

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, FEBRUARY 25, 2019

(PLEASE NOTE SLIGHTLY EARLIER START TIME THIS DATE)

9:15 COUNTY COMMISSIONERS

Chairman Kimball

All matters listed within the Consent Agenda have been distributed to each County Commissioner for review and are considered routine. The Consent Agenda will be approved by one motion of the Board of County Commissioners with no separate discussion. If separate discussion is desired on a certain item, that item may be removed from the Consent Agenda at the request of a Commissioner, for action later.

- a) Roll call and establish a quorum
- b) Review warrant list

The county commissioners will take this time (at 9:15 a.m.) to review the list of warrants for approval under the consent agenda. This review time is open to the public. No other business will be transacted until the regular meeting start time of 9:30 a.m.

RECESS.

9:30 COUNTY COMMISSIONERS

- a) Declarations re: conflict of interest
- b) Pledge of Allegiance
- c) Public comment period (time limitations may be imposed)

PLEASE NOTE: *If you wish to address the Commission, please raise your hand to be recognized by the Chair. When you have been recognized, please step up to the microphone and give your name and address before your comments. The Walla Walla County Commissioners are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principle. (An individual may request to address the board at a later time on the agenda, if time permits, by contacting the Clerk of the Board at least 24 hours prior to the meeting.) Thank you.*

- d) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
- e) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' sessions of February 19 and 20, 2019
 - 2) County vouchers/warrants/electronic payments as follows: 4205955 through 4206132 totaling \$620,512.05 (2019 expenditures) and 4205954 in the amount of \$218.00 (2018 expenditure) and 4205953 in the amount of \$8,550.00 (special run)
 - 3) Payroll action and other forms requiring Board approval

COUNTY COMMISSIONERS (continued)

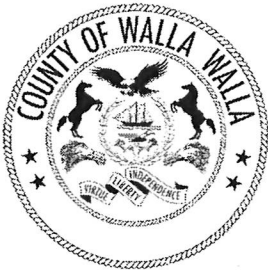
- f)** Miscellaneous business to come before the Board
- g)** Review reports and correspondence; hear committee and meeting reports
- h)** Review of constituent concerns/possible updates re: past concerns

9:45

TECHNOLOGY SERVICES DEPARTMENT

Kevin Gutierrez

- a)** Department update and miscellaneous



WALLA WALLA COUNTY
Technology Services Department

Kevin G. Gutierrez
Technology Services Director

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362

(509) 524-2590

kgutierrez@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

February 25, 2019

To: Walla Walla County Board of Commissioners

Re: Department Update

Issues/Information for the Board.

Home Use Agreement for County Users – Attached.

Components (Main infrastructure)

Hardware

- No issues

Software

- No issues

Security/Viruses

- No issues

Other Projects

- **OnBase**
 - Install done
 - 2 migrations to occur
 - All old liberty files for PA-Dist. Ct- Sheriff
 - Clerk environment to the new upgraded environment
 - All deliverables to us by 3/15
 - I don't think they can get it done – have asked for updates – as of this update I do not have one. If I get one before Monday I will update then.
- **Issues with Community Development Support**
 - Vendor reply to our proposal is due 1/9/19
 - Vendor has agreed to reduce this year's maintenance by \$13,000
 - This will cover our costs to fix the issue
 - Expecting final communication from vendor – then we can begin upgrades.
- **Budget**
 - Changes to our current inventory database is in progress – nearly complete
 - Working toward a total cost prediction model for replacement/budgeting purposes
- **Inventory & Help Desk**
 - I will be testing a new inventory and helpdesk product. As I mentioned a while back we have outgrown our current system. If the vendor does not come out with a release that handles automatic inventor and purchase order handling.
 - The application I am testing is free, but well supported and several agencies in the state is using it.
 - Sheriff is designating a lot of old and dated gear as surplus.

- **Backup System**
 - Started this discussion last summer – our current backup system is end of life at the end of this year. No longer supported
 - Have been looking for replacement systems to cover backups of 14TB of data + the virtual servers.
 - One of our goals is to create a backup system that not only restores data quickly, but allows re-creation of servers from bare metal very quickly.
- **Home Use Program**
 - In the past vendors have offered home use versions of their software for county employees. SOPHOS (anti-virus) is now offering the same. I would like to extend the offer to our users with strict sideboards.
 - We will be using a version of disclaimers as we did when we extended a home use offer in the past. We will not support home use. The users are on their own. Attached.
 - Additional cost to the county = \$0.00
- **Clean-up**
 - AS-400 will be surplus
 - Surplus list submitted
- **Blackberry**
 - Had conf call with account managers
 - Negotiating with Blackberry – terms for 1 free year.
- **Physical to Virtual**
 - Working with TrueAutomation folks to move the ASR/TRE servers to virtual servers. The current servers are end of life.
 - Need to have space reallocated and may need updated SQL versions. ASR/TRE to fund.
 - Cost = \$10,000
 - Gordon and Debbie have funding.
 - We are waiting on SQL requirements which may or may not be tied to Community Development and possibly Clerks for other SQL needs to get best licensing costs. Mostly this is due to moving to updated Windows Server Software which is being required to run the upgraded software.
- **Two Factor Authentication – Law Enforcement**
 - New CJIS requirement two factor authentication.
 - Set up and being tested in TS now
 - Waiting for list of users from Sheriff dept.
- **User Security Training**
 - Had our first employee onboarding. Went well. Covered main topics and pointed them to the supporting sections in the Computer Use Policy
- **Public Records Management (Old records clean up)**
 - Karen is really cleaning up old records right now.
- **Retention Training (email)**
 - First class has been held. Users are implementing. Next class is scheduled and full. We made some minor adjustments to the presentation.
 - We already have requests from users to go deskside to help set up retention.
- **Public Record Requests Last 2 Weeks**
 - 6 = Requests received
 - 0 = Forwarded to departments
 - 10 = Completed
 - 0 = Pending review
 - 0 = Pending Closure
 - 0 = Litigation hold
 - 0 = Pending 3rd party notice
 - 5 = Open/Being handled by the PRO

Definitions

JLARC=Joint Legislative Audit and Review Committee

ACCIS =Association of County, City Information Systems (managers)

API = Application Program Interface

CJIS = Criminal Justice System Information Systems

PRO=Public Records Officer

NDA=Non-disclosure agreement

EOL=End of Life

WiFi=Wireless network connectivity (Wireless Fidelity)

FTP = File Transfer Protocol (file transfer server)

ADA=Americans with Disabilities Act

DOMAIN = A group of computers administered or managed with the same rules and policies and with a common IP range.

IP address = Internet protocol address. A unique string of numbers assigned to each computer to allow communications over network or domain.

As a benefit to Walla Walla County Employees, in the form of a Home Use Program, SOPHOS (Anti-Virus software) grants Walla Walla County 320 Home Use Licenses (Premium Edition) for employees with a county email address. Vendors, contractors and volunteers with county email addresses are not eligible. If you want to participate in this offer:

- a. Employees **may apply** for a “key” to download, install and use SOPHOS Anti-Virus Plus on employee’s home computers. (\$60.00 for 2 years value) The key allows the user to protect up to 10 computers.
- b. To apply for a key, each employee interested in using SOPHOS Anti-Virus must go to <https://home.sophos.com/en-us/employee.aspx> and enter your work email address.
- c. **The terms in which the county is extending the home use program to county employees which must be accepted by the employee are as follows:**
 - i. Employee takes full responsibility and risk using SOPHOS Anti-Virus software.
 - ii. Walla Walla County will not be held responsible for damage to employee’s computers, loss of information, data or finances due to the activities of downloading, installing, configuring or using the software.
 - iii. Though Walla Walla County uses SOPHOS products, Walla Walla County as an agency is not recommending the use of SOPHOS Anti-Virus Software to its employees. Rather, Walla Walla County is only extending SOPHOS offer.
 - iv. The employee understands that Walla Walla County will not lend support or advice to any user in the downloading, installation, configuration or use of SOPHOS Anti-Virus software.
 - v. The employee must contact SOPHOS support directly with any technical related questions or issues.
 - vi. The employee is responsible for and agrees to follow any licensing agreement presented to the employee by SOPHOS as a condition for using the software. The employee agrees that Walla Walla County is not responsible for any licensing agreement presented to the employee by SOPHOS as a condition for using the software.
 - vii. SOPHOS support for the SOPHOS Software to End Users shall be as currently provided by SOPHOS via online support. Employee acknowledges that the use of this software is contingent on Walla Walla County purchase of yearly maintenance and that Walla Walla County reserves the right to cancel yearly maintenance without notice.

Any employee using their Walla Walla County email address to apply for a SOPHOS Home Use license accepts the of terms of this offer as described above.

Below is a list of functions the software performs. It is the responsibility of each employee to research this software and assess their own needs and determine if this is anti-virus meets their needs or if this software will function on their specific operating systems.

Software functions as advertised by SOPHOS:

- Malware Remover
- Artificial Intelligence (AI)
- Real-Time Antivirus
- Ransomware Security
- Banking Protection
- Privacy Protection
- Identity Protection
- Advanced Web Security
- Parental Web Filtering
- Remote Management
- Premium Support
- Up to 10 Devices

Questions:

Q. So, what happens if the County does not keep SOPHOS products?

A. The software will automatically revert to the free version. You will lose some of the premium functions listed above, but you will keep whatever functions the then-current free version offers. Currently the free version offers these features, but that may change:

- Real-Time Antivirus
- Parental Web Filtering
- Web Protection
- Remote Management
- Up to Three Devices

Q. Will you advise us when the software will revert to the free version due to the county dropping SOPHOS products?

A. We are under no obligation to do so.

Q. What happens if I leave the County, will my software still work?

A. Once your email is disabled your product will revert to the free version. We are not under any obligation to advise you that your software will no longer receive updates

Q. What if we have problems downloading?

A. We have tested the download procedure and we have verified that it works. If you have any technical questions you must contact SOPHOS support as instructed in "vii" above. Technology Services will not lend support.

Q. Where can I find out more about this software?

A. <https://home.sophos.com/en-us.aspx>

Q. Is the County warranting that this software will work?

A. No.

10:00

COUNTY CORRECTIONS DEPARTMENT

Norrie Gregoire

a) **Action Agenda Items:**

- 1) Proposal 2019 02-25 CORR-1
Bid award for LiveScan Fingerprint Scanner
- 2) Proposal 2019 02-25 CORR-2
Approval to apply for Sherwood Trust Impact grant for CASA (Court Appointed Special Advocates) program

b) Department update and miscellaneous



MEMO

Date: February 21, 2019

Proposal ID. 2019 02-25 CORR-1

To: BOCC

From: Norrie Gregoire, Director of Corrections

Intent – Decision

Topic – Approval of bid award to replace fingerprint LiveScan equipment at the Walla Walla County Jail located at 300 W. Alder.

Summary

Current LiveScan fingerprint equipment located at County Jail is nearing end of life. County Corrections was awarded a federal National Criminal History Improvement Program (NCHIP) grant in the amount of \$13,170.00 in October of 2018. An RFP was sent out and the lowest bid received was \$41,000.00. That bid was rejected and a rebid was initiated. Walla Walla County Corrections requested bids via RFP from three vendors and received two responses in the rebid. The lowest bid received is in the amount of \$17,239.32 from CrossMatch. County Corrections has appealed our grant award and is awaiting an appeal decision from the Bureau of Justice. The County is guaranteed a minimum grant award of \$13,170.00.

Cost

The NCHIP grant requires a 10% local match or \$1723.93. The original cash match was established at \$1464, as the total project was estimated to cost \$14,634 at the time of grant submission in the spring of 2018.

If the current low bid of \$17,239.32 is accepted and our appeal is granted, the federal share would total \$15,516.32 and our local share would be \$1723.93. If the appeal is not granted, the local share would include the 10% match of \$1723.93 plus an additional \$2345.39, or a total of \$4069.32 in County funds.

Project Time Schedule

I recommend that, regardless of whether the BOJ approves our increase request, the LiveScan equipment should be ordered and installed as soon as practicable.

Funding

The Corrections budget currently has sufficient funds in 003500 to cover both the 10% cash match of \$1723.93 plus the additional \$2345.39 (if grant appeal denied), for a total of \$4069.32.

Conclusion/Recommendation

The CrossMatch bid of \$17,239.32 will provide a new LiveScan device, necessary print capture and submission software, replace the current computer tower and monitor, and includes one (1) year of maintenance and support, installation and onsite training. I strongly recommend that, even if the BOJ does not reconsider our grant award and we receive the original award amount of \$13,170.00, we proceed with this purchase.

Respectfully Submitted By

Disposition

☐ Approved

Norrie Gregoire Corrections 2/21/2019

☐ Approved with modifications

Name Department Date

☐ Needs follow up information

BOCC Chairman

Date

Additional Requirements to Proposal

☐ Modification

☐ Follow Up

Walla Walla County
REQUEST FOR QUOTES FOR LIVESCAN FINGERPRINT SCANNER
CORRECTIONS DEPARTMENT

Walla Walla County is seeking quotes from vendors for a Live Scan fingerprint scanner. The purchasing processes follow the purchasing rules set forth in county Resolution 16-221. Decisions regarding purchases will follow those rules. The desired features are shown below.

As an alternative to the vendors' list process Walla Walla County is allowed to purchase off certain state or local contracts. Vendors who provide costs based on those contracts must include the contract program name and the contract number.

Manufacturer's name and model must be clearly and accurately stated in each proposal. Walla Walla County prefers all proposals to be as itemized as possible so that comparisons between make/model can be evaluated.

Bidders must attach a copy of the proposed sales agreement, warranty, and maintenance agreement for the device.

All proposal costs shall include delivery, setup, training for essential staff.

Proposals are to be submitted by **4 PM on February 7, 2019** to the Walla Walla County Commissioners' Office, 314 W Main Street, Second Floor Room #203, Walla Walla, WA 99362. Walla Walla County reserves the right to reject all quotes.

Quotes may be sent US Mail or Delivery, emailed or Faxed to as described below;

By U.S. MAIL/DELIVERY: Please label the envelope "**Livescan Fingerprint Scanner**"
Walla Walla County Commissioners – 314 West Main St. 2nd Floor, Room 203 Walla Walla
WA. 99362

By E-Mail – (Please use "**Livescan Fingerprint Scanner**" in the subject line)
wwcocommissioners@co.walla-walla.wa.us

By FAX (Please include "**Livescan Fingerprint Scanner**" as the subject of the FAX)
Fax to - 509-524-2512

If you have questions you may contact **Norrie Gregoire** at ngregoire@co.walla-walla.wa.us

Requirements:

- (1) **Livescan 500 DPI Fingerprint Scanner System**
 - a. must be FBI/Washington State Patrol certified;
 - b. software must accommodate Washington State Electronic Fingerprint Transmission Specifications

(1) Livescan software application

- a. must interface with Tyler New World AEGIS Corrections;
- b. must alert user when quality control issues arise, i.e., finger out of sequence, poor quality, etc.;
- c. must be compatible with charge codes as defined by Washington State Patrol.

(1) Maintenance contract

- a. 60-month warranty commencing on system delivery date;
- b. Contract must include preventive and remedial hardware and software support during warranty period and include repair/replacement of failed parts;
- c. Must included 24/7 remote telephone support and on-site support if required;
- d. Successful vendor must certify that it will support the Livescan device for five (5) years.
- e. Price for maintenance must be clearly stated.

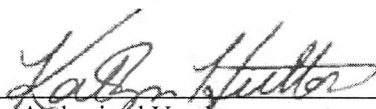
(1) Workstation

- a. Minimum 3.1 GHz processor;
- b. Minimum 8GB RAM;
- c. Mouse and keyboard;
- d. 24-inch monitor.

(1) Implementation/Installation

- a. Vendor must provide onsite installation and one (1) day training for care and custody staff.

I hereby certify that I have read the above information in its entirety and that I can and will meet all requirements as written.



Signature: Authorized Vendor or agent

Date: January 29, 2019

Vendor Name: Cross Match Technologies, Inc.

Vendor Address: 3950 RCA Boulevard, Suite 5001, Palm Beach Gardens, FL 33410

Vendor Phone and email 561-622-1650



Quote Number: 02560421
Quote Created: January 09, 2019
Quote Expiration: April 09, 2019

Account Manager: Don Sutton

Sales Channel: State and Local

Phone:

Fax: +1 561 828 7717

Mobile: +1 647 746 7559

Email: Don.Sutton@Crossmatch.com

Bill To Name: Walla Walla County

Ship To Name: Walla Walla County

Contact: Keri Weber

Contact: Keri Weber

Phone: (509) 524-5441

Phone: (509) 524-5441

Email: kweber@co.walla-walla.wa.us

Email: kweber@co.walla-walla.wa.us

Bill To: Walla Walla County Corrections
Department (Walla Walla County Jail)
300 W. Alder
Walla Walla, Washington 99362
United States

Ship To: Walla Walla County Corrections
Department (Walla Walla County Jail)
300 W. Alder
Walla Walla, Washington 99362
United States

Item	Product	Part Number	Quantity	Sales Price	Total Price	Price Basis
1	SHIPPING ASSEMBLY, L SCAN 500, LSE RUNTIME LICENSE, SILICONE PAD, US POWER CABLE	920189-01US	1	\$8,181.00	\$8,181.00	Open Market
2	CMT ADVANTAGE MAINT, YR 1, HW - L SCAN 1000, L SCAN 500, DEVICE ONLY DOMESTIC	930174	1	\$1,138.32	\$1,138.32	Open Market
3	CMT ADVANTAGE MAINT, SUBSEQUENT 2 YRS, HW - L SCAN 1000, L SCAN 500, DEVICE ONLY DOMESTIC	930174-24	2	\$2,086.92	\$4,173.84	Open Market
4	WORKSTATION DESKTOP FOR USB 10 PRINT LIVESCAN W/LSMS	925244-003	1	\$1,890.00	\$1,890.00	Open Market
5	CMT ADVANTAGE MAINT, YR 1, HW, ALL SYSTEM PERIPHERALS INTEGRATED AND PROVIDED BY CMT, DOMESTIC	930158	1	\$270.00	\$270.00	Open Market
6	CMT ADVANTAGE MAINT, SUBSEQUENT 2 YRS, HW, ALL SYSTEM PERIPHERALS INTEGRATED AND PROVIDED BY CMT, DOMESTIC	930158-24	2	\$540.00	\$1,080.00	Open Market
7	SOFTWARE, LSMS CONFIGURATION, WASHINGTON DPS	850391-024	1	\$0.00	\$0.00	Open Market



Quote Number: **02560421**

Quote Created: **January 09, 2019**

Quote Expiration: **April 09, 2019**

8	CMT ADVANTAGE MAINT,YR 1, STANDARD CMT SW, LSMS	950083	1	\$270.00	\$270.00	Open Market
9	CMT ADVANTAGE MAINT, SUBSEQUENT 2 YRS, STANDARD CMT SW, LSMS	950083-24	2	\$513.00	\$1,026.00	Open Market
10	SOFTWARE, SUBMISSION, WASHINGTON	850181-024	1	\$450.00	\$450.00	Open Market
11	CMT ADVANTAGE MAINT,YR 1,STANDARD CMT SW, LSMS SUBMISSION SOFTWARE	950084	1	\$90.00	\$90.00	Open Market
12	CMT ADVANTAGE MAINT, SUBSEQUENT 2 YRS, STANDARD CMT SW, LSMS SUBMISSION SOFTWARE	950084-24	2	\$171.00	\$342.00	Open Market
13	SOFTWARE, XML BASED DEMOGRAPHIC DATA INTERFACE, LIVE SCAN	850085	1	\$1,350.00	\$1,350.00	Open Market
14	IMPLEMENTATION, FIRST DAY ON- SITE	930100-01	1	\$2,250.00	\$2,250.00	Open Market
15	IMPLEMENTATION AND TRAINING,SUBSEQUENT DAY ON-SITE	930000-5	1	\$1,350.00	\$1,350.00	Open Market

Grand Total: \$23,861.16

Notes: Note: Customer will reuse existing Crossmatch cabinet and Xerox 4510 printer for fingerprint card printing

This Quote is subject to and governed by Crossmatch's Standard Sales Terms and Conditions for Purchase of Crossmatch Products, which can be found at www.crossmatch.com/legal/.

Freight may not be included on this quote but will be charged if applicable.

PURCHASER ACKNOWLEDGEMENT:

Signature: _____

Print Name: _____

Title: _____

Date: _____



Norrie Gregoire, Director
Jail Commander, Vacant
300 W. Alder Street, Walla Walla, WA

**DEPARTMENT OF COURT SERVICES
JUVENILE JUSTICE CENTER
WALLA WALLA COUNTY**

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager
455 W. Rose Street, Walla Walla, WA 99362

February 20, 2019

RE: NCHIP Grant Increase Request

Debra Collinsworth
Washington State Patrol

Ms. Collinsworth:

When Walla Walla County Corrections Department submitted its NCHIP grant application in the Spring of 2018, we anticipated vendor quotes in the neighborhood of \$14,000, and budgeted our 10% match accordingly. Unfortunately, the most competitive bid the County received is in the amount of \$17,239.32, or \$2,605 over our anticipated cost of \$14,634.

Original Request:	\$14,634.00	Actual Low bid:	\$17,239.32
Federal Share:	\$13,170.00	New Federal Share:	\$15,516.32
Local Share:	\$ 1,464.00 (10%)	New Local Share:	\$ 1723.93 (10%)

Our LiveScan equipment is deteriorating and slow. Every minute we spend rebooting the system is a minute officers cannot be focusing on safety and security duties elsewhere in our 37-year old facility. The current low bid amount does NOT include a new printer nor a replacement cabinet, as those two items still have some useful life. If this increase is not approved, the Walla Walla County Jail will likely find itself in an untenable situation very soon as the current LiveScan equipment is nearing the end of its useful life. If our Corrections Officers cannot obtain required prints at arrest and disposition, our local justice system will grind to a halt.

If the requested new federal share of \$15,516.32 is awarded, Walla Walla County is committed to contributing the new local share amount of \$1723.93.

Respectfully,

A handwritten signature in black ink, appearing to read "Norris Gregoire".

Norris "Norrie" Gregoire
Director of Corrections
Walla Walla County
(509) 524-2822 (Direct Line)
nrgregoire@co.walla-walla.wa.us

cc: Blessing Guillermo



MEMO

Date: 2/20/2019

Proposal ID:2019 02-25 CORR

To: BOCC

From: Norrie Gregoire, Court Services

Intent – Approval to apply for grant Funding

Topic: **Approval to apply for Sherwood Trust Impact Grant for ongoing expansion of the Court Appointed Special Advocates (CASA) program**

- 1) Name of Grant/Program: **Sherwood Trust Impact Grant**
- 2) New Grant X Renewing Grant ☐ Term (# of years) 1
- 3) Is the grant unchanged, and does not require Current Expense funding?
(If Y, please skip to number 24) Y N
- 4) How will this grant benefit the county's citizens?

This grant is critical for on-going expansion of the Court Appointed Special Advocates (CASA) program which utilizes community volunteers to serve abused and neglected children in our community. The CASA program is appointed by the Superior Court judges to provide advocacy to children under the age of twelve, who have been removed from their families by Child Protective Services and ordered into the Dependency process. The CASA program delivers this advocacy primarily through the appointment of specially-trained community volunteers who conduct independent investigations and present objective reports to the court. At any given time, there are approximately 70 children without a dedicated volunteer advocate; it is our plan to bring that number down to 0. It is the goal of the CASA program to ensure that every child in Walla Walla and Columbia County is assigned an advocate who can be their voice in court and speak up for their best interest throughout their time in foster care and the dependency process. This grant will allow the CASA program to contract with a consultant to develop a targeted marketing plan for increasing our volunteer base with a particular emphasis on increasing the number of Hispanic and Latino volunteers as well as recruiting more male volunteers.

- 5) Is this a program grant or an equipment grant?
Program grant
- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?
One-time only grant.

- 7) If this is a new grant how will the grant support a current program OR how will the program change?

This grant will support the on-going efforts of CASA to its stated mission to provide culturally sensitive best interest advocacy to children within the court system who have experienced abuse or neglect. As a volunteer-based program, we need to be intentional in our recruitment efforts. We additionally need to prioritize the diversification of our volunteers. To be successful in our outreach, we need to have a strategic and thoughtful plan for marketing and recruiting within Walla Walla and Columbia Counties. Hiring a consultant to draft a individualized marketing plan is a critical step to achieving our goal of an advocate for every child in the system.

- 8) Does this grant require up front funds? Y___X___ N___
If so, what is the source of the up-front funds needed to cover costs prior to initial and continuing reimbursements being received?

The grant will cover up to 75% of the total project budget, which we anticipate to be approximately \$6,667. We can use a combination of cash and a "match" using the salary associated with staff supporting the plan creation. The source of funds would be our CASA Private Contributions fund within the 12453 budget.

- 9) How many employees (new or current) will be paid by the grant? **0 employees**
a. If this grant requires new hire(s) and grant ends, how will unemployment costs be funded?

- 10) Will the grant require matching funds; i.e., in-kind, cash, Employment Security, Social Security, FICA, PERS, etc? Y___ N___X___ If so, what?

The grant does not require a match however it only covers 75% of the project total cost. See answer in question 8.

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y___ N___ **N/A**

- 12) What fund would support a cash match (if required)? **N/A**

- 13) If required what is the TOTAL cost of the match over the life of the grant? **N/A**

- 14) What fund would support the administration of the grant? **10700**

- 15) Will the grant allow for the County cost allocation plan to be funded? Y___ N___X___

- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? **No.**

- 17) Would the program require use of a county vehicle or personal vehicle? Y___ N___X___

- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?
Y___ N___ **N/A**

- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N__X___ If so, what activities?
- 20) Would acceptance and completion of the grant project in any way OBLIGATE the County to create/enact new ordinance or policies? Y_____ N__X___ If so, what obligations?
- 21) Does this grant project include any activities that may fall outside the county's standard policies (personnel policies on travel, hours of work, training required, reimbursement for meeting refreshments, paying for meeting space, etc.?)

No

- 22) Will outside consultants be solicited to work on the grant and if so, is a process in place for appropriate selection and oversight of consultant activities? Y_____ N__X___ If so, what is the funding source for consultant fees?
- 23) For a program grant, how would the program be funded after the grant expires? (It should be understood that once grant funding ends, either the program ceases OR the funding for the program needs to be absorbed within the department's or office's existing budget) **OR** justification must be provided that the program has been and will continue to save or benefit taxpayers.

The grant is to cover the cost of marketing plan to be developed by a consultant, thus the program ceases once the deliverable is received and the funding spent.

- 24) Please provide (attached to questionnaire) a synopsis of the grant or a copy of the fact sheet.

Please feel free to submit additional information as needed.

Official signature of requesting office/department:

Elected Official/Department Head

Date

FOR COMMISSIONERS' OFFICE USE ONLY

Approved by: _____
Chair, Board of County Commissioners

Date

Copies to: 1) Requesting Office/Department
2) Susan Dombrosky, Auditor's office
3) Commissioners' File

Sherwood Trust's Vision

Everyone in the Walla Walla Valley has a sense of belonging and contributes to a thriving region. Sherwood Trust serves as a catalyst for building capacity, creating a cohesive, vibrant community.

This vision, adopted in 2017, is consistent with the strategic philanthropic approach that guided Donald and Virginia Sherwood during their lifetimes and the bright future they envisioned for the Walla Walla Valley when they established Sherwood Trust as a private foundation in 1991. We seek to honor their legacy of a lifetime of contributions to this region by being effective stewards of their funding and by promoting the principles that guided the Sherwoods' giving. A few of those principles follow:

- Private philanthropy should be a strategic activity; it is not charity. It demands the seriousness of a long-term investment and requires stringent underwriting to insure that the recipient is an effective organization and the proposed grant will achieve measurable results.
- Private philanthropy is profoundly different from what government does. It is free to take risks, create incentives, demand accountability, and explore initiatives in ways in which government is restrained from doing. It should be driven by an entrepreneurial spirit to focus on specific solutions with the expectation of achieving set goals and real results in a timely manner.
- Effective giving requires recipients to be as tough-minded and independent as their donors, insisting on strong leadership, competent management, successful innovation, and actual results rather than merely intentions voiced and services rendered.
- Effectiveness is the principle criterion of Sherwood Trust in approving grants and favors nonprofit organizations with a successful record of accomplishing results. It also favors nonprofit organizations that focus on discrete, tangible problems and set achievable, measurable goals that lead to solutions rather than try to solve broad, intractable social problems.
- The role of Sherwood Trust is to encourage and promote, rather than dictate, nonprofit organizations to adopt the best ideas from the private sector or from other nonprofit organizations with a demonstrated record of success.

It is these principles and our core values – collaboration, empathy, equality, excellence, integrity, and sustainability – that will endure and continue to drive Sherwood Trust, while its strategies and operating procedures endlessly adapt to a changing world.

Grant Investment Strategies

We believe that our region's greatest assets are its people, and we seek to invest in local people working together to solve local problems. We contribute our resources to support area residents committed to building a stronger community and creating a higher quality of life for all.

Sherwood Trust frames its grantmaking by the areas listed below. Sherwood Trust seeks to be catalytic in its funding, making investments that will be transformative to the organization or our community, not merely transactional. Competitive grant proposals will fall into at least one of these categories:

Resilient Organizations – supporting nonprofits that have a track record of strong executive and board leadership and sound management of all nonprofit resources (financial, physical, and human resources), or that are determined to further develop these internal capacities, with proposals to enhance their organization's sustainability.

Diversity, Equity, and Inclusion – initiatives to promote and strengthen inclusive engagement in our region to build a more cohesive community, including support to organizations led by underrepresented groups or support for organizations determined to build their internal capacity to implement DEI best practices.

- Sherwood Trust values each individual and their *diversity* of perspectives and life experience. In a thriving region, all lives have equal value with a voice at the table to support and care for one

2019 Sherwood Trust Grant Guidelines

another and the well-being of the whole community. Diversity includes all forms of identity such as age, race/ethnicity, gender, sexual orientation, geography, and ability.

- Sherwood Trusts seeks to improve *equity* by promoting justice, impartiality, and fairness within the procedures and processes of institutions and systems and their distribution of resources.
- Sherwood Trust promotes *inclusion* to ensure individuals with different perspectives and backgrounds are welcomed and able to participate fully in achieving a thriving region.

Community Collaboration – support for groups seeking to work together on a common project or grant requests that are the result of an inclusive collaboration, particularly those that would have widespread benefit to the region, meet an unmet community need, or benefit an underserved population. Requests will need to demonstrate a goal of addressing a discrete, tangible problem and set achievable, measurable goals that lead to solutions. Co-applications are welcome from a group; one organization would be the lead applicant to submit on behalf of the collaborative.

Civic Engagement - initiatives that help people be active participants in building and strengthening their communities, whether defined as a place or a shared identity or interest. Requests should promote the values of transparency, nonpartisanship, and participation and create agency and power in people, particularly those most affected in a community or by an issue. Requests may include advocacy activities in accordance with applicable IRS regulations; contact us for more information.

SHERWOOD TRUST GRANTS

Sherwood Trust oversees three grant programs. Each have their own timelines, processes, and guidelines, as noted below.

Grant Type	Grant Amount	Application Process	Award Timeline
Core Grants	Generally, \$20,000 or more	Applications due March 1	Awarded in June
Impact Grants	\$5,000-\$20,000	Letters of Interest due March 1	Awarded in May
Operating Awards	\$1,000-5,000	Application by invitation, due March 1	Awarded in March

Core Grant Guidelines and Application Process

Sherwood Trust Core Grants are the majority of our funding in a given year. These proposals seek to invest in an organization's or group's top priority and are subject to the guidelines below.

Applicants are strongly encouraged to discuss their proposal with Sherwood Trust in advance of submitting a request to ensure the project meets Sherwood Trust's guidelines.

To be eligible, Core Grant Applications must:

- Support charitable activities that contribute to the implementation of Sherwood Trust's vision and investment strategies with organizations or communities in the Walla Walla Valley, defined as extending from Dayton, Washington to Milton-Freewater, Oregon.
- Be submitted by or with an organization in the Walla Walla Valley.
- Benefit tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code or a government entity; Sherwood Trust does not make grants to individuals. Sherwood Trust accepts applications from fiscal sponsors that become the grantee and receive the funding, if awarded.

In addition, the most competitive grant proposals will include the following:

- Evidence of multiple donor commitments so that Sherwood Trust is not funding the majority of the request. Sherwood Trust prefers to fund final grant dollars.

2019 Sherwood Trust Grant Guidelines

- Evidence of sound nonprofit management and governance, including of financial, physical, and human resources, both by the staff and board. (Refer to 501 Commons' Self-Assessment: <https://www.501commons.org/assess/overview> for ways to measure your organization's health.) Given the importance of financial management, Sherwood Trust favors applications from nonprofits without external debt that will outlive the term of the grant. Grant requests are welcome to help an organization strengthen all elements of its nonprofit management and governance, including requests to retire debt.
- Evidence of collaboration, ensuring that a request is not duplicating other efforts in the region.

Sherwood Trust discourages frequent annual grant requests from any given nonprofit organization; there should be at least two intervening years between subsequent Core Grant proposals (an applicant receiving an award in 2019 would be eligible to apply again for a Core Grant in 2022). Organizations may apply for Impact Grants in intervening years for other projects.

Core Grant proposals seeking funds for the following purposes typically are not favored:

- General fund solicitations.
- Scholarships, fellowships, honorariums, or benefits to an individual.
- Operating expenses, including overhead, indirect costs, and servicing debt, however labeled.
- Conferences, seminars, travel, publishing books, producing films or videos, festivals, or acquisition of exhibits.
- Projects of sectarian or religious organizations, the principal beneficiaries of which are their own members or constituents.
- Support to start-up projects or organizations.

Core Grant Application Timeline and Requirements

January	Sherwood Trust will announce the opening of its application process in January 2019. <u>The application process will be available online.</u>
Jan-Feb	Organizations considering applying should contact Sherwood Trust to discuss their proposal with Sherwood Trust in advance of submission. Call to make an appointment: 509-529-2791.
March 1	3:00 pm deadline for submitting the Core Grant Application; early submissions welcome. Elements of the grant application include: <ol style="list-style-type: none">1) Organizational overview2) Financial overview plus current year organizational budget and three years of past financial statements3) Detailed project proposal and budget4) Key goals to be achieved through the work5) How best to report back to Sherwood Trust about the learning and outcomes from the work
End March	Sherwood Trust will notify applicants if their application has been approved for a site visit
March-May	Site visits conducted
May	Final Core Grant decisions made
June	Sherwood Trust will notify applicants of final grant decisions

Core Grant Reporting

The grant application will include a request that organizations identify a method by which to report on the learning and outcomes from the award, if received. The final reporting method will be decided in consultation with recipient organizations. The ST Grant Award Letter will include a request for reporting about the grant during the lifecycle of the grant and after completion, such as:

- Encouraging grantees to share stories about their grant results with Sherwood Trust and the public during the grant award period.
- Within 3 months of the end of the grant period, recipients will be required to submit a report in any format. If in writing, it should not exceed two pages. The report should summarize the benefits or value gained through the project and any lessons learned from the activities made possible by the grant.
- Other reporting requirements may be requested depending on the nature of the award and will be discussed and determined in consultation with the grantee, including methods for sharing the learning with other nonprofit and community partners.

Impact Grant Guidelines and Application Process

Sherwood Trust launched Impact Grants in 2018 and are continuing these grants in 2019. Impact Grants are designed to support projects that may be smaller in scale or budget but that will make a big difference in advancing our mission of everyone in the Walla Walla Valley having a sense of belonging and contributing to a thriving region. We seek to support timely projects and new or innovative ideas that will contribute to creating a cohesive, vibrant community. Priority will be given to activities that will create opportunities for groups of people with differing perspectives and experiences to work together, promote kindness, and build trust and understanding. Projects should be well conceived and demonstrate significant potential for success; applicants are encouraged to inquire with Sherwood Trust to discuss their proposal prior to submission.

Sherwood Trust will allocate up to \$100,000 for this Impact Grant Cycle. Proposals may range from one-time events or activities up to three years but the total award will not exceed \$20,000. The total budget for projects in this category should not exceed \$75,000; larger projects should apply as Core Grants, even if the dollar amount requested of Sherwood Trust is \$20,000 or less. Applicants may be new organizations, existing organizations, or collaborations.

To be eligible, Impact Grant requests must:

- Support charitable activities that contribute to the implementation of Sherwood Trust's vision and investment strategies with organizations or communities in the Walla Walla Valley, defined as extending from Dayton, Washington to Milton-Freewater, Oregon.
- Be requested by or with an organization operating in the Walla Walla Valley.
- Benefit tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code or a government entity; Sherwood Trust does not make grants to individuals. Sherwood Trust accepts applications from fiscal sponsors that become the grantee and receive the funding, if awarded.
- Sherwood Trust will fund up to 75% of total project costs, not to exceed \$20,000. Applicant organizations will need to demonstrate an ability to cover the balance of project costs with cash, other grant funds, volunteer labor (valued at \$20/hour), or donated in-kind professional services or materials related to the project. For example:
 - Total project budget = \$10,000, then the organization can ask for an Impact Grant of up to \$7,500 and must demonstrate funds on hand or ability to raise \$2,500.
 - Total project budget = \$50,000, then the organization can ask for an Impact Grant of up to \$20,000 (maximum award limit) and must show it already has or can raise the balance of \$30,000.

In addition:

- Sherwood Trust discourages frequent annual requests from any given organization. There should be at least two intervening years between subsequent Impact Grant proposals. Applying

2019 Sherwood Trust Grant Guidelines

for or receiving an Impact Grant does not disqualify an organization from applying for or receiving a Core Grant, in intervening years, but frequent applications may be less competitive.

- Nonprofit organizations with external debt that will survive the grant request may apply for Impact Grants (they are not eligible for Core Grants), but their application may be less competitive.

Impact Grant proposals could include, but are not limited to:

- Supporting conferences, seminars, community meetings, festivals, or other events
- Art activities that will have widespread engagement with the public such as: producing films or videos, producing theatrical performances or concerts, or acquisition of exhibits
- Funding to make nonprofit or educational programs more accessible to underserved youth
- Media campaigns or advertising to encourage residents to engage on a community issue
- Technology investments
- Funding to make events or nonprofit activities more accessible to a broader community, including translation, food, childcare, translation, promotion efforts, etc.

Impact Grant proposals seeking funds for the following purposes are not favored:

- General fund solicitations
- Fellowships, honorariums, or benefits to an individual
- Operating expenses alone, including overhead, indirect costs, and servicing debt, however labeled (full operating expenses should be included in the budget)
- Projects of sectarian or religious organizations, the principal beneficiaries of which are their own members or constituents
- Expenses already incurred
- School-affiliated orchestras, bands, choirs, athletic teams, drama groups, yearbooks, or class parties
- School travel, competitions, or field trips
- Student tuition or tuition-based extracurricular programs
- Door prizes or raffles
- Gifts, honoraria, gratuities, and awards
- Support for events whose primary purpose is to fundraise for the applicant organization

Impact Grant Application Timeline and Requirements

January	Sherwood Trust will announce the opening of its Impact Grant application process in January 2019. <u>The application process will be available online.</u>
Jan-Feb	Organizations considering applying are encouraged to discuss their proposal with Sherwood Trust in advance of submission. Call to make an appointment: 509-529-2791.
March 1	12:00 pm deadline – early submissions are welcome. Elements of the application are: <ul style="list-style-type: none">• Brief project proposal• Key goals to be achieved through the work• How best to report back to Sherwood Trust about the learning and outcomes from the work• A detailed project budget• Current year board-approved budget (if available and applicable to the organization)• The past <u>three years</u> of financial statements (if available – newer organizations that have not existed for three years should submit their available financial statements)
End March	Sherwood Trust will notify applicants if their application is under consideration
March-April	Sherwood Trust may conduct site visits or other due diligence to evaluate requests

2019 Sherwood Trust Grant Guidelines

April 30 Final grant decisions made

May Sherwood Trust will notify applicants of final grant decisions

Impact Grant Reporting

The application will ask how the grantee intends to report on the intended learning and outcome(s) from the award, if received. The final reporting method will be decided in consultation with recipient organizations. If awarded a grant, the ST Grant Award Letter will include a request for reporting about the grant during the lifecycle of the project and after completion, such as:

- Encouraging grantees to share stories about their grant results with Sherwood Trust and the public during the grant award period.
- Upon completion of the grant, Sherwood Trust will convene groups of Impact Grant recipients to share stories and lessons learned from their activities.
- If agreed to by recipients, lessons learned may be shared with other nonprofit and community partners.

For More Grant Information:

Please visit the Sherwood Trust website: www.sherwoodtrust.org to read more about our giving principles and grant history. We will announce the launch of the online application process on our site, and you can sign up for email and newsletter notifications.

You are always welcome to call our office to schedule a meeting to discuss your grant proposal: 509-529-2791.

Thank you for partnering with us to invest in a thriving region!



Norrie Gregoire, Director
Vacant, Jail Commander

**DEPARTMENT OF COURT SERVICES
JUVENILE JUSTICE CENTER
WALLA WALLA COUNTY**

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager

Corrections/JJC Department Head Update
February 25, 2019

Training/Legislative Updates

❖ **LEG/LEGAL UPDATE:**

State Appellate Court ruling (*State v. Lundstrom*)

Requires Court to make an “individualized determination” re: physical restraints in the courtroom. Best solution: video court whenever feasible.

Juvenile: Two bills that would eliminate the Valid Court Order exception re: status offenders (BECCA): Juvenile Court Administrators and Superior Court Judges closely monitoring and having discussions with legislators.

Programs

➤ **Adult Recovery Court (ARC – Court Services)**

- Next ARC Docket February 26th @ 0845, Judge Wolfram’s courtroom;
- First grad 2/12;
- At 18 Participants with room for two, two on wait list;
- One in phase 5; six in phase 4;

➤ **Recovery Pod (Jail)**

- Six men participating.
- Serenity Point continues to provide timely SUD assessments and IOP group/individual treatment;
- Trilogy Recovery Community, Serenity Point Counseling, AA, NA and guest speakers providing recovery support services;

➤ **Medication Assisted Treatment (MAT in the Jail)**

- Physician’s Assistant under contract has obtained Suboxone waiver;
- Jail RN continues to reach out to MAT providers for those already receiving services at time of admission to ensure continuity of care;
- Goal is to reduce risk of fatal OD upon release by offering MAT induction while in custody.

Personnel

- Jabe Corrier graduated from COA on 2/8;
- No candidate from January applicant pool made it through background/poly/psych;
- Interviewed new pool of CO applicants 2/20 and later this morning (two current openings at Jail);

- One officer still on active duty military due back in March.
- Detention at JJC is still down two officers. We had a candidate not make it through the process.

Equipment/Technology/Facilities

- County Jail/JJC Lock Training/Assessment/PM
 - Southern Folger onsite at both facilities end of January, first week of February; waiting for final Assessment Report with repair/replacement recommendations;
 - Onsite Lock PM/Repair training tentatively scheduled for May to include Facilities, JJC and Jail staff.
- Pre-Trial Release UA Monitoring (Ordered by Superior Court)
 - Adult released by Court with UA conditions as case makes its way through proceedings;
 - Currently, defendants call in to Jail Control and are advised whether they should report to Jail Lobby for UA that day;
 - Fail to call, Prosecutor is notified, warrant issued, returned to custody OR, if instant test is positive, taken into custody by Jail CO;
 - Suggest we move adult pretrial UA testing to Court Services using JJC staff to monitor UA collection;
 - Courthouse Union has agreed to proposed job description changes in essential duties and functions; judges have been consulted;
 - Working with Jesse and Kevin on UA call-in software contract to streamline process.
 -
- National Criminal History Improvement Program (NCHIP)
 - Appeal of grant award amount submitted to State Patrol.
- Body Scanner
 - Will explore grant opportunities and submit proposal to Board for consideration.

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Consent Agenda Items:

- 1) Resolution _____ - Signing
a Title VI Non-Discrimination
Agreement between Washington
State Department of Transportation
and Walla Walla County
- 2) Execute contract with Humbert
Asphalt, Inc. for Item 1 of the
Aggregate for Top Course 2019
- 3) Execute contract with Koncrete
Industries, Inc. for Item 2 and
Item 3 of the Aggregate for Top
Course 2019

b) 2018 Bridge Report

c) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING A TITLE
VI NON-DISCRIMINATION
AGREEMENT ANNUAL REPORT
BETWEEN WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
AND WALLA WALLA COUNTY

RESOLUTION NO. **19**

WHEREAS, Walla Walla County is a recipient of Washington State Department of Transportation (WSDOT) Federal Funds; and

WHEREAS, Federal Regulations 23 CFR 200.9(b) (7), 49 CFR 21.3, and 49 CFR 21.7 require that WSDOT ensure that all local agencies receiving United States Department of Transportation (USDOT) funds administered by WSDOT are in compliance with these regulations; and

WHEREAS, in compliance with said regulations, Walla Walla County is required to submit a Title VI Non-Discrimination Agreement Annual Report by March 1 of each year; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the Chair be authorized to sign said Title VI Non-Discrimination Agreement Annual Report.

*Passed this 25th day of **February, 2019** by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.*

Attest:

Diane L. Harris, Clerk of the Board

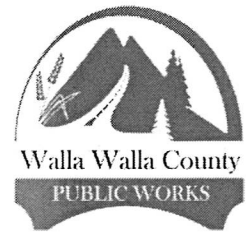
Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

*Constituting the Board of County Commissioners
of Walla Walla County, Washington*

**Walla Walla County Public Works
PO Box 813
Walla Walla, WA 99362**



To: Board of County Commissioners

From: Tony Garcia, Public Works Director

Date: 21 February 2019

Re: Director's Report for the Week of 18 February 2019

Board Action: 25 February 2019

Resolutions:

In the Matter of Signing a Title VI Non-Discrimination Agreement between Washington State Department of Transportation and Walla Walla County

Miscellaneous:

Sign Small Works Contract with Humbert Asphalt for Aggregate Crushed Surfacing Top Course

Sign Small Works Contract with Koncrete Industries for Aggregate Crushed Surfacing Top Course

2018 Bridge Report

ENGINEERING:

- Blue Creek Bridge/Mill Creek FH: Project is in winter shutdown. Meeting with the Contractor on March 1 to discuss construction schedule.
- Whitman Dr. W.: Received final ROW paperwork. Preparing plans and specification for WSDOT review. Plan to advertise to project in March.
- Mill Creek Road MP 1.1 to MP 3.96: Working on project funding estimates and right of way documents.
- Mud Creek: Working on environmental permitting and right of way.
- Peppers Bridge Road: Working on survey.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on road design.
- Port Kelly Rd & Dodd Rd Railroad Crossing: Working on plans with railroad.
- Miscellaneous: Performing inventory of stockpiles.

MAINTENANCE/FLEET MANAGEMENT:

- North and South crews conducting snow and ice removal on county roadways.
- Garage – Routine Fleet maintenance and repairs.
- Vegetation/Signs – Checking roads and de-icing as needed.

ADMINISTRATION:

- Attended an MPO/TAC meeting.
- Conducted pre-con with Humbert Asphalt and Koncrete Industries with regards to delivering rock to stockpile sites.
- Attended a City of Walla Walla Workshop to discuss the Mill Creek GI Study and their Locally Preferred Plan.

10:30

PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

- a) Miscellaneous business for the Board
- b) Possible executive session re:
litigation or pending or potential
litigation (pursuant to RCW 42.30.110(i))

10:45

HUMAN RESOURCES/RISK MANAGER

Shelly Peters

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) Possible executive session re: personnel (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending or potential litigation (pursuant to RCW 42.30.110(i))

11:00

FACILITIES MAINTENANCE

Ron Branine

- a) Department update and miscellaneous
- b) Discussion re possible reorganization of Facilities Maintenance Department



Facilities Department

To: Board of County Commissioners

From: Ron Branine

Date: February 25th 2019

Resolutions/Proposals: None

Update:

- Still capturing data for the preventative maintenance plan and schedule. Getting closer on gathering all data but will now have to include the Fairgrounds equipment.
- Met with Fairgrounds and discussed assuming the Preventative maintenance of all HVAC. We will be maintaining all life safety equipment and elevators also at this point. March 1st start date.
- Snow removal is still ongoing with what I'm hoping is better results than in the past.
- Met with Architects last Thursday to go over the Elections area renovations.

ADMINISTRATION: Would like to explore the restructuring of the Facilities Department to include a change of hours and job descriptions to gain much needed efficiency within the department. If Board approves, I will work with HR and the Union to start the process.

11:15

JOINT FINANCIAL UPDATE

**Karen Martin
Gordon Heimbigner**

- a) 2018 final budget report
- b) 2019 Budget update

1:30

SHERIFF

Mark Crider

a) **Consent Agenda Items:**

- 1) Resolution _____ - Approving
out of state travel for Walla Walla
County Sheriff's Office Employees
(Good and Greco)

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
AUTHORIZATION FOR OUT OF
STATE TRAVEL FOR WALLA
WALLA COUNTY SHERIFF'S
EMPLOYEES (GOOD AND
GRECO)

RESOLUTION NO.

WHEREAS, the Walla Walla County Sheriff's Office has requested approval for out of state travel for Detectives Mike Good and James Greco to travel to Coeur d' Alene, Idaho to attend a Washington State Narcotics Investigators Association (WSNIA) Conference, on April 22-25, 2019; and

WHEREAS, said training will benefit the citizens of Walla Walla County; and

WHEREAS, pursuant to County policy, an Employee Travel Authorization form has been submitted for review and consideration; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that out of state travel as outlined above be approved.

BE IT FURTHER RESOLVED that additional time required to travel to and from said training, if necessary, is also approved.

Passed this 25th day of February, 2019 by Board members as follows: Present or Participating via other means, and by the following vote: Aye Nay Abstained Absent.

Attest:

Diane L. Harris, Clerk of the Board

Todd L. Kimball, Chairman, District 2

James K. Johnson, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

Constituting the Board of County Commissioners
of Walla Walla County, Washington



Mark Crider
Sheriff

WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

Sheriff's Office (509) 524 - 5400
Fax (509) 524 - 5480
Dispatch (509) 527 - 3265
Toll Free (866) 527 - 3268
Email: sheriff@co.walla-walla.wa.us

Joe Klundt
Richard L. Schram
Ron Varner

Undersheriff
Chief Criminal Deputy
Chief Civil Deputy

Memorandum

Date: February 11, 2019

To: Board of County Commissioners

From: Mark Crider, Sheriff

RE: Out of state travel: Det. Sgt. Mike Good & Det. James Greco

Mike Good and James Greco are requesting travel to attend the Washington State Narcotics Investigators Association (WSNIA) Conference, April 22- April 25, 2019 in Coeur d' Alene, Idaho. I believe that attending this conference will benefit our agency with the conference's relevant educational sessions and networking opportunities with colleagues from across the nation.

Currently Det. Sgt. Good and Det. Greco are members in good standing with the Washington State Narcotics Investigators Association. Each have attended WSNIA conferences in the past, with the last several conferences being held in Vancouver Washington. Due to the growing number of members, the conference has been moved this year to Coeur d' Alene, Idaho to accommodate the size of the conference.

WSNIA continues to provide the most pertinent training in illegal narcotics investigations, including recent trends and legal updates. Training is provided by highly respected and certified presenters, all of which have extensive knowledge and experience in their respective fields. This knowledge has been brought back to the Sheriff's Office and shared with all personnel, which includes drafting policies and procedures. Most recently, training acquired from WSNIA assisted in drafting and implementing policy with regards to handling narcotic cases involving suspected Fentanyl.

The registration fee is \$395.00 per person for current WSNIA members. For the benefits that I expect to derive from this conference, I believe that the costs are justified by the information which will be brought back to Walla Walla County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark A. Crider".

Mark Crider, Sheriff

Recommendation:

The Walla Walla County Board of Commissioners approve this out of state travel request.

WALLA WALLA COUNTY
Employee Travel Authorization

Date of Request 2/11/19

Employee Attending: <u>Mike Good / James Greco</u>	Estimate of Cost (Includes all costs even prepaid)	
Meeting/Training: Start time/date: <u>4/22/19</u> End time/date: <u>4/25/19</u>	Transportation	
Location: City: <u>Coeur d'Alene</u> State: <u>ID</u>	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input checked="" type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle _____ miles @ _____	\$ \$
Title of Meeting/Training: (Attach agenda/training brochure)	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
Departure Date: <u>4/22/19</u> Time: <u>Unknown</u>	Lodging <u>3</u> night(s) @ \$ <u>125.-</u> \$ <u>375.-</u>	
Return Date: <u>4/25/19</u> Time: <u>Unknown</u>	Meals	
Place of Lodging: <u>Coeur d'Alene Resort</u>	Breakfast(s) <u>6</u> @ \$ <u>15.-</u>	\$ <u>100.90.-</u>
Phone Number: <u>1-888-965-6542</u>	Lunch(s) <u>8</u> @ \$ <u>18.-</u>	\$ <u>144.-</u>
	Dinner(s) <u>6</u> @ \$ <u>28.-</u>	\$ <u>168.-</u>
	Registration/Tuition	
	Cancel Date: <u>(395 x 2)</u>	\$ <u>790.-</u>
	Total Expenses \$ <u>1567.-</u>	

Credit Card Use: ☒ Yes ☐ No Date Needed: 4/22/19

I hereby acknowledge receipt of the department credit card/advance travel funds, and certify that I will return the credit card/unexpended advance travel funds, together with an expense voucher, and all required receipts within five (5) days of my return. I further agree that if credit card receipts show any amount in excess of authorized reimbursements, I will attach a check or money order for that amount owed or that amount shall be deducted by the County Auditor's Office from my next paycheck.


 Signature of Employee

Date: 2-11-19

Recommended: ☒ Yes ☐ No


 Supervisor Signature

Date: 2/11/19

Out-of-State Travel: ☐ Yes ☐ No
 (Attach Resolution)

Approved: ☒ Yes ☐ No


 Elected Official/Department Head

Date: 2/11/19



WALLA WALLA COUNTY SHERIFF'S OFFICE

240 West Alder Street, First Floor
Walla Walla, WA 99362-0220

John A. Turner
Sheriff

TRAINING REQUEST FORM

*******COURSE INFORMATION*******

NAME: Mike Good/ James Greco

SID#

DATE: 12/19/18

COURSE TITLE: Washington State Narcotics Invest. Assn. (W.S.N.I.A)
(course description must be attached)

COURSE #

DATE & TIME: 4/22/19 thru 4/25/19

OF HOURS: 24

LOCATION: Coeur d' Alene Resort, Idaho

PREREQUISITES: No
(yes or no)

LIST:

JUSTIFICATION FOR TRAINING: Continue training in illegal narcotics investigations, including recent trends and legal updates. I have been a member in good standing with WSNIA for several years and have received exceptional training related to this field. I have brought training back to the Sheriff's Office and shared knowledge with all personnel, which includes drafting policies and procedures.

Det. Greco started membership with WSNIA in 2018, where he attended his first training conference in Vancouver, WA. This training is part of his career development, to include prerequisite training to attend D.E.A. basic.

As in the past, I believe the Special Investigative fund can and should be utilized to cover the cost of this training.

NAMES OF OTHER STAFF ATTENDING:

*******SHIFT COVERAGE*******

COVERAGE NEEDED? Det. Bureau

WHO WILL COVER? Det. Daschofsky

*******COST OF TRAINING*******

PER DIEM PAID? Yes

REGISTRATION FEE: \$395.00 per person

MEALS NEEDED? Yes. 3 breakfast, 4 lunches
3 dinners, per person.
(# of breakfasts, lunches & dinners)

LODGING NEEDED? Yes. 3 nights
(# of nights)

TRANSPORTATION? County vehicle
(county or private vehicle)

*******ROUTING*******

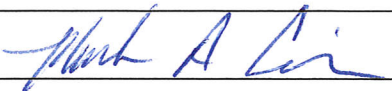
SUPERVISOR'S SIGNATURE: [Signature] APPROVED? Yes DATE: 12/19/18
#128

COMMENTS: _____

** REQUESTS ARE TO BE ROUTED EVEN WHEN DENIED **

CHIEF DEPUTY SIGNATURE:  APPROVED? YES DATE: 1/7/19

COMMENTS: _____

SHERIFF'S SIGNATURE:  APPROVED? yes DATE: 2/11/19

COMMENTS: _____



2019 WASHINGTON STATE NARCOTICS INVESTIGATORS ASSOCIATION (WSNIA), ***TRAINING SUMMIT & VENDOR SHOW!***

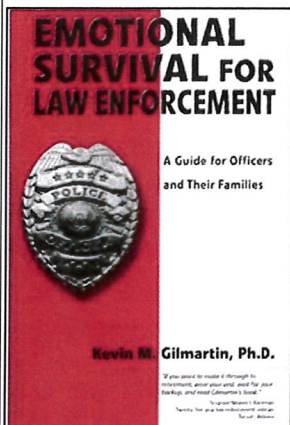
The 2019 Training Summit will be held at the Coeur d' Alene Resort on beautiful lake Coeur d' Alene, April 22nd through 25th, 2019. WSNIA is dedicated to promoting networking, team building, and providing exceptional training to enhance investigations and keep our officers safe. Our new venue will allow WSNIA to grow with more than double the conference space. This year we will have more classes in a comfortable, spacious environment.

On Monday we will have a vendor show going all day in addition to a great speaker lineup. As always there will be items for sale, many giveaways and raffles, including firearms to raise money for the WSNIA Memorial Fund.

The Resort will have exclusive lake cruises for WSNIA members and their families, with dinner options on Tuesday and Wednesday.

Spouses are encouraged to attend our Key Note Speaker, Dr. Kevin Gilmartin's presentation as well as Sheriff David Clarke and Michele Stuarts internet profiling course.

2019 SPEAKERS AND TRAINING TOPICS:



Dr. Kevin Gilmartin: We are pleased to have Kevin Gilmartin, Ph.D. as our keynote speaker this year! He is among the most popular speakers we have ever had and his timely message of maintaining balance in our lives is needed now more than ever. One officer recent commented; *"For years I thought my number one job was to live through 25 years of street encounters. After 13 years of experience I realize my goal is not just to survive the street but is to live a life filled with relationships that bring me happiness and fulfillment. Police work is a great profession, but it is the kind of work that without intervention destroys people and families. Dr. Gilmartin's book Emotional Survival breaks us out of our denial about the effects of the work and gives us helpful, practical concepts we can use to make our work and home life better. Dr. Gilmartin's book Emotional Survival is good for cops, families, police departments and communities."* **Robert King,**

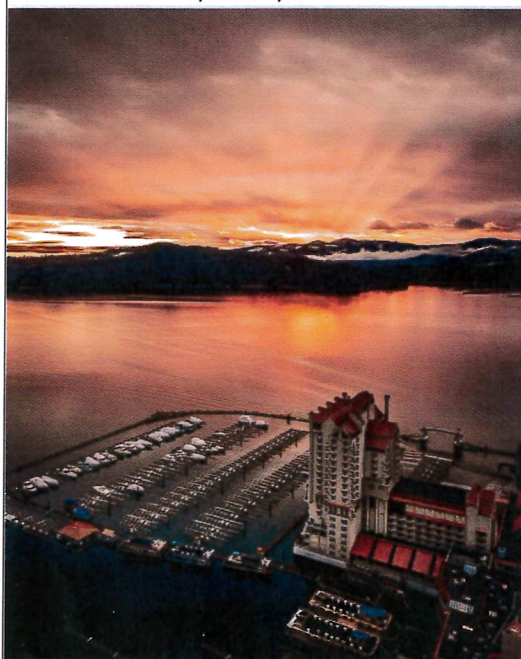
Sergeant, President, Portland Police Association.

Retired Milwaukee County Sheriff, David Clarke: *"The proud profession of policing has been under attack by familiar foes, anarchists, politicians and cop haters in general. This is a threat to the bedrock of our constitutional republic, rule of law. American police officers stand on the front line of the rules of law in an orderly society. Without you the social order that keeps crime, violence and disorder in check would collapse. Law abiding people in communities all across American silently know that. They are on your side. Keep your heads held high, serve proudly and never betray the public trust. Can I count on you?"*



- Mexican Cartels Update and Case Brief: DEA SA Bo Morris, San Diego DEA
- Mendota MS-13 / Face Book Messenger Case Briefing: Fresno Co. S.O. Det. Kim Sharp and Cal DOJ Det. Dean Johnston.
- Interpreting and Exploiting Mobile Forensic Downloads – Senior Analyst Dustin Baunsgard, NW HIDTA
- Technology Search Warrants; Phones, Social Media, GPS Trackers, Ping Orders – Deputy Prosecuting Attorney, Gary Ernsdorff, King County Prosecutors Office.
- Human trafficking Investigation; a Journey Beneath the Surface; Commander Andy Grove, Kent PD
- Anatomy of an Ambush: Major Travis Yates, Tulsa PD and Supervisory SA Nathan Mendes, California DOJ

- Innovative Narcotics Case Studies; Fentanyl Case Study, Snohomish Regional Drug Task Force and Jeremy Carrigan, Benton County Sheriff's Department.
- Show Me the Money, Financial Investigative Techniques; SA Supervisor, Mike Boone, WSGC
- Dark Net Overdose Death Investigations: HSI SA Guy Gino and Officer Chris Verbout, Portland Police Bureau
- UC Rescue / Combat First Aide; Brian Lewis, Chelan County S.O., Jen Foreman, Combat First Aide Inc.,
- Narco Safety "Avoiding the Fentanyl Bullet"; Bob Pennal, California DOJ/BNE Retired and Keith Graves, Graves and Associates.
- CI Management, Operational Planning and Risk Management (Red Flags); Bob Bushman, Minnesota Narcotics Officers Association President, and Institute for Intergovernmental Research Instructor.
- Don't be a Brady Cop and Don't Get Gigliod; Stephanie VanMarter and Caitlin Baunsguard, US Attorney's Office of the Eastern District of Washington.
- Advance Interview and Interrogation Refresher; Joseph Buckley, Reid and Associates
- Internet Profiling and Intelligence Gathering; Michele Stuart, JAG Investigations (Spouses Welcome)
- WSIN/RMIN/RISS Case and Event Deconfliction; John Martin & Colene Domenech, WSIN LEA Coordinators



Dates: April 22nd through 25th, 2019

Times: Registration opens at 9AM and the vendor show kicks off at 10 AM. The summit ends at noon on the 25th.

Place: The Coeur d' Alene Resort on beautiful Lake Coeur d'Alene.

Summit Registration: Please go to www.wsnia.org to register.

Early registration: Through March 15th, only \$395 dollars!

After March 15th until the day of the summit, registration is \$425. No meals are provided and no refunds can be granted after March 15th, however substitutions are welcome.

Room Reservations: The Group Code is **WSNIA**. Be sure to mention the code to receive the conference rate of \$125. The Training Summit rate is available for the three days prior and after the summit. If you will be parking a car, please advise the hotel and request the special discounted WSNIA rate. For individual reservations please call **(1-888-**

965-6542) or make on-line reservation. Room Block Reservations: Group blocks will require individual names for the rooms by March 1st.

Hosted Hospitality Suite: To promote networking there will be a hospitality suite (details to be announced)

WSNIA Raffles: Monday evening with our vendors, there will be a significant quantity of donated items raffled along with at least 4 pistols and 1 rifle to raise money for the WSNIA Memorial Foundation. There will also be complimentary beer, soda and reasonably price food options offered by the hotel.

Lake Cruises: The Resort has scheduled lake cruises with or without dinner on Tuesday and Wednesday night for WSNIA members only. There will also be a no-host bar onboard. Tickets will be available at the concierge's desk at the resort.

Things to do: The resort is on the lake in downtown Coeur d' Alene Idaho. There are a wide variety of amazing restaurants and shops at the resort and throughout the downtown area. The hotel also has a large workout facility, indoor pool, amazing Spa, coffee bar and lounges. Check out the resort's website at www.cdaresort.com

Golf: The Coeur d' Alene Golf Course has \$95.00 rounds of golf throughout the time frame of the summit.

Coeur d' Alene Resort Spa: Has offered 25% of any treatment (facial, massages, body scrubs etc...and \$10 off all salon services (hair, manicures, pedicures etc...) throughout our summit.

Miscellaneous: WSNIA is a non-profit 501(c)(6) dedicated to providing exceptional training to our regions narcotics officers. WSNIA board members serve on a volunteer basis. For further information or questions, go to www.wsnia.org or call 509-342-0427

1:50

COUNTY COMMISSIONERS

- a) Discussion re Walla Walla County
Intern proposals, possible action to
follow
- b) Possible executive session re: personnel
(pursuant to RCW 42.30.110(g)) to
complete employee personnel evaluation
- c) Miscellaneous business to come
before the Board

- A D J O U R N -

Walla Walla County is ADA compliant. Please contact TTY: (800) 833-6384 or 7-1-1 or the Commissioners' Office at 509/524-2505 three (3) days in advance if you need any language, hearing, or physical accommodation.

Please note that the agenda is tentative only. The Board may add, delete, or postpone items and may take action on an item not on the agenda.