

MINUTES (by Diane Harris)

Walla Walla Joint Community Development Agency Board (WWJCDAB) meeting

December 27, 2010 - Walla Walla County Public Health and Legislative Building

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

Others present in the audience:

Tom Glover, Director, Walla Walla Joint Community Development Agency  
Jesse Nolte, Deputy Prosecuting Attorney, Walla Walla County  
Tim Donaldson, City Attorney, City of Walla Walla  
Preston Fredrickson, Assistant City Attorney, City of Walla Walla  
Dominick Elia, City Councilmember, City of Walla Walla  
Dan Tompkins, Tompkins and Associates

The meeting was called to order at 4:00 p.m. by Chair Clemens. Roll call was held with Board members Barrow, Tompkins and Clemens present. Quorum established.

There was no public comment.

Mr. Tompkins moved to approve the minutes of the last meeting; Mr. Barrow seconded; motion approved.

Old Business:

Approval of Accounting Services contract with Tompkins and Associates. Mr. Tompkins recused himself from any discussion or decision as this business is owned by his brother. Mr. Glover provided a memo and contract for services provided by Tompkins and Associates. Mr. Donaldson has reviewed and approved the amount of contract, which matches the RFQ received. Mr. Barrow asked if there is an issue with terminating contract early since it is a two year contract, Mr. Donaldson and Mr. Dan Tompkins said that there is no issue with terminating early if no accounting services are needed.

Mr. Barrow moved to approve the letter of acceptance and contract with Tompkins and Associates; Mr. Clemens seconded; motion approved.

Task List for Interim Director – Mr. Glover provided an updated task list summarizing the status of all items. All items have been completed except for the benefit package and there was no response as of the beginning of the meeting. Mr. Tompkins asked if the benefit package would be ready when staff begins working and Mr. Glover said yes benefits will be set up.

Tom Glover Employment Agreement – Mr. Donaldson drafted the agreement based on portions of Mr. Glover's current agreement with Walla Walla County. Discussion was held in regards to vacation accrual versus administrative leave. Mr. Glover was in agreement with the vacation accrual method. There was also discussion in regards to the commencement date of the agreement and payment for Mr. Glover doing two jobs for the last couple of months. The Board will discuss at their next meeting what their options are in regards to Mr. Glover being the interim director with no pay. Mr. Tompkins moved to approve the employment agreement with Tom Glover commencing January 1, 2011; Mr. Barrow seconded; motion approved.

Director's update:

Written update provided by Mr. Glover and then reviewed in brief. Business license prepared and on its way here, Currently boxing up offices, working with Mark Spinks on what files being taken from the County to the new agency. Jesse Nolte mentioned that a listing of what is being taken to the new agency should be made and that there may need to be an agreement reached between the entities regarding the county-owned items that went to the new agency.

Page 2  
December 27, 2010  
WWJCDAB meeting

Workstations are in place at the new agency, employees are starting work the 1<sup>st</sup> week of January and the agency will be open January 10<sup>th</sup> for business with the core group of staff in place.


Mr. Glover also provided the list of job titles and the name of the person accepting the job and/or waiting for a response to accept the job. Mr. Barrow moved to approve the 5 names on the job list, Maland, Boyd, Blevins, Donovan, Prentice; Mr. Tompkins seconded. Discussion ensued, then Mr. Barrow withdrew the motion and moved to approve the Director's document outlining the hiring of staff in the positions listed on the document; Mr. Tompkins seconded; motion approved.

Next meeting:

Currently the bylaws say that meetings are to be the first Monday of the month, but due to the new agency moving that day, the next meeting will be changed to January 10, 2011, with the location to be at the new agency location of 55 Moore Street.

The meeting was adjourned at approximately 4:55 p.m.

APPROVED January 10, 2011

  
\_\_\_\_\_  
Bill Clemens, Chair