resources) (temporary) assistant hired by Mr. Glover. Mr. Tompkins seconded. Motion approved.

Plan for prospective employees interview process outlined. It is Mr. Glover's hope to extend job offers by December 17, then close to the first week of January to move to the new location and set up the agency office space, with January 10 being the date planned to start the new agency open to the public. This plan entailed a week's shutdown of business; however, and after discussion, Mr. Glover agreed he will look at some accommodation for more urgent matters during that period.

On permit tracking services, Mr. Nolte suggested the two entities keep these separate until a contract can be worked out with "Trak-it" representatives. Consensus is that Mr. Glover shall continue to work on this, taking legal issues into consideration.

Mr. Glover will report at the next meeting regarding selection of a bank for agency business. He expressed thanks to both city and county technology departments for their assistance. A walk-through to determine set-up of office cubicles will be done soon.

Some discussion re other departments (County Public Works and Public Health) providing related services having a space in the agency quarters. There is some question regarding whether this will happen. Mr. McCarty felt the space could be tight for the planned 13 positions; some discussion on spacing ensued. Mr. Shawa indicated that the city would work to meet the needs.

General employment-related discussions here on merit-related rather than automatic pay increases, with acknowledgement this is something to discuss with labor attorney.

Mr. Glover reported the county could provide four vehicles, rather than the three agreed upon, and suggested the possibility of maintaining an agency pool of seven vehicles.

Mr. Clemens liked the schedule Mr. Glover has worked out. Re the vehicles and vehicle replacement funds, there has been a request by the county to reconvene another meeting between the city and county, and that meeting may sort out some answers. There will be a meeting tomorrow with the city manager.

Next Meeting:

Next meeting will be November 29. Will retain 4:00 start time.

Meeting adjourned at 6:00 p.m.

APPROVED as revised December 6, 2010



Bill Clemens, Chair