

## COMMISSIONERS' PROCEEDINGS

Adams County Courthouse  
Ritzville, Washington  
Regular Meeting

September 28, 2020  
(Monday)

*The meeting was held virtually via GoToMeeting.*

**Call to Order @ 8:30 a.m.**

**Present:**

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

Due to technical difficulties, the Integrated Health Care Services session is rescheduled to 1:05 p.m.

**Budget Workshop – Treasurer**

Treasurer Meise reviewed Fund #030 identifying capital expenditures of \$5,500.

Additionally, Fund #114 was reviewed with no changes from 2020; and, Fund #323, noting no revenue or expenditures anticipated in 2021.

[10:08:11 AM](#)

**Public Works**

Public Works Director O'Brien and Engineer Yaeger provided the weekly update on road maintenance, noting potato harvest is underway; solid waste and recycling; and the Atkinson Road project, noting base course is being applied this week followed by top course, with paving scheduled October 12, 2020.

Progress of the Rodeo Lake maintenance project was reviewed.

Additionally, Operations and Maintenance projects were reviewed with O'Brien noting shields have been installed in the Auditor's Office; a meeting will need to be scheduled with the economic development, probation and district court departments to review the needs moving forward in remodeling the vacated office space of the Building and Planning Department.

The Lind maintenance shop office building was discussed with O'Brien noting the recent windstorm did considerable damage to the structure. Repair of the building is estimated at \$42,000 to \$50,000; with an estimate of \$145,000 for a new building (to include demolition, set up, and water and sewer hookup). No action was taken at this time.

### **Booker Road/SR26 Intersection Safety Project**

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign Professional Services Agreement No. CRP-193, between Adams County and Century West Engineering, Spokane Washington, for design and construction phase services, in the amount of \$47,032, on the Booker Road/SR26 Intersection Safety Project.* **Motion carried.**

[10:56:38 AM](#)

[11:02:39 AM](#)

### **Human Resources**

Human Resource Manager Perez reviewed the new salary threshold implementation schedule for overtime exempt workers that will take effect January 1, 2021.

Options to comply with the adopted rules are: (1) convert current exempt salaried employees to non-exempt, salaried employees and paying overtime; (2) limiting hours worked by employees to forty (40) hours per work week; (3) converting current salaried exempt employees to hourly non-exempt employees; or (4) maintaining exempt status.

No action was taken pending additional discussion.

Additionally present were Prosecutor Flyckt and Civil Deputy Attorney Barden.

[11:30:40 AM](#)

**Recess @ 12:00**

**Reconvene @ 1:00 p.m.**

[1:02:30 PM](#)

### **Integrated Health Care Services**

Commissioner Marshall moved, Thompson seconded, to *authorize the Chairman to sign the following contracts as presented:*

- *Contract #2063-91184 DSHS and County Agreement on Data Security Requirements between Adams County Integrated Health Care Services and Washington State Department of Social and Health Services for the period October 15, 2020 through June 30,*

2023 (Additional Data Security Network language for the ongoing General Terms and Conditions; non-monetary agreement; general terms agreement signed 4/26/2017; data security requirements is the same language as other IHCS agreements.);

- *Amendment to the Provider Services Agreement made and entered by and between Molina Healthcare of Washington Inc. (“Health Plan”) and Adams County Integrated Health Care Services (“Provider”) for the provision of Medicaid Health Care Services to Members* (Amendment effective date goes back to January 1, 2020; references to DSHS and DBHR have been updated to HCA; monthly outpatient allocation increased to incorporate ESSB enhancement funding that was a separate line payment in prior agreement; no additional dollars; WISe program effective October 1, 2020 case rate will reflect HCA rate.);
- *2018-2020 Consolidated Contract, Number CLH18235, Amendment #17, between Washington State Department of Health and Adams County for an increase of \$643,559 for a total contract award of \$1,541,882.* (Amendment adds Statement of Work and added funding for the following programs for March, 2020 through December, 2020: Disease Control and Health Statistics BITV CI/CT COVID-19 effective July 1, 2020 - \$109,052; Division of Emergency Preparedness and Response effective July 1, 2020 - \$14,767; Emergency Preparedness and Response COVID-19 CARES effective March 1, 2020 - \$403,000. (Amends Statement of Work and adds dollars for Foundation Public Health Services effective July 1, 2019 - \$116,000; WIC Nutrition program effective January 1, 2018 - \$740.)

**Motion carried.**

[1:19:50 PM](#)

[1:30:14 PM](#)

**Exit Conference – 2019 Financial Statement and Federal Grant Compliance**

The exit conference for the 2019 Financial Statement and Federal Grant Compliance was conducted by Heather Peterson, Audit Lead; Brad White, Program Manager; and Phillip Ventress, Assistant Audit Manager.

The audit produced no findings.

Status of a prior management letter item included the county procurement policy did not include Uniform Guidance requirements. This issue was not resolved, resulting in the county receiving a management letter with a recommendation for the County to update its written procedures to address all federal procurement requirements in compliance with Uniform Guidance.

There were no significant deficiencies or material weaknesses related to the financial statements.

There were no significant deficiencies or material weaknesses related to the federal awards.

The audit report will be finalized and is expected to be published within the week.

The next audit is scheduled to be conducted in 2021 and will cover financial statements and federal programs with an estimated cost of \$27,500 plus travel expenses.

County staff present were Public Works Director O'Brien, Treasurer Meise, Auditor Hunt, Building and Planning Director Wiltse, Prosecutor Flyckt and Civil Deputy Attorney Barden.

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#### **Budget Workshop – Assessor**

The proposed 2021 budget for Fund #001/040 was reviewed with Assessor Brewer. No capital outlay items were identified.

#### **Budget Workshop – Auditor**

Auditor Hunt reviewed 2021 proposed budgets for Fund #001/023 with no capital outlay items identified; and, Fund #001/116 with no capital outlay items identified. Additionally reviewed were Funds #099; #001B; 001C; and #001D.

#### **CARES Act Funding**

The Board provided **consensus authorization to expend an additional \$100,000 of the Adams County Coronavirus Relief funds, for a total amount of \$400,000, to provide assistance in the retention of local businesses and non-profit organizations through the Adams County Development Council.**

[3:33:26 PM](#)

#### **Economic Development**

Economic Development Director McFadden requested an update on the proposed contract with Jody Opheim. The Board noted clarification of several items is necessary prior to entering in to a contract with Ms. Opheim. McFadden and Clerk Phillips will participate in setting up a conference for the evaluation of services in order to finalize the agreement.

CARES Act funds for small businesses was reviewed with McFadden stating there have been forty nine (49) small business applications and twenty six (26) non-profit organizations have responded to the request for information.

McFadden presented the Board with a letter resigning from his position of Economic Development Director, effective October 30, 2020. McFadden has requested the Board consider a request to keep his county email address active after that date to provide assistance during November and December, 2020 to allow him to respond to business inquiries and follow-up, doing so remotely. Prosecutor Flyckt noted no objection.

[4:08:24 PM](#)

[4:28:56 PM](#)

**Consent Agenda**

Commissioner Thompson moved, Marshall seconded, to *approve the Consent Agenda*. **Motion carried.**

Preliminary Minutes of September 14, 2020

Preliminary Minutes of September 21, 2020

September 1 – 15, 2020 Payroll in the amount of \$481,217.96; and, Benefits in the amount of \$100,099.16 (Warrant # Series 532237-532254; Direct Deposit # Series 64500-64687; Benefit/Deduction # Series 1154087-1154096

Vouchers audited and certified by the Adams County Auditor as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 and recorded on a listing, which was made available to the Board. These vouchers were listed as follows:

<u>Fund</u>	<u>Control Number</u>	<u>Amount</u>
001	2875 – 2900	\$ 85,481.35
103	2901 – 2903	\$ 391.41
104	2904 – 2926	\$ 48,869.22
106	2927 – 2928	\$ 7,314.96
111	2829	\$ 2,459.53
117	2830	\$ 1,864.72
123	2831 – 2833	\$ 13,276.00
130	2834 – 2835	\$ 290.89
502	2836 – 2839	\$ 4,033.01
108	1265 – 1266	\$ 1,536.01
115	1267 – 1275	\$368,032.83

321	1276	\$	40.27
401	1277 – 1283	\$	20,588.87
501	1284 – 1288	\$	1,842.78
590	1289 – 1313	\$	27,512.40
	TOTAL		\$583,534.25

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**Correspondence Received**

Attorney Steven H. Sackmann re: Cecil Nunez and Sandra Nunez  
 Adams County Economic Development Director, Stephen  
 McFadden re: resignation letter

**Adjournment @ 4:29 p.m.**

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS  
 ADAMS COUNTY, WASHINGTON  
 s/Roger L. Hartwig, Chairman  
 s/Terrance J. Thompson, Vice-Chairman  
 s/John N. Marshall, Commissioner