

A G E N D A

WALLA WALLA COUNTY BOARD OF COMMISSIONERS

MONDAY, OCTOBER 12, 2020

Pursuant to the Governor's proclamation dated March 23, 2020 the Commissioner Meeting will be held via phone and internet. Following is the website to attend and listen to the meeting and the phone number to call to take part in the meeting. Any questions please email us wwcocommissioners@co.walla-walla.wa.us

Call in 1-408-418-9388 access code: 146 784 0290

Meeting link: <https://wwco.webex.com/wwco/j.php?MTID=m6ef6c0710e4eb57be4e10ce0cc827a38>

The agenda will include only necessary action items until further notice.

PLEASE NOTE: ALL TIMES ARE TENTATIVE AND AT THE DISCRETION OF THE CHAIRMAN WITH THE EXCEPTION OF ADVERTISED BID OPENINGS AND PUBLIC HEARINGS.

10:00 A.M. COUNTY COMMISSIONERS

Chairman Tompkins

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
 - 2) Review warrant list
- f) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for October 5 and 6, 2020 and Special Meeting of October 8, 2020
 - 2) Resolution _____ - Setting a date of public hearing to consider amendments to the 2020 Walla Walla County budget
 - 3) Resolution _____ - Appointing Nancy Wenzel to fulfill duties as Interim Administrative Officer for the Local Board of Health
 - 4) Payroll action and other forms requiring Board approval

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
THE MINUTES OF THE WALLA
WALLA COUNTY COMMISSIONERS'
PROCEEDINGS FOR OCTOBER 5
AND 6, 2020 AND SPECIAL
MEETING OF OCTOBER 8, 2020



RESOLUTION NO. **20**

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the minutes of the Walla Walla County Commissioners' proceedings of October 5 and 6, 2020 and special meeting October 8, 2020 shall be approved.

*Passed this 12th day of **October, 2020** 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SETTING A
DATE OF PUBLIC HEARING TO
CONSIDER AMENDMENTS TO
THE 2020 WALLA WALLA
COUNTY BUDGET



RESOLUTION NO. 20

WHEREAS, subsequent to the establishment of the budgets and adoption of the 2020 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, October 26, 2020 at the hour of 10:00 a.m., in County Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, Washington to consider amending the 2020 budget as follows.

Remote public participation and testimony will be allowed via Webex and telephone. Limited participation and testimony at a remote location is available for those who are unable to testify by Webex or Telephone by contacting the Clerk of the Board.

FUND 010 – CURRENT EXPENSE

Revenue	\$294,409.00
Expenditures	\$294,409.00

FUND 10100 – COMMUNITY DEVELOPMENT

Revenue	\$201,183.00
Expenditures	\$201,183.00

FUND 10800 – LAW & JUSTICE (SHERIFF)

Revenue	\$7,002.00
Expenditures	\$7,002.00

FUND 10900 – AUDITOR M&O CO PORTION

(Net Change - \$0)

FUND 11200 – PUBLIC HEALTH

Revenue	\$3,038,339.00
Expenditures	\$3,038,339.00

FUND 11900 – HUMAN SERVICES

Revenue	\$53,821.00
Expenditures	\$53,821.00

FUND 12000 – CO – MENTAL HEALTH

(Net Change - \$0)

FUND 13400 R/E TAX ADMIN ASSISTANCE

(Net Change - \$0)

FUND 15200 – INVESTMENT POOL

(Net Change - \$0)

FUND 16000 WW CO LOW INCOME HOUSING

(Net Change - \$0)

FUND 16300 – CRF CARES FUND

Revenue	\$1,244,000.00
Expenditures	\$1,244,000.00

FUND 30000 – L&J BUILDING

(Net Change - \$0)

FUND 50300 – RISK MANAGEMENT

(Net Change - \$0)

BE IT FURTHER RESOLVED that, upon further review of the 2020 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 12th day of **October, 2020** 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
APPOINTING NANCY WENZEL
TO FULFILL DUTIES AS
INTERIM ADMINISTRATIVE
OFFICER FOR THE LOCAL
BOARD OF HEALTH



RESOLUTION NO. 20

WHEREAS, the Walla Walla County Department of Community Health Director position is currently vacant; and

WHEREAS, as provided in RCW 70.05.030, the Walla Walla County Board of County Commissioners serve as the Local Board of Health;

WHEREAS, the Local Board of Health may appoint an Administrative Officer pursuant to RCW 70.05.045; and

WHEREAS, the Director of the Community Health Department has served as the Administrative Officer; and

WHEREAS, Nancy Wenzel has been employed by the County since August 11, 2003; and

WHEREAS, the Board of County Commissioners approved a motion on October 8, 2020, appointing Nancy Wenzel to fulfill duties as Interim Administrative Officer; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that to assure continuity in the duties of the Department of Community Health and the Local Board of Health, Nancy Wenzel shall be appointed as "Interim Administrative Officer", with the authority to fulfill responsibilities of the position of Administrative Officer under RCW 70.05, and the Director of the Walla Walla County Department of Community Health.

BE IT FURTHER RESOLVED that said appointment shall have an effective date of October 8, 2020 and shall not expire until action by the Board.

Passed this 12th day of **October, 2020** 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

COUNTY COMMISSIONERS (continued)

g) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: 4223210 through 4223368 totaling \$921,954.20 and 4223369 through 4223373 totaling \$2,521.21 (travel)
- h)** Miscellaneous business to come before the Board
- i)** Review reports and correspondence; hear committee and meeting reports
- j)** Review of constituent concerns/possible updates re: past concerns

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Consent Agenda Items:

- 1) Execute a small works contract with Scarcella Bros. Inc. for the Kooskooskie Bridge Scour Protection project

b) Department update and miscellaneous

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



To: Board of County Commissioners

From: Tony Garcia, P.E. – Public Works Director/County Engineer

Date: 7 October 2020

Re: Director's Report for the Week of 5 October 2020

Board Action: 12 October 2020

Miscellaneous:

In the Matter of Signing a Small Works Contract – Kooskooskie Bridge Scour Protection

ENGINEERING:

- Seven Mile Bridge: WSDOT will begin work on temporary bridge.
- Drumheller Bridge: Consultant is working on bridge design.
- Wallula Ave./Gose Street: Working on project geometric design.
- Blue Creek Bridge/Mill Creek FH: Contractor is working on final items.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way acquisition.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on right of way acquisition.
- Flood Damage Repair: Work on Kooskooskie Bridge scour repair will begin next week.

MAINTENANCE/FLEET MANAGEMENT:

- Garage is working on routine vehicle/equipment maintenance.
- Road Crews working on routine maintenance.
- Prepping equipment for winter operations.

ADMINISTRATION:

- Working with staff to complete their Wellness Health Assessment to assist with meeting the County's 40% participation requirement from the Washington Counties Insurance Fund (WCIF).
- Working with Commissioner Kimball to incorporate the fleet from Fairgrounds into ER&R.
- Met with the Corps of Engineers via Webex to discuss their Mill Creek levee repair PL-8499 project which is scheduled to begin soon.
- Continue to follow our Phase 2 COVID-19 Standard Operating Procedures (SOP) to help us maintain a safe work environment as we navigate these uncertain times.

10:30

TECHNOLOGY SERVICES DEPARTMENT

Chad Goodhue

- a) Department update and miscellaneous



WALLA WALLA COUNTY
Technology Services Department

Chad R Goodhue | Technology Services Director |

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362
(509) 524-2590
cgoodhue@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

September 28th, 2020

To: **Walla Walla County Board of Commissioners**

Re: Technology Services Update

Issues/Information for the Board.

I would like to start by saying that all of the Departments that we are working with have been great. We know that some of the changes have been difficult but there has been very little push back and we really appreciate their support.

- List of current projects:
 - Contract review for OnBase in District Court – ***Will need a workshop***
 - Adobe Professional Rollout – Active Directory updated, our rollout has begun
 - Duo and Yubikeys – Will be rolling out by office/department starting with BOCC
 - Assessor's office complete
 - Treasurer's office will be next
 - Auditor
 - Clerk
 - District Court
 - Elections
 - Several more in the works
 - Meraki/Cisco switch replacement
 - New replacement switches will be here in 3 weeks
 - Court at the fairgrounds
 - The courtroom and technology are setup
 - All systems are configured and ready to go
 - Continuing to train with staff in preparation for a Jury trial
 - WWE Physical Security Installations:
 - Corrections Access Controls underway
 - Security Camera Wiring – being relocated to the Fairground Pavilion
 - S2 Netbox Migration – Completed
 - Starting on Tech Services and Elections physical access
 - Meet with WWE on the 29th at 11am to lock in final prices
 - Physical Security to elections space – Will begin 2nd or 3rd week of October
 - Physical Security to Tech Services – Will begin on September 29th
 - Elections Move
 - We will begin wiring power and network to the end points during the first week of October
 - **All equipment is wired for network and power**

- The second week of October we will work with facilities to get the elections equipment relocated and setup at the fairgrounds
 - Computers, Cameras, switches, wireless access points, printers, copiers, scanners etc.
 - **All computer hardware has been relocated and they are ready for business**
- Lastpass – Enterprise password management software – working with company to rollout software out and train staff on use – Currently on hold
- 88 CARES laptops – have been purchased and we are waiting on a delivery ETA so that we can start a deployment plan
 - Imaging is almost complete, when done they will be delivered and TS will begin rolling them out by department.
 - Anticipated delivery of devices has been delayed due to a hardware issue
- 11 Cisco Room Kits have been ordered –
 - 3 @ JJC – 1 deployed
 - 1 @ Jail – deployed
 - 1 @ Courthouse – deployed
 - 1 @ BOCC – Deployed
 - 1 @ BOCC Training Room - Deployed
 - 1 @ Elections – on hold
 - 1 @ Sheriff - Deployed
 - 1 @ EMD
 - 1 @ ComDev
- Email and internet secure gateway – updating our antispam/anti-phishing hardware and software
- Phones Servers – Paused
- Tech Services have received all of the scopes of work to move forward with District Court moving to On Base from Liberty
 - Jesse and I have received the new contracts and they are in the process of being reviewed
- Tech Services is continuing to see a **large** spike in work orders

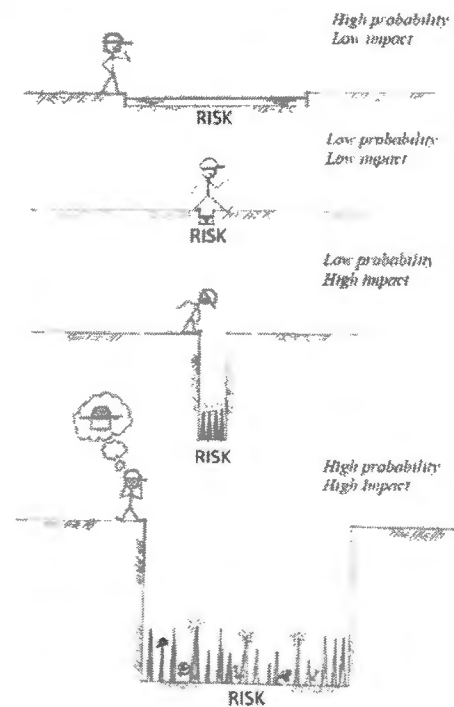
Components (Main infrastructure)

Security – Continues to be our #1 Security Concern

- Phishing and County awareness
 - We need to come up with an annual required training for network access to help minimize risk and increase awareness
 - Know B4 is a known company that provides this type of solution

Hardware

- New Hardware setup for the Courts at the fairgrounds and in both courtrooms
- New Hardware setup for Elections at the fairgrounds
- Switching
- Physical Security
 - Cameras for Elections Security – setup at the fairgrounds
 - Door controllers and proximity readers for JJC, Elections, Corrections and Tech Services
- Computers
 - 86 New Laptops
 - 172 monitors



Other Projects

- **OnBase**
 - Scopes of Work and Contracts are under review for District Court
- **Budget & Inventory**
 - Working with CFT to purchase and deploy hardware
- **Contracts**
 - Onbase and various CHD contracts
- **Inventory**
 - TS will have a new surplus list for review in the coming weeks
- **Public Record Requests Last 2 Weeks**
 - 11 = Requests received
 - 4 = Forwarded to departments
 - 9 = Completed
 - 2 = Pending review
 - 1 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 5 = Open
 - YTD = 155 (55 more than last year)

Some of these are waiting for legal review or guidance, or response by other departments
- **Service Desk Issues Last 2 Weeks**
 - 115 = Requests received
 - 46 = Open
 - 106 = Closed

Definitions

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

DAN - Disposition Authority Numbers (Secretary of State retention schedule)

JLARC=Joint Legislative Audit and Review Committee

ACCIS =Association of County, City Information Systems (managers)

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.

IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.

10:45

COUNTY CORRECTIONS

Norrie Gregoire

a) Action Agenda Items:

- 1) Proposal 2020 10-12 CORR
Approving provider for Jail Health
Services
- 2) Resolution _____ - Approving
Walla Walla County Corrections
Department Criminal Justice Treatment
Account (CJTA) Local Plan

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
WALLA WALLA COUNTY
CORRECTIONS DEPARTMENT
CRIMINAL JUSTICE TREATMENT
ACCOUNT (CJTA) LOCAL PLAN



RESOLUTION NO. 20

WHEREAS, the County receives Criminal Justice Treatment Account (CJTA) funding pursuant to RCW 71.24.580 from the Washington State Healthcare Authority to provide Substance Use Disorder Treatment at the Walla Walla County Jail; and

WHEREAS, RCW 71.24.580 mandates that the legislative authority of a county receiving CJTA funds establish a CJTA Panel comprised of the county alcohol and drug coordinator, county prosecutor, county sheriff, county superior court, a substance abuse treatment provider, a criminal defense attorney, and a representative of the drug court, and that the CJTA Panel develop, approve, and submit a Strategic Plan; and

WHEREAS, the County's duly appointed CJTA panel has approved and jointly submitted its Updated Strategic Plan for Fiscal Year 2020-2021, to be approved and adopted by the county legislative authority, for disposition of CJTA funds within the County; and

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve the CJTA Panel's Updated 2020-2021 Strategic Plan and authorizes the Director of Corrections to submit that plan to the State Health Care Authority.

Passed this 12th day of October, 2020 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



**DEPARTMENT OF COURT SERVICES
JUVENILE JUSTICE CENTER
WALLA WALLA COUNTY**

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager
Kayla Zimmer, Administrative Services Supervisor

Norrie Gregoire, Director
Matt Stroe, Jail Commander
Keri Weber, Executive Assistant

To: BOCC
From: Norrie Gregoire, Director of Corrections
Date Written: 10/08/2020
RE: Director's Report for October 12, 2020

Board Consent/Action Agenda Item(s):

- Action: 1) Proposal 2020 10-12 CORR – Approving Corrections Director recommendation for Jail Health Services Provider
- 2) Resolution _____ - Approving Walla Walla County Corrections Department Criminal Justice Treatment Account (CJTA) Local Plan

Department Updates:

Service Providers, Programs & Essential Services

- Corrections
 - With potential Board approval of CJTA Local Panel's plan, State Health Care Authority may now review plan; upon HCA approval, Trilogy Recovery Community will move forward with placing a Recovery Support Ally to provide services at the jail, at JJC, and for ARC clients; this case management approach has been the missing piece for Superior Court/Prosecutor UA monitoring.
 - Per HCA, Substance Abuse Treatment (RSAT) contract is going through final draft at HCA contracts division; once County has that in hand, will be vetted by Nolte and Peters prior to submittal to Board.
 - HCA now allows up to 30% of CJTA funds to pay for Medication Assisted Treatment, which will help Corrections prescription line.
 - HCA Panel also now allows post adjudication individuals to receive CJTA funded recovery support services; that broadening will create much more flexibility and allow the County to help more people seeking recovery.
 - The increase in jail population mentioned two weeks ago shows no sign of easing; Corrections held 89 people last weekend and have been in low to mid 80's since. Corrections continues to book through lower level arrests due to pandemic concerns; even so, we currently are unable to consistently keep a small unit open for potential quarantine.
 - That said, Admin Services Supervisor Kayla Zimmer continues to research and build an EHM program that will ensure community safety and offender accountability.
- Court Services
 - Sentry Program (JJC Adult Pretrial UA Monitoring) no longer places DOC-supervised defendants on Sentry pretrial; after discussions with local DOC, Judges, and the PA Office, it was determined Sentry monitoring was superfluous.

Personnel/Training

- Corrections/Court Services
 - Level One Control Tactics refresher scheduled for the next couple weeks for both JJC and Corrections staff; per Community Health, we limit to five staff, pre-screen for symptoms, and repeatedly sanitize as required; six (6) sessions necessary to get staff trained.

- Two/three CO applicants made it through background, moving on to polygraph and then hopefully psych; Shelly suggested that we continue to build an ongoing pool of applicants and we will do so.
- Commander Stroe is preparing to post Corrections assignments, per CBA, for the following: OC; Defensive Tactics; CERT; FTO; Classification; Work Crew; and Transport. No language was previously agreed upon between County and union regarding length of assignments; union has agreed to our request of a three-year commitment.

Equipment/Technology/Facilities

- True Commercial Fridge has been field-evaluated and needs both top and bottom rail replacement and at least two of three doors replaced.
- Delfield Freezer at Jail: After door replacement and gasket work, freezer continues to frost in consistent location; we are close to requesting a replacement.
- Bullpens: fully operational and appreciated.
- WebEx: no longer using Zoom for Superior Court; WebEx is working very well for all parties.
- Corrections needs an automated operational procedures software system; current approach is outdated and presents considerable challenges; Director is currently looking at several available. Lexipol Policy Manual meets our overarching policy management needs; however, when we get into the day-to-day, nuts and bolts procedures of getting from A to B to C consistently and efficiently, and in a way that leads to improved performance, Lexipol is not designed to get us there.

11:00

FACILITIES MAINTENANCE

Robert Henry

- a) Department update and miscellaneous

Walla Walla County Facilities Department

317 W Main St, Walla Walla, WA 99362

Update October 12th

Maintenance:

-McKinstry Building Assessment is continuing. Review of mechanical systems has started and will continue during the next couple weeks.

-New glass paneled desks have been installed in the commissioner's chambers to create proper indoor spacing and social distancing during commissioners meeting. We will be making minor adjustments to ensure the space is suited for in person meetings as soon as they are authorized.

Custodial

-Custodial has continued cleaning with an emphasis on disinfecting public spaces and commonly touched surfaces.

Grounds

-The bushes and shrubs are being trimmed for fall to make sure that they are ready for winter.

-Adjustments to the JJC sprinklers were made to introduce a dripline, and work has been made fixing a leak in the PVC pipe.

a) Action Agenda Items:

- 1) Resolution _____ - Approving U.S. Department of Housing and Urban Development Continuum of Care Program Grant Agreement Number WA0093I0T011912
- 2) Proposal 2020 10-12 DCH
Authorize Chair to sign service agreement to Comprehensive Health Care for certain grant related services outlined by U.S. Department of Housing and Urban Development

b) COVID-19 update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT
CONTINUUM OF CARE
PROGRAM GRANT AGREEMENT
NUMBER WA0093I011912



RESOLUTION NO. **20**

WHEREAS, the U.S. Department of Housing and Urban Development has funds available to Walla Walla County for supportive housing; and

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

WHEREAS, the County Prosecuting Attorney has reviewed same; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve and chairman shall sign said contract.

*Passed this 12th day of **October, 2020** 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



MEMO

Date: 10/7/2020

To: BOCC

From: Nancy Wenzel, Administrative Support Supervisor
Nikki Sharp, Healthy Division Community Manager

Intent – Gain BOCC approval Sign HUD Continuum of Care (CoC) Renewal Application for July 2020 thru June 2021 Funding Period

Topic – HUD Continuum of Care (CoC) Grant WA00093LOT011912

Summary

This grant supports the supportive living program managed by Comprehensive Health Care.

Cost

Funding

\$71,894

Alternatives Considered

....

Acquisition Method

...

Security

N/A

Access

N/A

Risk

....

Benefits....

Conclusion/Recommendation

Recommend the Walla Walla County Board of County Commissioners approve the HUD Continuum of Care (CoC) Grant WA00093LOT011912 and authorize the Chairman to sign.

Submitted By			Disposition	
Nancy Wenzel, Administrative Support Supervisor			<input type="checkbox"/> Approved	
			<input type="checkbox"/> Approved with modifications	
Nikki Sharp, Healthy Division Community Manager			<input type="checkbox"/> Needs follow up information	
<hr/>			<input type="checkbox"/> Denied	
Name	Department	Date	<hr/>	
Name	Department	Date	BOCC Chairman	Date

Additional Requirements to Proposal

Modification

Follow Up



MEMO

Date: October 7, 2020

To: BOCC

From: Nancy Wenzel, Administrative Support Supervisor

Nikki Sharp, Healthy Communities Division Manager

Intent – Program Funding

Topic HUD Continuum of Care (CoC) Renewal Application for July 2020 thru June 2021 funding.

1. Name of Grant/Program: HUD CoC - HEARTH McKinney-Vento Grant
2. New Grant Renewing Grant Term (# of years) 1
3. Is the grant unchanged, and does not require Current Expense funding?
Yes No **(If YES, please skip to number 24)**
4. How will this grant benefit the county's citizens?
5. Is this a program grant or an equipment grant?
6. Is this a "one-time only grant" or is it renewable ? If renewable, how long is grant anticipated to last?
7. If this is a new grant how will the grant support a current program OR how will the program change?
8. Does this grant require up front funds? Yes No If **YES**, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?
9. How many employees (new or current) will be paid by the grant?
New _____ Current _____
10. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?
11. Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Yes No If **YES**, what?

12. Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Yes No
13. What fund would support a cash match (if required)?
14. If required what is the **TOTAL** cost of the match over the life of the grant?
15. What fund would support the administration of the grant?
16. Will the grant allow for the County cost allocation plan to be funded?
Yes No
17. Would the grant require the county to provide office space and/or additional equipment to administer the program? Yes No If **YES**, what are the requirements?
18. Would the program require use of a county vehicle or personal vehicle?
Yes No If **YES**, would the grant provide for the cost of the automobile and/or liability insurance? Yes No
19. Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Yes No
If **YES**, what activities?
20. Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Yes No If **YES**, 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.?)
Yes 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?
Yes No If **YES**, 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 attach to this proposal a synopsis of the grant or a copy of the fact sheet.

Please see Attached

25. **Please feel free to submit additional information as needed.**

26. **Conclusion/Recommendation**

It is recommended that Walla Walla County Dept. of Community Health submit application to the Department of Commerce for the fiscal year 2020 HUD Continuum of Care (CoC) grant for Permanent Supportive Housing in order to provide on-going Support Services and Operation of the Permanent Supportive Housing for the Severely Mentally Ill in Walla Walla County.

Nancy Wenzel, Administrative Support Supervisor

Nikki Sharp, Healthy Communities Division Manager

Submitted By			Disposition
<hr/>			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
<hr/>			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
<hr/>			<input type="checkbox"/> BOCC Chairman
			Date

Additional Requirements to Proposal

Modification

Follow Up

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



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
909 First Avenue
Suite 200
Seattle, WA 98104

Grant Number: WA0093L0T011912
Tax ID Number: 91-6001381
DUNS Number: 619391951

CONTINUUM OF CARE PROGRAM (CDFA# 14.267) GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Walla Walla County (the “Recipient”).

This Agreement is governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”); the Continuum of Care Program rule (the “Rule”), as amended from time to time; and the Notice of Funds Availability for the fiscal year competition in which the funds were awarded.

The terms “Grant” or “Grant Funds” mean the funds that are provided under this Agreement. The term “Application” means the application submissions on the basis of which the Grant was approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition. All other terms shall have the meanings given in the Rule.

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control.

HUD’s total funding obligation for this grant is \$71,894, allocated between the projects listed below and, within those projects, between budget line items, as shown below.

Project No.	Grant Term	Performance Period	Total Amount
WA0093L0T011912	12 months	07-01-2020 - 06-30-2021	\$71,894
a. Continuum of Care planning activities			\$0
b. Acquisition			\$0
c. Rehabilitation			\$0
d. New construction			\$0
e. Leasing			\$0
f. Rental assistance			\$0
g. Supportive services			\$41,705
h. Operating costs			\$27,041
i. Homeless Management Information System			\$0
j. Administrative costs			\$3,148
k. Relocation Costs			\$0
l. HPC homelessness prevention activities:			
Housing relocation and stabilization services			\$0
Short-term and medium-term rental assistance			\$ 0

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The performance period of renewal projects funded by this Agreement will begin immediately at the end of the performance period under the grant agreement being renewed. Eligible costs incurred between the end of Recipient's final operating year under the grant agreement being renewed and the date of this Agreement is executed by both parties may be reimbursed with funds from the first operating year of this Agreement. No funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.

For any transition project funded under this Agreement the performance period of the transition project(s) will begin immediately at the end of the Recipient's final operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule incurred between the end of Recipient's final operating year under the grant being renewed and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published in the HUD Exchange in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must complete the attached "Indirect Cost Rate Schedule" and return it to HUD with this Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the Recipient will be incorporated into and made part of this Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

This Agreement shall remain in effect until the earlier of 1) written agreement by the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the performance periods for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of funds for all projects funded under this Agreement.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Application, unless the Recipient changes the address and key contacts in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

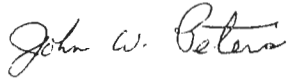
The Agreement constitutes the entire agreement between the parties, and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

Jack Peters, Director

(Typed Name and Title)

March 31, 2020

(Date)

RECIPIENT

Walla Walla County

(Name of Organization)

By:

(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)

Indirect Cost Schedule

Agency/Dept./Major Function	Indirect Cost Rate	Direct Cost Base
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This schedule must include each indirect cost rate that will be used to calculate the Recipient's indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR §200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Base Allocation Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).

11:30

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) Revised job description approval form - Community Health Director

11:45

COUNTY COMMISSIONERS

- a) Miscellaneous business to come before the Board

12:00

RECESS

- a) 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))

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or potential litigation
(pursuant to RCW 42.30.110(i))

- 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.