

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, JANUARY 7, 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) Moment of silence in memory of James (Jim) L. Duncan
- e) **Action Agenda Item:**
 - 1) Resolution _____ - Honoring Walla Walla County Commissioner James (Jim) L. Duncan
- f) Public comment period (time limitations may be imposed)
- g) 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.*

- h) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- i) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for December 23 and 24, 2018 and cancelled session of December 31, 2018
 - 2) County vouchers/warrants/electronic payments as follows: 4047083 through 4047094, totaling \$79,111.86 (payroll draws dated December 14, 2018); 4047257 through 4047296, totaling \$895,359.39 (December payroll); 4204424 through 4204450 totaling \$1,013,412.52 (benefits and deductions)

COUNTY COMMISSIONERS (continued)

- i) Consent Agenda Items (continued):**
 - 3) Payroll action and other forms requiring Board approval

- j) Miscellaneous business to come before the Board**

- k) Review reports and correspondence; hear committee and meeting reports**

- l) Review of constituent concerns/possible updates re: past concerns**

a) **Action Agenda items:**

- 1) Proposal 2019 01-07 DCH
Approval to apply for Washington State
Department of Health Local Strategies
for Physical Activity and Nutrition grant

b) **Consent Agenda Items:**

- 1) Resolution _____ - Approving
Memorandum of Understanding on
Closed Point of Dispensing

c) Department update and miscellaneous



MEMO

Date: 11/19/2018

Proposal ID:2019 01-07 DCH

To: BOCC

From: Meghan DeBolt

Intent – Approval to apply for grant Funding

Topic: **Approval to apply for WA State Department of Health Local Strategies for Physical Activity and Nutrition grant**

- 1) Name of Grant/Program: Local Strategies for Physical Activity and Nutrition (LSPAN)
- 2) New Grant Renewing Grant Term (# of years) 1 with potential for additional 4 years
- 3) Is the grant unchanged, and does not require Current Expense funding?
(If Y, please skip to number 24) Y _____ N _____
- 4) How will this grant benefit the county's citizens?

This grant funding supports systems changes to improve nutrition and active play in early learning systems and implement activity -friendly built environments and will support the health of priority populations who experience health disparities. This grant's goals align with the Community Health Improvement Plan and the Blue Zones Project potential.

- 5) Is this a program grant or an equipment grant?

This is a program grant to support systems change.

- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?

This grant is potentially renewable for 4 years _____

- 7) If this is a new grant how will the grant support a current program OR how will the program change?

This grant aligns with and enhances current and potential community health work

- 8) Does this grant require up front funds? Y _____ N X _____

If so, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?

it would be reimbursable as other DOH funds ... is that the answer they are looking for?

- 9) How many employees (new or current) will be paid by the grant? N_____ C__1____
a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?___new staff not anticipated for this grant

- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y_____ N __X____ If so, what?
-
-
-

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y__X__ N_____

- 12) What fund would support a cash match (if required)?__not required_____

- 13) If required what is the TOTAL cost of the match over the life of the grant? __0_____

- 14) What fund would support the administration of the grant? The grant through the state approved indirect rate

- 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?

Nothing more than currently available

- 17) Would the program require use of a county vehicle or personal vehicle? Y__X__ N _____

- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance? Y__X__ N_____

- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y__X__ N_____ If so, what activities?

legal review prior to signing the grant and finance support for new BARS numbers

- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N__X__ If so, what obligations?

There is no obligation to create/enact new ordinances or policies.

- 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.?)

No

- 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__X__ If so, what is the funding source for consultant fees?

This grant allows for sub-contracting, enabling incorporation of partner agencies for implementation when appropriate and are covered by the grant.

- 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.

This grant's outcomes are expected to be sustainable: policy, systems and environmental changes at the community level

- 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.

See attached document

Official signature of requesting office/department:

Elected Official/Department Head

Date

Synopsis of Grant – Exerpts from RFA:

The Department of Health (DOH) announces a funding opportunity for four to five local community organizations. The Local Strategies for Physical Activity and Nutrition (LSPAN) project will provide funds to implement policy, systems and environmental changes at the community level to enact healthy nutrition guidelines, support breastfeeding-friendly environments, improve nutrition and active play in early learning systems, and implement activity-friendly built environments. These changes must support the health of priority populations who experience health disparities.

Successful applicants will be expected to work in partnership with DOH to support overall outcomes and strategies of the SPANWA Program. Subrecipients will coordinate and integrate with other organizations throughout the community, leverage and access resources, and engage diverse community members.

Subrecipients will pursue and participate in opportunities to influence or implement policy, systems, and environmental changes within each of the strategies, starting with at least **two** strategies in Budget Year 1. Health education and health promotion activities such as individual education classes or health education materials dissemination are *not* priorities of this funding.

With this funding, the community organization will accomplish the following:

- Implement a community work plan which addresses **all four** strategies required by this grant funding, starting with **two chosen strategies** in Budget Year 1 (strategies detailed on page 4);
- Engage with diverse, multi-sectorial community stakeholders, existing coalitions and community based resources;
- Fulfill program administration roles and responsibilities:
 - Identify project staff;
 - Participate in trainings and scheduled calls hosted by DOH;
 - Submit accurate and complete progress reports, per guidance and deadlines provided by DOH; and
 - Act as the fiduciary agent if subcontracting.
- Meet evaluation requirements:
 - Participate in performance measure data collection activities in collaboration with DOH; and
 - Participate in project evaluation activities developed and coordinated by DOH.
- Coordinate development and implementation of a cohesive project with a comprehensive work plan and budget for these grant funds.

Address health disparities among American Indian/Alaska Native, African American, Asian Pacific Islander, Hispanic, or low income populations. Communities may define their own priority populations, expanding beyond this list, providing they present appropriate community-level data to support their selection

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPROVING MEMORANDUM
OF UNDERSTANDING ON
CLOSED POINT OF
DISPENSING

}

RESOLUTION NO. **19**

WHEREAS, the Walla Walla County Department of Community Health has proposed a Memorandum of Understanding on closed Point of Dispensing (POD); and

WHEREAS, the purpose of this Memorandum of Understanding (MOU) is to partner with local entities for the dispensing of Strategic National Stockpile (SNS) Medical Countermeasures within their organizations during a Public Health Incident, Emergency or Disaster, using coordinated and standardized protocols statewide; and

WHEREAS, the MOU benefits the citizens of Walla Walla County; and

WHEREAS, the County Prosecuting Attorney has reviewed said MOU; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve said MOU, and authorize Larry Jecha, MD, MPH, Walla Walla County Local Health Officer, to sign the same.

Passed this 7th day of January, 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

Commissioner, District 3
Position Currently Vacant

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



WALLA WALLA COUNTY DEPARTMENT OF COMMUNITY HEALTH

314 West Main Street • Walla Walla, WA 99362

Main Telephone: (509) 524-2650 • Confidential Fax: (509) 524-2642 • Main Fax: (509) 524-2678

MEMORANDUM

To: The Walla Walla County Board of County Commissioners
From: Meghan DeBolt
Director, Community Health
Date: January 7, 2019
Subject: MOU closed Point of Dispensing

- This is a request to add this Memorandum of Understanding regarding closed Point of Dispensing (POD) to the Strategic National Stockpile (SNS) Emergency Preparedness Plan.
- Purpose is to partner with local entities for the dispensing of SNS Medical Countermeasures within their organizations

RECOMMENDATION:

The Walla Walla County Board of County Commissioners approve the addition of this MOU to the closed POD SNS Emergency Preparedness Plan.



Memorandum of Understanding (MOU) Closed Point Of Dispensing

This Memorandum of Understanding is entered into this the _____ day of, __2019__
between _____ (hereinafter
Provider) and Walla Walla County, through its Department of Community Health (also
referenced as the County)

Definitions:

1. Closed POD: mass prophylaxis point of dispensing (POD) emergency site
Closed to the public
2. Provider: Business/Facility willing to become a Closed POD site

Recitals:

Whereas, the Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR), through the Washington State Department of Health, will provide medication and medical supplies via the Strategic National Stockpile (SNS), to the Walla Walla County Department of Community Health, **and**

Whereas, the Walla Walla County Department of Community Health approves transfer of a pre-determined quantity of the aforementioned medication and supplies to Provider **and**

Whereas, the Walla Walla County Department of Community Health wishes to collaborate with Provider to enhance its ability to respond to a catastrophic biological incident or other communicable threat of epidemic proportion

Now therefore, in consideration of the foregoing, the parties hereto agree as follows:

Provider Agrees:

1. To request medications according to the number of identified employees, family members, clients, patients, contacts and facility residents.
2. To assume responsibility of dispensing medications (mass prophylaxis) to those individuals identified above by the Provider's trained staff, at the Provider's Closed POD site with no liability assumed by the County.
3. To utilize pharmaceuticals in accordance with the policies and procedures outlined in the Walla Walla County Department of Community Health's SNS Plan and the Provider's own Closed POD plan.
4. To dispense medications per established medical protocols/algorithms (provided by the Walla Walla County Department of Community Health) at the time of the event under the supervision of licensed medical personnel.
5. To provide any training and updates of the Provider's Closed POD Plan to the Walla Walla County Department of Community Health.
6. To provide training and education to all the Provider's staff that will be utilized in Mass Prophylaxis Dispensing Operations in regard to specifics of the Closed POD Plan provided by the Provider.
7. To identify employees by jurisdiction of residence and provide that information to the Walla Walla County Department of Community Health.
8. To not charge individuals for medications or administration provided through this agreement, except as permitted by the State of Washington or ASPR.
9. To participate in any applicable Walla Walla County Department of Community Health sponsored Closed POD training/education opportunities.
10. To conditionally ensure pickup of the appropriate amount of medication in a reasonable, timely manner.
11. To provide and update emergency point of contact information to ensure prompt notification of the Provider in the event of a public health emergency.
12. To dispense medication and/or supplies in accordance with the guidance provided by the Walla Walla County Department of Community Health.
13. To maintain accurate records/inventory of medications dispensed and the provide those records to the Walla Walla County Department of Community Health in a timely manner.
14. To inventory and secure any unused medications until a time the Walla Walla County Department of Community Health can make arrangements for retrieval.
15. To compile and file an After-Action Report with the Walla Walla County Department of Community Health identifying shortfalls and accomplishments of the Closed POD.
16. To indemnify and hold the County harmless from any negligent acts of the Provider.

Walla Walla County Department of Community Health Agrees:

1. To provide Mass Prophylaxis Dispensing/Closed POD specific training/education opportunities to identified staff of the Provider.
2. To provide pre-event planning and technical assistance, including but not limited to supply lists, Closed POD layouts, fact sheets, dispensing algorithms, etc.
3. To conditionally ensure delivery/availability of the appropriate amount of medication in a reasonable, timely manner.
4. To provide coordination as outlined in the Walla Walla County Department of Community Health SNS Plan to the Provider to the best of their ability.
5. To provide the Provider with proper standing orders and medical protocols regarding dispensing activities including but not limited to, dosing, follow-up, procedures, and releasable information regarding the public health emergency situation to maintain situational awareness.
6. To provide the Provider with consultation and assistance as needed and available for the given public health emergency.
7. To make arrangements to retrieve any unused medications as well as copies of all medical documentation.
8. To provide After-Action Report consultation to the Provider.

The Provider and the Walla Walla County Department of Community Health Mutually Agree:

1. The confidentiality of patients and patient information will be maintained as written and enforced by the Health Insurance Portability and Accountability Act (HIPAA).
2. This Memorandum of Understanding (MOU) shall be in effect for one (1) year from the date herein and is renewed automatically in successive one (1) year terms. Upon no less than sixty (60) calendar days advance written notice a party may withdraw from this agreement.
3. This Memorandum shall not supersede any laws, rules or policies of either party.
4. This Memorandum will go into effect **only** at the request and direction of the Walla Walla County Department of Community Health Local Health Officer or Director.
5. The Provider would be considered a Closed POD in that it would not dispense medications to the "general public" but to identified employees, family members, clients, patients, contacts, and specific groups outlined in the Provider's Closed

POD Plan on file with the Walla Walla County Department of Community Health and the Walla Walla County SNS Plan.

6. The Provider will follow the dispensing directives of the Walla Walla County Department of Community Health during Closed POD Operations.
7. It is understood that the Provider's participation is completely voluntary during a declared health emergency and may not be available or utilized at the time of the health emergency response. If so, the Provider would not be considered a Closed POD and their employees, employees, family members, clients, patients, contacts, and/or specific groups would have the option to attend a Public/Open POD operated by the Walla Walla County Department of Community Health and not receive any preferential treatment.
8. Attend FEMA Course MGT-319 MCM POD Planning and Response course and/or complete online FEMA Course IS-26 Guide to Points of Distribution: <https://training.fema.gov/is/courseoverview.aspx?code=is-26>.

Signatures

My signature indicates agreement with the above stated agreements and conditions:

[Signature on file]  [insert date approved
by health officer] 12/03/20:18

Walla Walla County Local Health Officer

Date

_____/_____/2019

Provider Representative

Title

Date

Provider:
Address:
Point-of-Contact:
Email:
24/7 Phone:

10:00

DEPARTMENT OF COMMUNITY DEVELOPMENT

Tom Glover

a) Department update and miscellaneous

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

- a) Department update and miscellaneous

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



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 3 January 2019

Re: Director's Report for the Week of 31 December 2018

Board Action: 7 January 2019
Update Only

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Project is in winter shutdown.
- Whitman Dr. W.: Consultant is preparing right of way documents for University donation.
- Mill Creek Road MP 1.1 to MP 3.96: Working on project funding estimates and getting title updates.
- Mud Creek: Working on design and environmental permitting.
- Peppers Bridge Road: Obtaining right of entries for survey work and doing preliminary survey research.

MAINTENANCE/FLEET MANAGEMENT:

- Garage Crew: Working on routine vehicle maintenance.
- South Crew: Conducting routine road maintenance.
- North Crew: Repairing guardrail and bridge damage on Harvey Shaw Road.
- Vegetation/Signs: Conducting routine sign maintenance.

ADMINISTRATION:

- Sign and Vegetation Worker recruitment update – Interviews scheduled for January 15th

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))

- a) Department update and miscellaneous
- b) **Action Agenda Items:**
 - 1) Revised job description approval form – Support Services Specialist for the Sheriff's Office
 - 2) Revised job description approval form – Support Services Clerk I for the Sheriff's Office
 - 3) Revised job description approval form – Support Services Clerk II for the Sheriff's Office
 - 4) Resolution _____ - Agreement Between Board of Commissioners and the Washington State Council of County and City Employees, Local 1191, Council 2 of the American Federation of State, County and Municipal Employees, AFL-CIO Road Crew, Public Works Department
 - 5) Resolution _____ - 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
- c) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- 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))

11:00

COUNTY SHERIFF

Mark Crider

a) **Action Agenda Item:**

- 1) Proposal 2019 01-07 SO
Approval of reimbursement for
training expenses for a Sheriff's
Office Deputy



MEMO

Date: January 2, 2019

Proposal ID. 2019 01-07 SO

To: BOCC

From: Mark Crider, Walla Walla County Sheriff

Intent – Decision

Topic – Approval of reimbursement for training expenses for Deputy Federico Diaz

Summary

See attached memo dated January 2, 2019.

Cost

\$2,633.19

Funding

Sheriff's Office 2019 Current Expense Budget

Alternatives Considered

Acquisition Method

Security

Access

Benefits

Conclusion/Recommendation

Recommend that the Board of County Commissioners approve that the Walla Walla County Sheriff's Office pay this training reimbursement from the current Sheriff's Office 2019 budget.

Submitted By

Disposition

Mark Crider, County Sheriff 1-2-19

Approved

Approved with modifications

Name Department Date

Needs follow up information

BOCC Chairman

Date

Additional Requirements to Proposal

Modification

Follow Up



OFFICE OF THE SHERIFF WALLA WALLA COUNTY MEMORANDUM

To: Chairman Todd Kimball
Walla Walla County Board of County Commissioners

From: Sheriff Mark Crider *MJC*

Re: Deputy Federico Diaz

Date: January 2, 2019

Sir,

Thank you for taking time to meet with me regarding this important matter. I appreciate the ongoing partnership to make our county a better place. It is in that spirit that I write to you and the BOCC.

Please see the attached documents regarding Deputy Federico Diaz. I am writing to seek your concurrence that the WWSO pay this training reimbursement from the current Sheriff's Office 2019 budget. I did not want to simply submit this \$2,633.19 as a bill to be paid without first running it by the commissioners due to its unusual nature.

It has been WWSO precedent that we have all agreed to pay these in the past and the PA's Office has consented. Whether or not such outside contracts are enforceable, the WWSO does not want to have a chilling effect upon recruiting top-notch deputies. In this case, our community received a well-trained, bilingual deputy with prior law enforcement experience. Had we not hired Deputy Diaz, we may have had to hire an entry level employee. The bare minimum cost of such an employee is at least \$7,500 for basic academy training (BLEA) alone, plus the new employee is away for over five months while at BLEA, and returns to the agency with zero experience.

In the present case, it seems to make good sense to pay for this training reimbursement. Although not our responsibility, it is a legitimate training cost and does relieve financial pressure from a good employee; it ensures no chilling effect upon lateral deputy recruitment; it gets us seasoned deputies on the road quicker; and \$2,633.19 for a lateral deputy training reimbursement is far less expensive than the higher costs required for an entry level deputy. I hope the BOCC concurs. I respectfully request your approval for this expense to be paid from the 2019 WWSO budget. I am happy to answer any further questions the commissioners may have regarding this matter.

I look forward to hearing back from you on this matter and appreciate your consideration.



DREW W. HYER
GARFIELD COUNTY SHERIFF

P.O. BOX 338
POMEROY, WA 99347-0338

(509) 843-3494 * FAX (509) 843-1347

TINA MEIER
E911 COORDINATOR/
COMMUNICATIONS DIRECTOR

December 14, 2018

To Whom It May Concern:

Federico Diaz currently has a contract with Garfield County Sheriff's Office for repayment of his 5 year contract. He has a remaining balance of \$2633.19.

If you have any questions, please feel free to contact our agency at 509-843-3494 or email dhyer@co.garfield.wa.us.

Respectively,

A handwritten signature in blue ink, appearing to read "Drew Hyer", with a long, sweeping horizontal line extending to the right.

Sheriff Drew Hyer
Garfield County Sheriff's Office

11:15 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.