

MINUTES

Walla Walla Joint Community Development Agency Board (WWJCDAB) meeting

November 15, 2010 - Walla Walla County Courthouse, Room 203

Board members present: Bill Clemens and Greg Tompkins; Jim Barrow was absent/excused.

Others present in the audience:

Tom Glover, interim agency director/ Director, County Community Development Dept.

Jesse Nolte, Deputy Prosecuting Attorney, Walla Walla County

Tim Donaldson, City Attorney, City of Walla Walla

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

Karen Martin, County Auditor

Susan Dombrosky, County Auditor's office

Jay Winter, Personnel/Risk Manager, Walla Walla County

The meeting was called to order at 3:05 p.m. by Chair Clemens. Roll call was conducted; board members Clemens and Tompkins were present; Mr. Barrow was absent/excused. Quorum established.

There was no public comment. Alpha O'Laughlin asked what address should be used to correspond with the new agency; use the County Commissioners' mailing address for now.

Mr. Clemens advised one correction that had been made to the draft minutes that had been sent out. Mr. Tompkins moved to approve the minutes as corrected; Mr. Clemens seconded; motion approved.

Old Business:

Employee benefits: Mr. Glover asked that the employee benefits item discussion be delayed until Mr. Winter, who was in a meeting still, could be present.

Bylaws: Mr. Tompkins asked if some language could be added regarding protocols. With a three-member board, two members talking would constitute a quorum. Outside of an open, public meeting, no one should have the authority to give direction to administrative staff of the agency. If an issue is brought to the attention of one member, that member should refer it to the chair, to be relayed to the director. Mr. Donaldson concurred, and advised that he would make this revision if it met with the approval of Mr. Clemens. Mr. Clemens approved, and asked also about the recommendation of a clarification to the bylaws to reflect that meeting notices would be distributed three business (or work) days prior to the meeting. After confirming that this would not apply to special meetings, which are covered by statute, this clarification was approved by consensus. Mr. Donaldson asked about a schedule of meetings for the bylaws. Discussion ensued. Mondays work best for Mr. Clemens and Mr. Tompkins; however, Mr. Barrow had stated that he could have conflicts at times with city council work sessions. Mr. Donaldson advised he would check the council schedule.

Mr. Tompkins moved to set the meetings for Mondays at 4 p.m., with which Monday to be determined based on the City of Walla Walla Council meeting schedule. Mr. Clemens seconded. Motion approved.

Employee Benefits: Jay Winter provided information on medical plans being offered to county employees through WCIF (Washington Counties Insurance Fund). Although the county is offering five plans this year, fewer have been offered at other times, and he did caution that a smaller agency may only be allowed to offer certain plans. For 2011 the county is contributing \$775 towards the employee's choice of coverage, with the contribution dollars to be applied as employee chooses. (He explained the basis for arriving at the contribution amount.) The county is also offering a HRA VEBA (Health Reimbursement Arrangement Voluntary Employee Beneficiary Association) plan.

Mr. Tompkins mentioned that there was a lot of information to go through, a lot of decisions to be made (selection of director, determination of salaries and benefits, etc., which would/could impact the proposed agency budget/costs of doing business), and a number of questions that have come up. Unfortunately Mr. Barrow was unable to be in attendance today, so there's not a complete board. With the January 1 deadline to have the agency up and running quickly approaching, he was beginning to feel that that deadline may not be feasible, both as a joint agency board member and a county commissioner. He still feels this is a good idea; however, he would like consideration of another meeting, open to the public, between the parties, for a review and update. Discussion ensued, focused primarily on employees and that notice has been given to those on the city side at least. Mr. Glover concurred that his (county) staff is also in limbo, with the human resources piece still largely undecided, and there are a lot of other things yet to accomplish. Ms. O'Laughlin felt employees would like it done right, regardless of timing. She also advised that the new agency will be sent a letter to advise that it is the union's position that the union follows the work, so the members would still belong to and be represented by the union. Mr. Donaldson acknowledged that job offers could not be made without knowing certain of the information, and said that if the thought is that the joint agency won't be operational by January 1, the city/city council should be advised for consideration during its 2011 budget hearing Wednesday night. Mr. Donaldson will prepare a recap of the discussions today for the City.

It was determined that Mr. Glover will proceed with interviews, as the application process had been moving on a fast pace to meet the January 1 deadline. There will still need to be reference checks, etc., which will take time.

Budget:

As there are still several uncertainties tied to salaries and benefits, etc., the budget is not ready.

Personnel Manual:

Mr. Glover provided a draft document, which has been reviewed by the liability carrier and is mostly complete. A question arose regarding the vacation schedule, and if consideration for years of service on the part of current city/county employees, if hired for the new agency, would be given. Again, discussion ensued. As there are a couple of other sections needing more work, Mr. Glover will bring this back on November 22.

New Business:

Draft employment agreement to be offered to a person to assist Mr. Glover (as authorized at the last meeting) was provided, as drafted by Mr. Donaldson.

Mr. Tompkins moved to approve the temporary employment agreement as provided; Mr. Clemens seconded; motion approved.

For clarification:

Mr. Tompkins moved to authorize the interim director to hire a temporary employee for whatever deemed necessary, and to make employment decisions as necessary; Mr. Clemens seconded; motion approved.

Draft job description for agency director passed out. After discussion, it was decided to postpone action until the next meeting, when Mr. Barrow will be present.

Mr. Glover gave out copies of the job descriptions utilized, and the job announcement placed. Work Source collected the applications. Report on status.

There were questions by Mr. Glover re the financial processes (who will perform and who will handle payroll, etc., setting up the bank account and signers on the account) for the new agency. He furnished a draft RFQ to provide such services, and asked for authorization to proceed if that was the decision of the board. Again, several questions and possible issues were verbalized. The governing agreement for the agency identifies that the county will provide "treasurer services". Mrs. Martin said the county auditor's office could provide some of the services, but not all, and this has not yet been completely explored. This subject is one that also needs further discussion between the city and county, it was determined.

An additional item needing further review is the need for legal counsel for the joint agency and board.

Returning to the subject of personnel, Mr. Glover would like to proceed with interviews. There remain many questions, and the need to give notice (ten days required) to employees. It is important to treat employees with respect.

Mr. Tompkins moved that joint agency board guarantee new employees that the new agency will not take effect until April 1 (2011). Mr. Clemens seconded. Discussion. Subsequent to the discussion, Mr. Clemens rescinded his second, and Mr. Tompkins rescinded his motion, with comment to wait for full board to be present and with hope for a public joint city-county meeting.

Interim Director Glover provided a written update.

Next meeting will be November 22, 2010 at 4 p.m., with the location returning to the meeting room in the County Public Health and Legislative Building, 314 West Main. As there was no further business, Mr. Tompkins moved to adjourn; Mr. Clemens seconded; and the meeting adjourned at approximately 4:53 p.m.

APPROVED November 22, 2010


Bill Clemens, Chair