

MINUTES

Walla Walla Joint Community Development Agency Board (WWJCDAB) meeting

November 1, 2010 - Walla Walla County Public Health and Legislative Building

Board members present: Greg Tompkins, Jim Barrow, and Bill Clemens.

Others present in the audience:

Jesse Nolte, Deputy Prosecuting Attorney, Walla Walla County

Tim Donaldson, City Attorney, City of Walla Walla

Preston Fredrickson, Assistant City Attorney, City of Walla Walla

Tom Glover, Director, County Community Development Department/interim agency director

Jon Maland, City of Walla Walla Development Services Department

Matt Perkins, City of Walla Walla Development Services Department

Alpha O'Laughlin, Union representative, Local 1191-WC

Jennifer Seekamp, Human Resource Manager, City of Walla Walla

Nabiel Shawa, Manager, City of Walla Walla Walla County

Gregg Loney, County Commissioner

Jay Winter, Personnel/Risk Manager, Walla Walla County

The meeting was called to order at 4:00 p.m. by Acting Chair Tompkins. Roll call was conducted; board members Tompkins, Barrow and Clemens present and quorum declared. New member Bill Clemens introduced.

There was no public comment.

Mr. Barrow moved to approve the minutes of the last meeting; Mr. Tompkins seconded (as Mr. Clemens had not yet been appointed at the time of the last meeting); motion approved.

The task list that was approved at the last meeting was formally executed as revised by the two members who had voted on the matter.

A draft organizational chart was provided by interim agency director Tom Glover, followed by questions and discussion.

Mr. Barrow moved to approve the organization chart subject to Mr. Clemens being comfortable with it. Mr. Clemens seconded the motion, with the expressed hope that the chart could be adjusted if necessary as the agency moves forward. Motion approved.

Mr. Glover advised that job descriptions have been drafted, and that city and county HR personnel have reviewed those drafts; however, there are still more questions to be answered. A meeting at which these items will hopefully be resolved is set for tomorrow.

Also, the draft position announcement is done, to be included in discussion at tomorrow's meeting, then hopefully out. There will be only one ad, due to the cost. Ms. Seekamp suggested that as there is no joint agency website available as yet for such items, that coordination be done with Work Source for the application process, and post the information on the city and county websites as well. The application document was based upon a WA Cities Insurance Authority.

All three board members will be out of town next week. It was noted there is a need to keep the process moving ahead.

Mr. Clemens moved to authorize the interim director to start the process for job recruitments. Mr. Barrow seconded. Motion approved.

A memo was provided regarding the liability insurance. Discussion ensued regarding the parameters and the coverage offered and dates of same. Counsel present, although advising they do not and cannot represent the agency, did feel there should be coverage.

Mr. Clemens moved to approve moving forward to obtain insurance from the WA Counties Insurance Authority (WCIA); Mr. Barrow seconded with the amendment that the acting chair be authorized to sign forms. Motion approved.

The question of a board delegate required by WCIA was addressed next.

Mr. Clemens moved to appoint Jim Barrow as the board delegate to WCIA. Mr. Tompkins seconded; motion approved.

Mr. Tompkins then moved to appoint Bill Clemens as the alternate board delegate. Mr. Barrow seconded; motion approved.

Next there was discussion regarding health insurance benefits for agency employees. There was a question raised regarding the status of the joint agency and if it would qualify under AWC (Association of WA Cities) requirements for membership and eligibility for insurance coverage. Ms. Seekamp advised that Tim McCarty was looking in to this and would have further information at tomorrow's meeting. County Commissioner Loney, present in the audience, provided further comment at the request of Mr. Tompkins. There was a concern over timelines and the need for this information to be available for potential job applicants. More information will be obtained prior to the next meeting.

At the request of Mr. Tompkins, Mr. Glover provided information on his request to hire a temporary employee to assist with joint agency tasks. A parallel discussion on general funding for related expenses ensued. A tentative motion was made and then reworded after input and discussion, as follows:

Mr. Barrows moved to authorize Mr. Glover to hire a temporary employee for a period not to exceed December 31, 2010. Mr. Clemens seconded. Motion approved.

Draft bylaws document was presented next. Mr. Glover provided background. Mr. Donaldson said that he had reviewed the draft, and felt that some things were subject to decisions to be made at meetings this week, and his comment was to wait until the next meeting to consider adoption. Regarding notice for meetings outlined in the draft bylaws, three days before the meeting, it was suggested that be three business/work days before, so the notices do not come out on a Friday before a Monday meeting. Mr. Tompkins suggested that comments be sent Mr. Donaldson or Mr. Glover, with a copy to Mr. Nolte.

Draft budget is not finalized for presentation yet; Mr. Glover hopes to have this ready for the next meeting.

Draft personnel manual provided for review. HR personnel are reviewing the draft, and Mr. Glover hopes to have a final draft ready for the next meeting.

Interim Director Glover provided an update.

Mr. Barrows moved the selection of Bill Clemens as chair until December 31, and Greg Tompkins as vice-chair, and further to adopt Robert's Rules of Order for the meeting format. This motion was then amended to clarify that the positions would be until a successor is elected or appointed in 2011. Mr. Tompkins seconded. Motion approved.

Next meeting will be November 15, 2010 at 3 p.m. (time change). As there was no further business, Mr. Clemens moved to adjourn; Mr. Barrow seconded; and the meeting adjourned at 5:12 p.m.

APPROVED November 15, 2010

A handwritten signature in cursive script, appearing to read "Bill Clemens", written over a horizontal line.

Chair