

## MINUTES

Walla Walla Joint Community Development Agency Board (WWJCDAB) meeting

January 10, 2011 - Walla Walla Joint Community Development offices, 55 East Moore Street

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

Others present in the audience:

Tom Glover, Director, Walla Walla Joint Community Development Agency

Tim Donaldson, City Attorney, City of Walla Walla

Preston Fredrickson, Assistant City Attorney, City of Walla Walla

Michael Davidson, Tourism Walla Walla

The meeting was called to order at 4:00 p.m. by Chair Clemens. Roll call was held with Board members Barrow, Tompkins and Clemens present. Quorum established.

Mr. Barrow moved to approve the draft agenda; Mr. Tompkins seconded; motion approved.

There was no public comment.

Mr. Tompkins moved to approve the minutes of the last meeting; Mr. Barrow seconded; motion approved.

### Old Business:

Employee update by Mr. Glover. Code Compliance Officer job description is being changed to drop the building inspection reference. Interviews will be next week; may use a scaled down interview team. Mr. Glover provided a copy of the employee benefit information document given to employees. Agency employees are insured.

Draft organizational chart: Information reviewed by Mr. Glover. There was one correction from the last document. Discussion over part-time code compliance officer position that is to be advertised later if needed.

Mr. Barrow moved to approve the organizational chart as presented; Mr. Tompkins seconded. Discussion that this may be revised if/as needed. Motion approved.

### New Business:

None.

### Director's update:

Written update provided by Mr. Glover and then reviewed in brief. The move to the Moore Street address is complete for the previous county staff/equipment.

### Other:

Mr. Barrow asked if agency board members needed to sign checks; Mr. Clemens reported he had completed the paperwork on this the previous Friday. The checks need to be drawn up (by the fiscal agent, Dan Tompkins & Associates) and countersigned (per bylaws). Tompkins & Associates draws the checks up, Mr. Glover reviews and signs (or Mr. Clemens), and pursuant to the bylaws, the checks are released or brought to the board for approval at its next meeting.

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Discussion next regarding email communication and use of certain addresses. Mr. Donaldson suggested that rather than using a generic address, to use the joint agency related server, for public records requests, or have agency emails forwarded to a gmail address. He recommended each board member have an email address, but cautioned not to converse back and forth, informally or otherwise, as two members communicating constitutes a quorum/meeting.

Miscellaneous:

Mr. Clemens commented that the original focus of the joint agency was to provide better service and a cost savings; now that the agency is open, he is looking forward to a report. Mr. Barrow added his hope that if there is either positive or negative feedback, that information would be kept so it could be provided to the two forming entities, the city and county.

The next meeting will be February 7, 2011\*. (This was set prior to the determination of a need for a special meeting on January 18, 2011.)

The meeting was adjourned at approximately 4:25 p.m.

APPROVED February 7, 2011



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Bill Clemens, Chair