

COMMISSIONERS' PROCEEDINGS

Regular Meeting
Adams County Courthouse
Ritzville, Washington

March 6, 2019
(Wednesday)

Call to Order @ 9:00 a.m.

Present:

Vice-Chairman Roger L. Hartwig
Commissioner Terrance J. Thompson

Absent:

Chairman John N. Marshall

[9:58:23 AM](#)

Superior Court

Superior Court Clerk Teske, along with Human Resource Manager Perez, presented *draft* job descriptions for the positions of Deputy Clerk and Chief Deputy Clerk in the Superior Court Clerk's Office. Teske reviewed the duties of the Chief Deputy position and proposed a new position be created and salary set at EE1 on the Adams County Exempt Employee Salary Schedule. Wage comparisons were reviewed. No action was taken pending further review.

[10:24:55 AM](#)

[10:31:24 PM](#)

Human Resources

Human Resource Manager Perez reviewed the WSU Extension Program Assistant job description, noting minor modifications have been proposed to the job description currently on file. Perez will finalize modifications to the Program Assistant job description with a resolution adopting the same scheduled for Monday, March 11, 2019.

Perez reviewed her upcoming scheduled activities.

[10:59:59 AM](#)

[11:00:02 AM](#)

Video Conferencing

Central Services Director Boness presented a purchase agreement for courtroom video conferencing hardware, support, and cameras, as well as installation, for a total cost of \$49,850.04 noting March 27, 2019 is the

estimated installation date if ordered today (March 6, 2019). Installation is \$1,200.00 per unit and included in the agreement. Sales tax, freight and handling is not included. Board **consensus authorized the Central Services Department to move forward with the purchase and installation of the video conferencing system components for Superior Court as well as District Courts to be paid out of Fund 105A.**

[11:16:33 AM](#)

[11:24:33 AM](#)

Auditor

Auditor Hunt reviewed current expenditures budgeted in Trial Court Improvement Fund #119 noting requirements of special revenue funds. Auditor Hunt requested and received **consensus authorization to transfer the ACCESS Services; and, Courtroom Jury Program 2019 budgeted expenditures from Trial Court Improvement Fund #119 to Non Departmental Fund #099.**

A *draft* resolution establishing Seized Property Litigation Reserve Fund #130A was presented for review.

Reimbursement from Drug Enforcement Fund #130 to Current Expense for Sheriff's Department overtime expenses relating to drug busts was discussed.

[11:51:19 AM](#)

Adjournment @ 12:00

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON

-absent-

John N. Marshall, Chairman
s/Roger L. Hartwig, Vice-Chairman
s/Terrance J. Thompson, Commissioner