

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, OCTOBER 26, 2020

Pursuant to the Governor's proclamation dated March 23, 2020 the Commissioner Meeting will be held via phone and internet. Following is the website to attend and listen to the meeting and the phone number to call to take part in the meeting. Any questions please email us wwcocommissioners@co.walla-walla.wa.us

Call in 1-408-418-9388 access code: 146 784 0290

Meeting link: <https://wwco.webex.com/wwco/j.php?MTID=m6ef6c0710e4eb57be4e10ce0cc827a38>

The agenda will include only necessary action items until further notice.

PLEASE NOTE: ALL TIMES ARE TENTATIVE AND AT THE DISCRETION OF THE CHAIRMAN WITH THE EXCEPTION OF ADVERTISED BID OPENINGS AND PUBLIC HEARINGS.

10:00 A.M. COUNTY COMMISSIONERS

Chairman Tompkins

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) Declarations re: conflict of interest
- c) Pledge of Allegiance
- d) 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.*

- e) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review warrant list
- f) **Public Hearing:**
 - 1) To consider amendments to the 2020 Walla Walla County Budget

(Please note if you wish to testify in person, please contact the Clerk of the Board in advance of the hearing at 509-524-2505. You may also testify and attend by attending via WebEx via the call in or meeting link information on the first page of this agenda.)

- g) **Action Agenda Item:**
 - 1) Resolution _____ - Amendments to the 2020 Walla Walla County Budget
- h) **Consent Agenda Items:**
 - 1) Resolution _____ - Minutes of County Commissioners' proceedings for October 19 and 20, 2020

MEMO

TO: BOCC
 FROM: KAREN
 DATE: 10/6/20
 SUBJECT: 2020 Budget Amendment # 2

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET
			REVENUE	EXPENDITURES	AMOUNT
010 Current Expense					
00058 CE Ending Fund Balance					
	508.90.00.0000	Ending Fund Balance		\$5,000	\$3,158,863
00500 Auditor					
	341.21.00.0000	Recording-Legal Instruments	\$20,000		\$110,000
00510 Elections					
	341.45.00.0000	Election Services	\$15,000		\$345,000
	514.40.31.0000	Office & Operating Supplies		\$15,000	\$71,000
00530 Licensing					
	514.81.42.0000	Communications		\$5,000	\$15,000
03000 Indigent Legal Services					
	515.91.41.0000	Professional Services		\$10,000	\$20,000
03410 Sheriff - Detective Bureau					
	521.21.12.0000	Overtime & Other Pay		\$9,216	\$17,216
03420 Sheriff - Patrol Bureau					
	342.10.00.0000	Law Enforcement Services	\$12,002		\$14,502
	521.22.12.0000	Overtime & Other Pay		\$2,786	\$40,619
03700 Superior Court					
	333.21.01.9000	CARES Funding - State	\$247,407		\$247,407
	512.21.49.0100	Jurors		\$247,407	\$277,407
		Total Current Expense	\$294,409	\$294,409	
10100 Community Development					
	322.10.00.0000	Bldg-Structures Permit Fees	\$201,183		\$776,183
	558.60.21.0006	Unemployment		\$15,000	\$15,000
	558.60.41.0000	Professional Services		\$146,183	\$196,183
	558.60.41.0002	Professional Services/Land Hearings		\$40,000	\$63,500
		Total Community Development	\$201,183	\$201,183	
10800 Law & Justice (Sheriff)					
	342.10.00.0000	Law Enforcement Services	\$7,002		\$7,002
10834	521.22.12.0000	Overtime		\$7,002	\$390,002
		Total Law & Justice	\$7,002	\$7,002	

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET
			REVENUE	EXPENDITURES	AMOUNT
10910 Auditor M&O Co Portion					
	514.23.41.0000	Professional Services - Commissioners		\$1,000	\$2,000
10998	508.30.00.0001	Ending fund Bal-Restricted/CO Portion		(\$1,000)	\$77,844
Total Auditor M&O Co Portion			\$0	\$0	
11200 Public Health					
	333.14.23.0000	DOC COVID ESG-CV	\$117,823		\$117,823
	333.21.01.0000	DOC COVID ERAP	\$561,327		\$561,327
	333.21.01.0003	DOH COVID OFM CARES	\$1,244,000		\$1,244,000
	333.93.35.0001	COVID-19 Crisis Resp LHJ-Tribe	\$130,871		\$130,871
	333.93.77.0002	ABCD Program - Grant	\$17,000		\$27,000
	334.04.20.0000	DOC EHG	\$402,495		\$402,495
	334.04.20.0002	DOC Selter Program	\$329,694		\$329,694
	334.04.92.0001	COVID-19 Disaster Response	\$119,129		\$119,129
	336.04.24.0002	Foundational Public Health Services	\$100,000		\$200,000
	337.62.50.0001	EH Specialist Services	\$10,000		\$10,000
	346.26.64.0001	Drinking Water Group A - SS	\$3,000		\$3,000
	346.26.65.0001	Drinking Water Group A - SS State	\$3,000		\$3,000
11211	562.00.11.0001	Health Officer		\$12,000	\$24,000
	562.00.11.0041	OA I		\$10,000	\$10,000
	562.00.13.0000	Extra Labor		\$60,000	\$60,000
	562.00.31.0001	Office Supplies		\$5,000	\$6,500
	562.00.41.9000	Interfund Professional Services		\$10,000	\$16,000
	562.00.42.9999	Cellular Phones		\$600	\$16,000
	562.00.48.0002	Software Maintenance		\$216,000	\$226,000
11212	562.00.11.0002	Health Communities Division Mgr		\$27,000	\$27,000
11232	562.00.31.0002	Operating Supplies		\$2,800	\$3,000
11239	562.00.11.0048	Epidemiologist		\$32,200	\$32,200
	562.00.13.0001	Extra Labor - RN		\$150,000	\$150,000
	562.00.13.0002	Extra Labor - Contact Tracers		\$100,000	\$100,000
	562.00.13.0004	Extra Labor - Communications		\$50,000	\$50,000
	562.00.21.0001	Medical-Life-Dental Ins		\$35,000	\$35,000
	562.00.21.0002	Social Security		\$6,500	\$6,500
	562.00.21.0003	Retirement		\$6,500	\$6,500
	562.00.21.0004	Industrial Insurance		\$500	\$500
	562.00.21.0008	State Paid Medical Leave		\$123	\$123
11239	562.00.31.0003	Operating Supplies - Emerging Disease		\$321,952	\$321,952
	562.00.42.0003	Communications - Emerging Disease		\$200,000	\$200,000
	594.62.64.0003	Machinery & Equip - Emerging CD		\$20,000	\$20,000
11242	562.00.13.0000	Extra Labor		\$5,000	\$5,000
11288	562.00.11.0023	Emergency Prep Program Coordinator		\$36,000	\$36,000
	562.10.21.0001	Medical-Life-Dental Ins		\$8,932	\$8,932
	562.10.21.0002	Social Security		\$2,656	\$2,656
	562.10.21.0003	Retirement		\$4,479	\$4,479
	562.10.21.0004	Industrial Insurance		\$146	\$146
	562.10.21.0008	State Paid Medical Leave		\$51	\$51

FUND	BARS #	DESCRIPTION	AMENDMENT AMOUNT		NEW BUDGET AMOUNT
			REVENUE	EXPENDITURES	
11290	562.10.11.0021	Program Coordinator - Traffice Safety		\$24,900	\$74,742
11292	562.00.41.0000	Professional Services Subawards		\$1,690,000	\$1,690,000
		Total Public Health	\$3,038,339	\$3,038,339	
11900 Human Services					
	333.14.22.8000	CTED/CDBG Public Services	\$53,821		\$98,672
11970	551.20.41.0000	Professional Services		\$53,821	\$396,754
		Total Human Services	\$53,821	\$53,821	
CO- Mental Health					
12019	564.46.41.0002	Prof Services - Community Based Services		\$25,000	\$325,000
12098	508.30.00.0000	Ending Fund Balance - Restricted		(\$25,000)	\$469,103
		Total Mental Health	\$0	\$0	
13400 R/E Tax Admin Assistance					
	514.22.48.0003	Repair & Maintenance		\$6,100	\$14,100
13498	508.30.00.0000	Ending Fund Balance - Restricted		(\$6,100)	\$90,300
		Total R/E Tax Admin Assist	\$0	\$0	
15200 Investment Pool					
	514.22.11.0003	Finance Specialist		\$3,000	\$3,000
	514.22.21.0001	Med-Life-Dental Ins		\$1,341	\$5,169
	514.22.41.0000	Professional Services		\$3,600	\$16,850
15298	508.30.00.0000	Ending Fund Balance - Restricted		(\$7,941)	\$36,188
		Total Investment Pool	\$0	\$0	
16000 WW Co Low Income Housing					
	551.20.49.0001	Grant Awards		\$2,000	\$52,000
16098	508.30.00.0000	Ending Fund Balance		(\$2,000)	\$68,208
		Total WW Co Low Income Housing	\$0	\$0	
16300 CRF CARES Fund					
	333.21.01.9000	CARES Funding - State	\$1,244,000		\$4,032,457
16332	511.60.49.2020	CARES Expenses		\$1,244,000	\$4,032,457
		Total CARES Fund	\$1,244,000	\$1,244,000	
30000 L&J Bldg					
	521.50.48.1401	Repairs & Maintenance Facilities Jail		\$20,000	\$195,000
30098	508.50.00.0000	Ending Fund Balance		(\$20,000)	\$501,000
		Total L&J Bldg	\$0	\$0	
50300 Risk Management					
	519.67.41.0001	Claims Expense - WCRP		\$25,000	\$95,000
50398	509.89.00.0000	Ending Fund Balance - Unreserved		(\$25,000)	\$361,279
		Total Risk Management	\$0	\$0	

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
THE MINUTES OF THE WALLA
WALLA COUNTY COMMISSIONERS'
PROCEEDINGS FOR OCTOBER 19
AND 20, 2020

RESOLUTION NO. **20**

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the minutes of the Walla Walla County Commissioners' proceedings of October 19 and 20, 2020 shall be approved.

Passed this 26th day of October, 2020 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

COUNTY COMMISSIONERS (continued)

h) Consent Agenda Items (Continued):

- 2) Resolution _____ - Approval of an Agreement with Washington State Military Department for a Homeland Security Grant (E21-083)
- 3) Payroll action and other forms requiring Board approval

i) Action Agenda Items:

- 1) County vouchers/warrants/electronic payments as follows: _____ through _____ totaling \$_____ and _____ through _____ totaling \$_____ (travel)
- 2) Proposal 2020 10-26 SO
Approval to create an acting Sergeant position with the Sheriff's Office
- 3) Proposal 2020 10-26 CARES
Approval of recommendations from the CARES Funding Team dated 10-21-2020

j) Miscellaneous business to come before the Board

k) Review reports and correspondence; hear committee and meeting reports

l) Review of constituent concerns/possible updates re: past concerns

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVAL
OF AN AGREEMENT WITH
WASHINGTON STATE MILITARY
DEPARTMENT FOR A HOMELAND
SECURITY GRANT (E21-083)



RESOLUTION NO. 20

WHEREAS, Washington State Military Department Emergency Management Division and the U.S. Department of Homeland Security (DHS) have offered to provide funding to Walla Walla County Emergency Management Department in the amount of \$67,852; and

WHEREAS, this Homeland Security grant is provided to state and local jurisdictions to enhance the capability to prevent, deter, respond to, and recover from incidents of terrorism and/or catastrophic events; and

WHEREAS, Walla Walla County Emergency Management will use the funds to perform emergency preparedness planning, training, exercise, organization and emergency operations coordination; and

WHEREAS, the reimbursement contract does not require any matching funds and is authorized to be used for salaries and wages, benefits, and goods and services; and

WHEREAS, Liz Jessee, Walla Walla County Emergency Management Director, is authorized to sign agreements with said entities, and Liz Jessee and Patrick Purcell are authorized to request reimbursements from these entities, on behalf of Walla Walla County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that said agreement and reimbursement authority be approved.

Passed this 26th day of October, 2020 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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

SIGNATURE AUTHORIZATION FORM

WASHINGTON STATE MILITARY DEPARTMENT
Camp Murray, Washington 98430-5122

Please read instructions on reverse side before completing this form.

NAME OF ORGANIZATION Walla Walla County Emergency Management	DATE SUBMITTED 10/14/20
PROJECT DESCRIPTION Washington State Military Department and the U.S. Department of Homeland Security (DSH)	CONTRACT NUMBER E21-083

1. AUTHORIZING AUTHORITY		
SIGNATURE	PRINT OR TYPE NAME	TITLE/TERM OF OFFICE
	Gregory A. Tompkins	Chair, Walla Walla County Board of Commissioners
	James K. Johnson	Walla Walla County Board of Commissioners
	Todd L. Kimball	Walla Walla County Board of Commissioners

2. AUTHORIZED TO SIGN CONTRACTS/CONTRACT AMENDMENTS		
SIGNATURE	PRINT OR TYPE NAME	TITLE
	Liz Jessee	Director

3. AUTHORIZED TO SIGN REQUESTS FOR REIMBURSEMENT		
SIGNATURE	PRINT OR TYPE NAME	TITLE
	Liz Jessee	Director
	Patrick Purcell	Coordinator

**Washington State Military Department
HOMELAND SECURITY GRANT PROGRAM AGREEMENT FACE SHEET**

1. Subrecipient Name and Address: Walla Walla, County of Emergency Management 27 N. 2nd Avenue Walla Walla, WA 99362-1801		2. Grant Agreement Amount: \$67,852		3. Grant Agreement Number: E21-083	
4. Subrecipient Contact, phone/email: Liz Jessee, 509-524-2902 ljesssee@co.walla-walla.wa.us		5. Grant Agreement Start Date: September 1, 2020		6. Grant Agreement End Date: August 31, 2022	
7. Department Contact, phone/email: Michael Alston, 253-512-7083 Michael.alston@mil.wa.gov		8. Data Universal Numbering System (DUNS): 144413135		9. UBI # (state revenue): 619-398-386	
10. Funding Authority: Washington State Military Department (the Department) and the U.S. Department of Homeland Security (DHS)					
11. Federal Funding Identification #: EMW-2020-SS-00080		12. Federal Award Date: 08/25/2020		13. Assistance Listings # (formerly CFDA) # & Title: 97.067 - 20HSGP (SHSP)	
14. Total Federal Award Amount: \$15,657,838.00		15. Program Index # & OBJ/SUB-OBJ: 703SB, 703SC, 703SH, 703SL, 703SQ, 703SZ / NZ			16. EIN 91-6001381
17. Service Districts: BY LEGISLATIVE DISTRICTS: 5 BY CONGRESSIONAL DISTRICTS: 16		18. Service Area by County(ies): Walla Walla		19. Women/Minority-Owned, State Certified: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____	
20. Agreement Classification <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Research/Development <input type="checkbox"/> A/E <input type="checkbox"/> Other _____			21. Contract Type (check all that apply): <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency		
22. Subrecipient Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO			23. Subrecipient Type (check all that apply) <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Non-Profit <input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> OTHER		
24. PURPOSE & DESCRIPTION: The objective of the Federal Fiscal Year (FFY) 2020 Homeland Security Grant Program (20HSGP) is to fund state, local, tribal, and territorial efforts to prevent terrorism and prepare the nation for threats and hazards that pose the greatest risk to the security of the United States. 20HSGP provides funding to implement investments that build, sustain, and deliver the core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation. 20HSGP supports core capabilities across the five mission areas of prevention, protection, mitigation, response, and recovery based on allowable costs. HSGP is comprised of three interconnected grant programs: State Homeland Security Program (SHSP), Urban Areas Security Initiative (UASI), and Operation Stonegarden (OPSG). Together, these grant programs fund a range of preparedness activities, including planning, organization, equipment purchase, training, exercises, and management and administration. The Department is the Recipient and Pass-through Entity of the 20HSGP DHS Award Letter for Grant No. EMW-2020-SS-00080, which is incorporated in and attached hereto as Attachment C and has made a subaward of funds to the Subrecipient pursuant to this Agreement. The Subrecipient is accountable to the Department for use of Federal award funds provided under this Agreement.					
IN WITNESS WHEREOF, the Department and Subrecipient acknowledge and accept the terms of this Agreement, including all referenced attachments which are hereby incorporated, and have executed this Agreement as of the date below. This Agreement Face Sheet; Special Terms & Conditions (Attachment A); General Terms and Conditions (Attachment B); DHS Award Letter (Attachment C), Work Plan (Attachments D-1, D-2, D-3), , Budget (Attachment E), Timeline (Attachment F); and all other documents, and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.					
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:					
1. Applicable federal and state statutes and regulations		4. Special Terms and Conditions		5. General Terms and Conditions, and,	
2. DHS/FEMA Award and program documents		6. Other provisions of the Agreement incorporated by reference.			
3. Work Plan, Timeline, and Budget					
WHEREAS, the parties have executed this Agreement on the day and year last specified below.					
FOR THE DEPARTMENT:			FOR THE SUBRECIPIENT:		
Signature _____ Date _____		Signature _____ Date _____			
Regan Anne Hesse, Chief Financial Officer Washington State Military Department		Gregory (Greg) A. Tompkins, Chair Walla Walla County Board of Commissioners			
BOILERPLATE APPROVED TO FORM: Dawn C. Cortez Assistant Attorney General (08/11/2020)		APPROVED AS TO FORM (if applicable): <i>Jesse D. Nolti</i> Applicant's Legal Review		10/13/20 Date	



Walla Walla County

Emergency Management Department

27 N. 2nd Avenue
Walla Walla, WA 99362
Phone: (509) 524-2900 • Fax: (509) 524-2910
www.wwemd.info

LIZ JESSEE
Director

PATRICK PURCELL
Coordinator

Memo

To: Board of Walla Walla County Commissioners
From: Liz Jessee
Date: October 13, 2020
Re: State Homeland Security Program Emergency Preparedness Grant

I am requesting your authorization to sign contract E21-083 with Washington State Emergency Management Department for a State Homeland Security Program (SHSP) emergency preparedness grant.

This grant is provided to state and local jurisdictions to enhance the capability to prevent, deter, respond to, and recover from incidents of terrorism involving the use of Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) weapons, cyber-attacks and catastrophic events through the Federal Fiscal Year 2020 Homeland Security Grant Program, SHSP emergency preparedness grant.

The SHSP contract amount is \$67,852, an increase of \$3,899 from the previous year's amount. The funding will be used primarily for salary and benefits, and goods and services (the annual fee for our Emergency Notification System). There is no local match required for this grant. This is an annually recurring grant that Emergency Management has been receiving since post 9-11.

Sincerely,

/s/

LIZ JESSEE

Director, Emergency Management

Walla Walla County
GRANT QUESTIONNAIRE

Date: 10/13/20

Office/Department: Emergency Management
Contact Person: Liz Jessee

- 1) Name of Grant/Program State Homeland Security Program (SHSP)
- 2) New Grant Renewing Grant Term (# of years) 2 yrs.
- 3) Is the grant unchanged, and does not require Current Expense funding?
(If Y, please skip to number 24) Y X N
- 4) How will this grant benefit the county's citizens?

_____.
- 5) Is this a program grant or an equipment grant?

_____.
- 6) Is this a "one-time only grant" or is it renewable? If renewable, how long is grant anticipated to last?

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

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

_____.
- 9) How many employees (new or current) will be paid by the grant? N C
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 _____ If so, what?

- 11) Would the grant allow for an annual COLA in salary, increase in medical insurance premiums or increases in any personnel benefits? Y_____ N_____
- 12) What fund would support a cash match (if required)? _____
- 13) If required what is the TOTAL cost of the match over the life of the grant? _____
- 14) What fund would support the administration of the grant? _____
- 15) Will the grant allow for the County cost allocation plan to be funded? Y_____ N_____
- 16) Would the grant require the county to provide office space and/or additional equipment to administer the program? If so, what are the requirements?

- 17) Would the program require use of a county vehicle or personal vehicle? Y_____ N _____
- 18) If so, would the grant provide for the cost of the automobile and/or liability insurance?
 Y_____ N_____
- 19) Would the grant require activities by other county offices/departments? (i.e. legal review, technology services assistance, new BARS numbers.) Y_____ N_____ 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_____ 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.?)

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_____ 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.

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

See attached E21-083 WWEM SHSP20 Consent Memo.

Official signature of requesting office/department:

/s/ Liz Jessee
Elected Official/Department Head

October 13, 2020
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

10:15

PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Department update and miscellaneous

**Walla Walla County Public Works
990 Navion Lane
Walla Walla, WA 99362**



To: Board of County Commissioners

From: Tony Garcia Morales, P.E. – Public Works Director/County Engineer

Date: 21 October 2020

Re: Director's Report for the Week of 19 October 2020

Board Action: 26 October 2020
Update Only

ENGINEERING:

- Seven Mile Bridge: County crews completing approach ramps.
- Drumheller Bridge: Working on bridge design.
- Wallula Ave./Gose Street: Working on project geometric design.
- Blue Creek Bridge/Mill Creek FH: Final items have all been completed.
- Mill Creek Road MP 1.1 to MP 3.96: Working on right of way acquisition.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Working on right of way acquisition.

MAINTENANCE/FLEET MANAGEMENT:

- South crews completed Zimmerman's drainage project up Blue Creek Road.
- North crews starting reimbursable crack sealing through the Port for Town of Prescott.
- Equipment and crew ready for freezing temps and possible snow.
- Garage working on routine maintenance.

ADMINISTRATION:

- Working with Commissioner Kimball to incorporate the fleet from Fairgrounds into ER&R.
 - Attended this month's Fair Board meeting to provide a few feasible options with corresponding costs.
- Conducted monthly Foremen's meeting.
- Attended our monthly Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC).
- Conducted our yearly Diversity Training with foremen. Office staff completed Diversity Training earlier in 2020.
- Attended a walkthrough of the Mill Creek Levees with the Corps of Engineers and contractor to go over the repair spots of the flood damaged areas. Work is scheduled to begin in November.
- Continue to follow our Phase 2 COVID-19 Standard Operating Procedures (SOP) to help us maintain a safe work environment as we navigate these uncertain times.

10:30

TECHNOLOGY SERVICES DEPARTMENT

Chad Goodhue

- a) Department update and miscellaneous



WALLA WALLA COUNTY
Technology Services Department

Chad R Goodhue | Technology Services Director |

315 W. Main Street, Rm 101 - Walla Walla, Washington 99362
(509) 524-2590
cgoodhue@co.walla-walla.wa.us

File: GS50-06F-03

Retain: Until Obsolete or Superseded – PAV

October 27th, 2020

To: **Walla Walla County Board of Commissioners**

Re: Technology Services Update

Issues/Information for the Board.

- List of current projects:
 - Contract review for OnBase in District Court – **Will need a workshop**
 - Keeping Liberty online and not replacing with OnBase is becoming a security concern
 - Adobe Professional Rollout – Active Directory updated, our rollout has begun
 - Duo and Yubikeys – The following departments have been enrolled in Duo
 - Assessor’s Office
 - Commissioner’s Office
 - Treasurer’s office
 - Auditor’s Office
 - Clerk’s Office
 - District Court
 - Coroner
 - Emergency Management
 - Emergency Services
 - Facilities
 - Personnel
 - Elections
 - Meraki/Cisco switch replacement
 - The new switches have shipped and should be here the week of the 26th. We will start the rollout of these devices afterhours shortly after arrival
 - Court at the fairgrounds
 - The courtroom and technology are setup
 - There will be a “Mock” trial to test all of the technology installed
 - WWE Physical Security Installations:
 - Corrections Access Controls – completed
 - Security Camera Wiring – Scheduled to be finished within the next two weeks
 - Physical Security to elections space – Work is tentatively scheduled for the week of the 26th

- Physical Security to Tech Services – Work is tentatively scheduled for the week of the 26th
- Community Health Department
 - eCivis grant management software – Software demonstration will be held on the 26th at 3pm via Zoom. There are 9 total departments that are interested in looking at eCivis
- Elections
 - Fully relocated to the Pavilion at the Fairgrounds
- LastPass – Enterprise password management software – working with company to rollout software out and train staff on use – Currently on hold
- 88 CARES laptops
 - The laptops are being delivered on the 28th of October and the rollout will begin shortly thereafter.
- 11 Cisco Room Kits – these are the last to be deployed
 - 1 @ Elections – on hold
 - 1 @ EMD
 - 1 @ ComDev
- Email and internet secure gateway – updating our antispam/anti-phishing hardware and software
- Phones Servers – Paused
- Tech Services is continuing to see a **large** spike in work orders

Components (Main infrastructure)

Security – Continues to be our #1 Security Concern

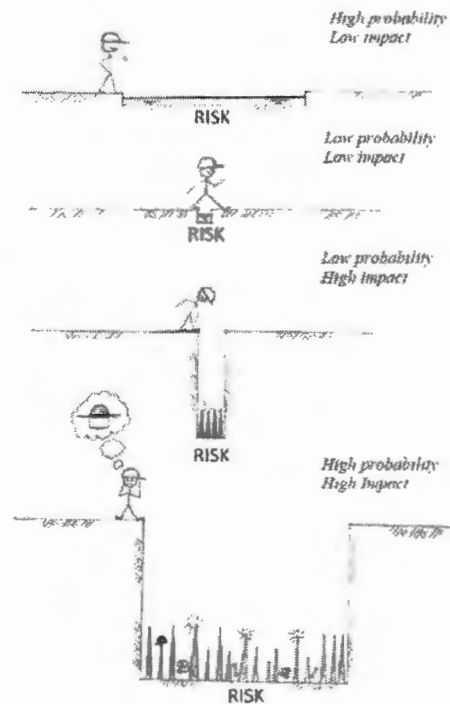
- Phishing and County awareness
 - We need to come up with an annual required training for network access to help minimize risk and increase awareness
 - Know B4 is a known company that provides this type of solution

Hardware

- Laptops arrive the week of the 26th
- New switches arrive the week of the 26th

Other Projects

- **OnBase**
 - Scopes of Work and Contracts are under review for District Court
- **Budget & Inventory**
 - Working with CFT to purchase and deploy hardware
- **Contracts**
 - OnBase – District Court



- eCivis – Community Health +
- **Inventory**
 - TS will have a new surplus list for review in the coming weeks
- **Public Record Requests Last 2 Weeks**
 - 8 = Requests received
 - 6 = Forwarded to departments
 - 4 = Completed
 - 3 = Pending review
 - 0 = Pending Closure
 - 1 = Litigation hold
 - 0 = Pending 3rd party notice
 - 7 = Open
 - YTD = 187

Some of these are waiting for legal review or guidance, or response by other departments
- **Service Desk Issues Last 2 Weeks**
 - 173 = Requests received
 - 46 = Open
 - 199 = Closed

Definitions

DMS – Document Management System (OnBase)

OCIO = Office of the Chief Information Officer

DAN - Disposition Authority Numbers (Secretary of State retention schedule)

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.

a) Action Agenda Items:

- 1) Proposal 2020 10-26 CORR
Approval of Sheriff Office
signing a service order adding
Corrections and Court Services
to the vendor agreement with
PowerDMS
- 2) Resolution _____ - Approving
Intergovernmental Agreement between
Walla Walla County and the City of
College Place for use of the Walla
Walla County Adult Custody (Jail)
Facilities

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
WALLA WALLA COUNTY
CORRECTIONS DEPARTMENT
INTERGOVERNMENTAL
AGREEMENT WITH CITY OF
COLLEGE PLACE FOR USE OF THE
WALLA WALLA COUNTY ADULT
CUSTODY (JAIL) FACILITY FOR
JUVENILE DETENTION SERVICES



RESOLUTION NO. 20

WHEREAS, the County maintains, operates, and provides services within the Walla Walla County Adult Custody Facility (hereinafter "Jail") for the purposes of detaining adult offenders; and

WHEREAS, the *Interlocal Cooperation Act* (Chapter 39.34 RCW) and the *City and County Jails Act* (Chapter 70.48 RCW) provide that City prisoners may be held in County operated facilities; and

WHEREAS, the City of College Place desires to confine its prisoners in the County Jail facility and enter into an agreement with the County; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve the Intergovernmental Agreement for the Use of the Walla Walla County Jail Facility.

Passed this 26th day of October, 2020 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

Gregory A. Tompkins, Chairman, District 3

James K. Johnson, Commissioner, District 1

Todd L. Kimball, Commissioner, District 2

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



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

Norrie Gregoire, Director
Matt Stroe, Jail Commander
Keri Weber, Executive Assistant

Norrie Gregoire, Juvenile Court Administrator
Jon Cassetto, Court Services Manager
Becky Renwick, Detention Manager
Kayla Zimmer, Administrative Services Supervisor

To: BOCC
From: Norrie Gregoire, Director of Corrections
Date Written: 10/21/2020
RE: Director's Report for October 26, 2020

Board Consent/Action Agenda Item(s):

- Action: 1) Proposal 2020 10-26 CORR – Approval of Sheriff Office signing a service order adding Corrections/Court Services to the vendor agreement with PowerDMS.
- 2) Resolution _____ - Approving Intergovernmental Agreement between Walla Walla County and the City of College Place for use of the Walla Walla County Adult Custody (Jail) Facilities.

Department Updates:

Service Providers, Programs & Essential Services

➤ Corrections/Court Services

- County Corrections population continues to hover in 80's for the past four weeks with no signs of abating; this has caused some consternation with WYPD, as their Records Dept. indicates the "catch and release" of low level offenders creates a higher than necessary workload; a group of multi-agency representatives will sit down within the next week to discuss possible solutions.
- Edging closer to provisioning EHM Program; Jesse indicates a valid interlocal agreement exists with Pierce County; Kayla Zimmer has been working with Pierce County and the vendor, Track Group, to write an addendum.
- If PowerDMS is provisioned at CORR/Court Services, EHM and Sentry protocols will be high priority procedures pushed out to staff and stakeholders.
- Corrections Dept. continues to work closely with Community Health on COVID-19 mitigation efforts.

Personnel/Training

➤ Corrections/Court Services

- Level One Control Tactics refresher courses with small groups have been postponed.
- Two CO applicants had polygraph 10/23 in Yakima.

Equipment/Technology/Facilities

- Delfield Freezer at Jail: Replacement scheduled for delivery 10/23.
- Corrections currently has a WebEx account to facilitate video court between the jail and District Court; we're working with Tech Services to cancel that account since the County now has an Enterprise level account with Cisco.

11:00

FACILITIES MAINTENANCE

Robert Henry

- a) **Action Agenda Items:**
 - 1) Proposal 2020 10-26 Maint
Approval of plumbing work
in new Jail bullpen

- b) Department update and miscellaneous

Walla Walla County Facilities Department

317 W Main St, Walla Walla, WA 99362

Update October 26th

Maintenance:

- McKinstry building review continued, with a focus on Emergency Power and space planning.
- New Glass installed at JJC for easier communications between rooms.

Custodial

- Custodial has continued cleaning with an emphasis on disinfecting public spaces and commonly touched surfaces.
- Preliminary scrubbing of courthouse granite floors has started to prepare it for polishing.

Grounds

- The irrigation system has been turned off for the year and prepared for the colder weather.
- The courthouse windows and exterior have been washed, clearing the spider webs and dust and dirt buildup on the outside of the building.
- Weeds and saplings and trees cleared on 2 small lots of land owned by the county.

11:15

DEPARTMENT OF COMMUNITY HEALTH

a) Action Agenda Items:

- 1) Proposal 2020 10-26 DCH
Approval of budgeted expenditures
in Fund 120 for Behavioral Health
Impact Grants

b) COVID-19 update and miscellaneous

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
 - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
 - 1) Revised job description approval form - Fairgrounds Manager
 - 2) New position approval form – Human Resources Assistant/Accounting Technician II for HR/Risk Management and Commissioner’s Office

11:40

COUNTY FAIRGROUNDS

- a) Department update and miscellaneous

11:45 COUNTY COMMISSIONERS

- a) Miscellaneous business to come before the Board

12:00 RECESS

- a) Possible executive session re: qualifications of an applicant for employment and/or review performance of a public employee (pursuant to RCW 42.30.110(g)), collective bargaining negotiations (pursuant to RCW 42.30.140(4)(a)(b)), and/or litigation or pending litigation (pursuant to RCW 42.30.110(i))

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

- 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.