

COMMISSIONERS' PROCEEDINGS

Adams County Courthouse Ritzville, Washington Regular Meeting

November 16, 2015
(Monday)

Call to Order @ 8:30 a.m.

Present:

Chairman Roger L. Hartwig
Vice-Chairman John N. Marshall
Commissioner Jeffrey W. Stevens (absent until 1:30 p.m.)

[10:00:42 AM](#)

Public Works

Public Works Director O'Brien provided the weekly update on maintenance and solid waste. Flooring options were reviewed and chosen regarding offices downstairs in the Courthouse and the Health Department.

Engineer Yaeger provided an update on the Marcellus Road project and the McManamon Road Bridge project.

Six Year Transportation Improvement Program (2016-2021)

Engineer Yaeger presented the *preliminary* Six Year Transportation Improvement Program for 2016-2021.

The public hearing to consider the Program was set for Monday December 7, 2015 at 10:00 a.m. in Room 202 of the Adams County Courthouse, Ritzville.

[11:11:27 AM](#)

[11:21:14 AM](#)

Integrated Health Care Services

Commissioner moved, seconded, to *approve and authorize the Chairman to sign Agreement #15MH1825 with Spokane County, a political subdivision of the State of Washington, by and between Spokane Regional Support Network, (SCRSN), a Division of Spokane Community Services, Housing, and Community Development Department (CSHCD), (hereinafter "SCRSN") and Contractor identified as Adams County*

Integrated Health Care Services, in the amount of \$598,518 from October 1, 2015 – March 31, 2016 for continued funding for mental health services. (Statement of work includes MH contract execution requirements; Exhibits A – G:

- *Exhibit A – Definitions*
- *Exhibit B – Scope of Work*
- *Exhibit C – Compliance with Americans with Disabilities Act; Rehabilitation Act of 1973; Civil Rights Act 1964; Drug Free Workplace Act 1988; Third Party Collections; Lobbying Act; and, Debarment of Employees*
- *Exhibit D – Verification of Circular A-133 Audit*
- *Exhibit E – Verification of Workman’s Compensation Coverage*
- *Exhibit F – Verification of Status as a FQHC*
- *Exhibit G – Performance Expectations*
- *Exhibit H – Funding Overview*
- *Exhibit I – CD Contents*

Motion carried.

Integrated Health Care Personnel

Vicki Guse met with the Board to report the resignation of a DMHP position and requested a position be created for Therapist duties without on-call duties. Stipends for DMHP employees were discussed.

Board **concurred, on an interim basis until additional staff is hired, with the request of Director Guse to offer a current DMHP a position of Therapist without DMHP duties without a reduction in salary.** No decision was made regarding DMHP position stipends.

Gary and Valerie Hunt, Human Resources were present.

[12:31:13 PM](#)

Recess @ 12:30

Reconvene @ 1:15 p.m.

[1:29:30 PM](#)

Building and Planning

Building and Planning Director Loren Wiltse met with the Board to review final details of the Interlocal Agreement between Adams County and the City of Othello.

[2:02:30 PM](#)

[2:17:39 PM](#)

Public Defender Contract

The Board met with Judge Dixon and Prosecutor Flyckt to review court requirements for Public Defenders in terms of their presence at first

appearances and the impact in terms of providing county indigent defense services.

Judge Dixon explained that Superior Court rules require every person who is in jail for any reason and facing a possible jail sentence be screened for and receive a court appointed attorney within seventy-two (72) hours of the date and time of his or her arrest. In-custody preliminary hearings are held at 11:00 a.m. daily and Judge Dixon feels it necessary to have a public defender present.

The Board will consider the additional time requirements for the Public Defenders prior to final approval of the 2016-2020 Adams County Indigent Defense Contract.

[2:35:17 PM](#)

Adams County Health Department

Callie Moore, Nursing Director, submitted her letter of resignation, effective December 31, 2015.

Auditor Credit Card Policy

The Board by **consensus** approved the **Adams County Auditor Credit Card Policy, revised October, 2015.**

[4:20:45 PM](#)

City of Othello Building Inspector Services

Commissioner Marshall moved, Stevens seconded, to *approve the Agreement between the City of Othello and Adams County to provide building inspection services for the City of Othello.* **Motion carried.**

Washington State Office of Public Defense

Commissioner Stevens moved, Marshall seconded, to *authorize the Chairman to sign the Face Sheet for Agreement No. ICA16247 – Washington State Office of Public Defense for the period January 1, 2016 through December 31, 2016 for the distribution amount of \$30,763.* **Motion carried.**

On-the-Job Related Meal Expenses

Commissioner Marshall moved, Stevens seconded, to *approve Resolution No. R-030-2015 In the Matter of Establishing the Reimbursement Rate and Guidelines for On-the-Job Related Meal Expenses Incurred by Elected Officials, Department Heads, and Employees; and, Rescinding Resolution R-061-2014.* **Motion carried.**

Consent Agenda

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

Preliminary minutes of November 2 and 4, 2015

Preliminary minutes of November 9, 2015

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	159123 – 159171	\$ 22,245.47
001E	159172 – 159175	\$ 603.44
103	159176 – 159179	\$ 3,056.53
104	159180 – 159190	\$ 5,752.70
106	159191 – 159193	\$ 7,160.18
112	159194	\$ 293.75
117	159195 – 159199	\$ 2,333.82
123	159200	\$ 486.00
130	159201 – 159202	\$ 375.86
131	159203	\$ 1,313.80
166	159204 – 159210	\$ 1,423.64
322	159211	\$ 76,379.90
502	159212 – 159219	\$ 3,039.44
108	2162	\$ 160.77
115	2163 – 2174	\$ 5,041.62
321	2175	\$ 8,533.20
401	2176 – 2181	\$ 14,642.08
501	2182 – 2183	\$ 4,777.64
590	2184 – 2203	\$ 52,336.18
	TOTAL	\$209,956.02

[4:25:04 PM](#)

Permanent Minutes Signed

October 26 and 28, 2015

Correspondence Received

Randy I. Dorn, State Superintendent of Public Instruction re: 2016
School District Levy Authority

Karsten Garcia, President, Adams County Sheriff Employees
Association re: Letter of Intent for Contract Negotiation with Adams
County

Adjournment @ 4:40 p.m.

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

Edited and Approved:

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Roger L. Hartwig, Chairman
s/John N. Marshall, Vice-Chairman
s/Jeffrey W. Stevens, Commissioner

RESOLUTION NO. R-030-2015

**ORDER OF BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON**

**IN THE MATTER OF ESTABLISHING THE REIMBURSEMENT RATE AND
GUIDELINES FOR ON-THE-JOB RELATED MEAL EXPENSES INCURRED BY
ELECTED OFFICIALS, DEPARTMENT HEADS, AND EMPLOYEES; AND,
RESCINDING RESOLUTION NO. R-061-2014**

WHEREAS, elected officials, department heads, and employees often incur meal
expenses while out-of-the county on work related matters; and,

WHEREAS, a set policy applicable to all would provide uniformity for auditing purposes;
and

THEREFORE BE IT RESOLVED that the following constitutes policy/procedure for
reimbursement requests for meal expenses:

1. Claimant will complete an "Expense Claim Form".
2. Meals will be reimbursed at the following maximum amounts effective November 16, 2015:

Breakfast:	\$10.00
Lunch	\$13.00
Dinner:	\$18.00
3. Itemized receipts are required for reimbursement and must be attached to the "Expense Claim Form". In no case will reimbursement be greater than actual expense.

AND, BE IT FURTHER RESOLVED that Resolution No. R-061-2014 is hereby rescinded.

DATED this 16th day of November, 2015.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, WASHINGTON
s/Roger L. Hartwig, Chairman
s/John N. Marshall, Vice Chairman
s/Jeffrey W. Stevens, Commissioner

ATTEST:
s/Patricia J. Phillips
Clerk of the Board