

A G E N D A
WALLA WALLA COUNTY BOARD OF COMMISSIONERS
MONDAY, AUGUST 15, 2022

Commissioners have resumed in person public meetings and will also continue to host the meetings via WebEx.

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>

PLEASE NOTE: All times are tentative and at the discretion of the Chairman with the exception of advertised bid openings and public hearings.

1:15 P.M. 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) Silence cell phones
- c) Approval of agenda
- d) Declarations re: conflict of interest
- e) Pledge of Allegiance
- f) Public comment period (time limitations may be imposed)
- g) **Action Agenda Items:**
 - 1) Review submitted Employee Payroll Action Forms
 - 2) Review vouchers/warrants/electronic payments
- h) **Consent Agenda Items:**
 - 1) Resolution – Minutes of County Commissioners’ proceedings for August 8 and 9, 2022
 - 2) Resolution – Cancelling County Commissioners’ Sessions of August 29 and 30, 2022
 - 3) Resolution – Approving Interagency Agreement IAA23024 between the Washington State Administrative Office of the Courts and Columbia/Walla Walla County Juvenile Court for the support of the CASA/Volunteer Guardian Ad Litem Program
 - 4) Resolution – Updated appointment of an alternate to represent Walla Walla County on the Washington Counties Insurance Fund Board of Trustees
 - 5) Resolution – Updating an Appointment/Designation relative to Walla Walla County’s Membership in the Washington Counties Risk Pool
 - 6) Payroll action and other forms requiring Board approval
- i) **Action Agenda Items:**
 - 1) County vouchers/warrants/electronic payments as follows: 4053444 to 4053449 in the amount of \$84,088.00 (draws) and 4242067 in the amount of \$23,494.18 (draw taxes)
 - 2) Discussion/decision re application for Community Outreach Funds from Joe’s Place for Sex Offender Housing for Homeless
 - 3) Resolution – Appointment of Nathan Stueckle to serve as Prescott City Council Member

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

**IN THE MATTER CANCELLING
COUNTY COMMISSIONERS'
SESSIONS OF AUGUST 29
AND 30, 2022**



RESOLUTION NO. 22

WHEREAS, there is no business to come before the Board of County Commissioners for the week of August 29 - 30, 2022; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that the regularly scheduled Board meetings on August 29 and 30, 2022 be cancelled.

BE IT FURTHER RESOLVED that the next regular meeting of the Board will be held on September 6, 2022.

*Passed this 15th day of **August, 2022** 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

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING
INTERAGENCY AGREEMENT
IAA23024 BETWEEN THE
WASHINGTON STATE
ADMINISTRATIVE OFFICE OF THE
COURTS AND COLUMBIA/WALLA
WALLA COUNTY JUVENILE COURT
FOR THE SUPPORT OF
CASA/VOLUNTEER GUARDIAN AD
LITEM PROGRAM



RESOLUTION NO. **22**

WHEREAS, the State of Washington, Administrative Office of the Courts, has offered a continuing agreement with Walla Walla County, Washington, to provide CASA Program Services, for the purpose of recruiting and training volunteer Court-Appointed Child Advocates to serve children in dependency matters; and

WHEREAS, the term of previous Agreement for said services expired on June 30, 2022, and said new Agreement has been offered to the County for the period July 1, 2022, through June 30, 2023; contract amount not to exceed \$57,286; and

WHEREAS, the Walla Walla County Director of Corrections has reviewed said Interagency Agreement and recommends approval; and

WHEREAS, said Agreement was submitted to the County Prosecuting Attorney's office for review and approval; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they do hereby approve and shall sign said Interagency Agreement #IAA23024 between State of Washington, Administrative Office of the Courts, and Walla Walla County.

Passed this 15th day of August, 2022 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

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

**INTERAGENCY AGREEMENT IAA23024
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AND
Columbia/Walla Walla COUNTY JUVENILE COURT
FOR THE
SUPPORT OF THE CASA/VOLUNTEER GUARDIAN AD LITEM PROGRAM**

THIS AGREEMENT is made and entered into by and between the Washington State Administrative Office of the Courts (AOC), and Columbia/Walla Walla County Juvenile Court (COURT).

IT IS THE PURPOSE OF THIS AGREEMENT for the COURT to increase the number of children served by court-appointed special advocates (CASAs)/volunteer guardians ad litem as defined by RCW 13.34.030(12) in dependency matters or to reduce the average caseload of volunteers to recommended standards.

Funds received by the COURT under this Agreement may only be used to supplement, not supplant, any other local, state or federal funds received by the COURT.

STATEMENT OF WORK

The COURT shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of managing a CASA/volunteer guardian ad litem program as defined in RCW 13.34.030(13) to serve juvenile dependency cases. The COURT will ensure that the program and volunteers comply with the statutory requirements contained in RCW 13.34.100 -107. The COURT will submit reports to AOC detailing information about the number of children served and the number of volunteers.

The CASA/Volunteer GAL Bi-Annual Report to the Administrative Office of the Courts shall be **submitted electronically**. The required form for bi-annual reporting, which is incorporated in this agreement, is located on the Inside Courts website under 'Court Resources> Court Management' and **choose the "CASA Bi-Annual Report to AOC"**.

Reporting schedule:

Period	Report Due
07/01/22 - 12/31/22	01/31/23
01/01/23 - 06/30/23	07/31/23

Failure to submit a report by the due date may adversely affect state funding of the CASA/Volunteer GAL program.

If you have questions, please contact the AOC Program Manager Sondra Hahn at Sondra.Hahn@courts.wa.gov or (360) 705-5276

PERIOD OF PERFORMANCE

The execution of this Agreement shall constitute a ratification of an earlier verbal agreement between the parties that is now set forth in writing. Accordingly, the beginning date of performance under this Agreement is July 1, 2022 regardless of the date of execution and it

shall end on June 30, 2023, except for any remaining obligations of the COURT as may exist or if terminated sooner as provided in this Agreement.

PAYMENT

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed \$57,286 . Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount in writing, except as governed by the REVENUE SHARING section of this Agreement. The COURT shall maintain sufficient backup documentation of direct costs under this Agreement. Costs will be reimbursed pursuant to CASA/Volunteer GAL Program Cost Guidelines (Exhibit A).

Allocated administrative court costs must be applied at a rate that is set forth and supported by documented internal administrative rate plan that has been approved by the designated authority at the Superior Court and is readily accessible for review by AOC or the State Auditor.

BILLING PROCEDURE

The COURT will submit properly-completed Washington State form A-19 via email to AOC Financial Services at payables@courts.wa.gov or to:

AOC Financial Services
PO Box 41172
Olympia, Washington 98504-1172

Payment to the COURT for approved and completed work will be made by warrant or account transfer by AOC within 30 days of receipt of both properly-completed A-19 and the detailed information outlined in the CASA/Volunteer GAL Monthly Detail Report (see Exhibit B). Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

REVENUE SHARING

AOC, in its sole discretion and upon notice, may reallocate funding among state funded CASA/Volunteer GAL programs. If it appears the COURT may not expend the maximum contract amount, AOC may reduce the maximum contract amount. AOC may increase the maximum contract amount if additional funds become available through this revenue sharing program.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of the Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. EXCEPT THAT, Bi-Annual Reports will be distributed to the Washington Association of Child Advocate Programs. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

BACKGROUND CHECKS

The **COURT** shall:

- Ensure a criminal background check has been completed for all employees, CASAs /Volunteer GALs, and subcontractors who have access to children, prior to any access under this agreement pursuant to RCW 13.34.100(3);
- Based on the results from the criminal background check, determine each employee, CASA/Volunteer GAL, and subcontractor is suitable for access to children;

The **AOC** will:

- Reimburse for CASA/Volunteer GAL criminal background checks.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, video and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either party may terminate this Agreement by providing written notice of such termination to the other party specifying the effective date thereof, at least five (5) business days prior to such date. If this contract is so terminated, the AOC shall be liable only for payment for work completed and accepted prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party

will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties; however, nothing herein prohibits either party from seeking judicial relief.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work; and
- c. Any other provisions of the Agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, the AOC may terminate the Agreement under the "Termination for Convenience" clause, without the five (5) business day notice requirement, subject to renegotiation under those new funding limitations and conditions. AOC, at its discretion, may also elect to amend the Agreement to

reflect a budget reduction without terminating the contract if all parties agree to the amendment.

COUNTERPARTS

Each party agrees that a facsimile (FAX) or scanned transmission of any original document shall have the same effect as the original. Any signature required on an original shall be completed and sent to the other party, as applicable, when a scanned or facsimile copy has been signed. The parties agree that signed facsimile or scanned copies of documents shall be given full effect as if an original.

ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. 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.

CONTRACT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement:

AOC Program Manager	Court Program Manager
<p>Sondra Hahn Court Program Analyst PO Box 41170 Olympia, WA 98504-1170 sondra.hahn@courts.wa.gov 360 705-5276</p>	<p>Norrie Gregoire Juvenile Court Director PO Box 1754 Walla Walla, WA 99362-1790 ngregoire@co.walla-walla.wa.us 509-524-2810</p>

AGREED:

Administrative Office of the Courts

**Columbia/Walla Walla
 County Juvenile Court**

Signature *Date*

Christopher Stanley

Name

Director, AOC Management Services

Title

Signature *Date*

Norrie Gregoire

Name

Juvenile Court Administrator

Title

EXHIBIT A

CASA/VOLUNTEER GAL PROGRAM COST GUIDELINES

A. PURPOSE and SCOPE

This document establishes the allowable cost guidelines for court-appointed special advocate (CASA)/Volunteer GAL program reimbursements. It also sets forth the required documentation needed to support a reimbursement request. This supporting documentation needs to be retained at the local level and should not be submitted to AOC.

B. DEFINITIONS

Volunteer Guardian ad Litem. As defined in RCW 13.34.030(12): "Guardian ad litem" means a person, appointed by the court to represent the best interests of a child in a proceeding under this chapter, or in any matter which may be consolidated with a proceeding under this chapter. A "court-appointed special advocate" appointed by the court to be the guardian ad litem for the child, or to perform substantially the same duties and functions as a guardian ad litem, shall be deemed to be guardian ad litem for all purposes and uses of this chapter.

CASA/Volunteer Guardian ad Litem Program. As defined in RCW 13.34.030(13): "Guardian ad litem program" means a court-authorized volunteer program, which is or may be established by the superior court of the county in which such proceeding is filed, to manage all aspects of volunteer guardian ad litem representation for children alleged or found to be dependent. Such management shall include but is not limited to: Recruitment, screening, training, supervision, assignment, and discharge of volunteers.

C. GENERAL

The legislature has previously stated that CASA/Volunteer GAL program funds are provided solely for court-appointed special advocate/volunteer GAL programs in dependency matters. The guidelines take into consideration the financial needs of a court working with court-appointed child advocates in dependency cases. These guidelines recognize the restrictions placed on CASA/Volunteer GAL program reimbursements and attempts to identify those costs that can and cannot be reimbursed.

D. ROLES AND RESPONSIBILITIES

1. Court Project Manager

- Person designated by the court to manage the CASA/Volunteer GAL program contract according to its terms including report preparation, scope of work, and performance

- Submits invoices and other required documentation in an accurate and timely manner
- Keeps all supporting documentation for audit purposes for at least six years after contract expires

2. AOC Project Manager

- Acts as central point of contact with the court
- Approves invoices and submitted supporting documentation for CASA/Volunteer GAL program reimbursement
- Forwards cost and budget questions received from the courts to the AOC Comptroller
- Reviews all reports required under the CASA/Volunteer GAL program agreement

3. Management Services Director

- Resolves policy and procedural issues related to CASA/Volunteer GAL program funding

4. AOC Comptroller

- Determines CASA/Volunteer GAL program annual fund allocation based on monies received from the legislature; see Allocation Process section for allocation process details
- Responds to cost and budget questions
- Periodically audits Courts to ensure reimbursement requests are supported; see Audit Process section for audit procedures

5. Contract Manager

- Drafts, reviews, and approves CASA/Volunteer GAL program agreements
- Answers questions regarding compliance with the agreements
- Provides advice on interpretation of agreement

6. State Auditor

- Audits Courts and AOC for compliance with CASA/Volunteer GAL program

E. ALLOWABLE COSTS AND SUPPORTING DOCUMENTATION

1. Staff/FTE (salaries and benefits)

- Payroll record/time and attendance records related to the CASA/Volunteer GAL program must be kept locally. If employee is not assigned fulltime to working with the CASA/Volunteer GAL program then compensation reimbursement must be proportioned to the amount of time the employee works with the CASA/Volunteer GAL program and must be documented by time and attendance records. **NOTE:** This does not mean that timesheets must be completed to track the time spent. Document the process for determining the amount of time the person(s) spend on CASA/Volunteer GAL duties. For example, keep track of time for at least a week and then determine the percentage to be charged.

2. Professional Services

- General - Detailed vendor invoice to include detailed description of work performed, contract number, hours, and hourly rate or time and attendance cards must be kept locally. All work must be related to the CASA/Volunteer GAL program and invoice must be approved by authorizing authority (i.e. court administrator or his or her delegate) before inclusion in reimbursement request. However, these documents do not need to accompany the invoice to AOC. They should be readily available for audit purposes.
- Attorney – Invoice must identify the specific case for which reimbursement is requested, hours worked, and the hourly rate that was charged. Reimbursement is only for the legal representation of the CASA/Volunteer GAL with regard to a specific case. There is no reimbursement for representation of a minor child. If the CASA/Volunteer GAL has legal representation there must be a court order that: (1) states the need for the representation; and (2) identifies the attorney being appointed to represent the CASA/Volunteer GAL. These documents do not need to accompany the invoice to AOC. They should be readily available for audit purposes.

3. Goods

- Supplies
 - Actual Costs - Supplies should be necessary for the CASA/Volunteer GAL program and may include consumable supplies. Vendor invoices should be kept locally for audit purposes.
 - Costs Allocated by Internal Administrative Rate - Supplies may be allocated, but an internal administrative rate must be documented and approved by the court administrator. This internal administrative rate

must be documented with the formula used to determine the rate. Documentation must be on file and available to AOC and State Auditor. The vendor invoices must also be on file locally.

4. Equipment

- Actual Costs – Reimbursement request does not need to include the vendor invoice if directly related to the program; however, it must be kept locally. Any major purchase must be approved by AOC Project Manager prior to purchase. Major purchase is defined as purchase of an item where the cost is greater than \$500 or where the service/maintenance period on the equipment is greater than one year and could exceed \$500 in total maintenance costs. Vehicle and other high cost items are not allowable purchases.
- The purchase of printers and laptops is allowable within the existing contract allocation as long as the equipment is only provided to perform CASA/Volunteer GAL program work.
- Costs Allocated by an Internal Administrative Rate – Equipment costs may be allocated, but reimbursement request must be documented by an internal administrative rate specific to the court and approved by the court administrator. The internal administrative rate documentation must be on file and available to AOC and State Auditor. The vendor invoice must also be on file.

5. Training

- Reimbursement for attending the annual WACAP program (or CASA program depending on the court's affiliation) and the Children's Justice Conference is provided, not to exceed the published AOC travel and per diem rates. Any other paid training program where attendee is seeking reimbursement must be approved by the AOC Project Manager in advance of the training.

6. Travel

- Travel/Expense Vouchers from staff or volunteers for travel expense reimbursement for child, witness, parent, or other interviews related to a case filed with the court to which volunteer or CASA/Volunteer GAL program staff was assigned. CASA/Volunteer GAL program staff or volunteer may also be reimbursed for travel to and from the annual WACAP program (or CASA program depending on the court's affiliation) and the Children's Justice Conference. Travel expenses to any other training programs must be pre-approved by AOC Project Manager, and reimbursement is limited to the published AOC travel and per diem rates.

- Supporting Documentation – All travel reimbursement requests must be kept locally for audit purposes.
- All travel expenses must be within the travel costs permitted by the AOC at the time of travel.

CASA/Volunteer GAL Program Allocation Process

Each biennium, an appropriation is provided by the WA State Legislature to the AOC for child advocate program costs as reported by the courts.

Allocation of the funding is based on caseload data from each county for active DEP cases per year. The caseload includes the following activity docket codes:

DEPENDENCY PETITION
DEPENDENCY REVIEW HEARING
DEPENDENCY REVIEW HEARING ORDER
DISMISSAL HEARING
DISPOSITION HEARING-USE FOR CASETYPE 7 CASES ONLY
FACT FINDING HEARING
FACT-FINDING AND DISPOSITION HEARING
FIRST DEPENDENCY REVIEW HEARING
FIRST DEPENDENCY REVIEW HEARING ORDER
ORDER OF DEPENDENCY
ORDER OF DISMISSALS
ORDER OF DISPOSITION
ORDER OF DISPOSITION ON DEPENDENCY
ORDER ON REVIEW HEARING
PERMANENCY PLANNING HEARING
PERMANENCY PLANNING HEARING ORDER
PETITION FOR TERMINATION OF PARENT-CHILD RELATIONSHIP
REVIEW HEARING
SHELTER CARE HEARING: CONTESTED
SHELTER CARE HEARING: UNCONTESTED
SHELTER CARE ORDERS
ORDER OF CONTINUANCES
GENERAL ORDER CODE

The AOC Comptroller maintains an allocation spreadsheet (model) that utilizes this caseload data to create a percentage of total statewide filings for each county, based on a moving average of three-year filings of each case type.

After updated DEP data is collected, the data is loaded into the model which in turn uses a formula to create the statewide percentages by county. The percentages are applied to the appropriation amount by fiscal year, thus producing the allocation amounts available to counties.

Audit Process

The AOC Comptroller will periodically audit CASA/Volunteer GAL program reimbursement requests to ensure requests are supported.

Each year, the AOC Comptroller will randomly select several courts/counties for audit. On-site audits are not required by the State Auditor's Office (SAO), but the AOC and AOC Comptroller reserve the right to schedule on-site audits if desired or required.

The AOC Comptroller (or designee) will review payroll records, invoices, travel vouchers, and any other records of expenses related to CASA/Volunteer GAL program reimbursement requests. The AOC Comptroller will ensure that expenses detailed on any of these (or other) reimbursement request documents are supported by required approval and signature of appropriate county staff, and that the expenses detailed are in support of the CASA/Volunteer GAL program in that county.

Following this review, the AOC Comptroller (or designee) will provide a signed report to the county and to the AOC CASA/Volunteer GAL program audit file certifying compliance with audit requirements. See next page for sample report.

**State of Washington
Administrative Office of the Courts**

I, [AOC Comptroller name], have reviewed the CASA/Volunteer GAL program reimbursement documents and supporting documentation provided by [county and county designee name] for the time period Fiscal Year [20XX], and do hereby declare that:

Documentation is in compliance with CASA/Volunteer GAL program cost reimbursement requirements.

Documentation is **not** in compliance with CASA/Volunteer GAL program cost reimbursement requirements. The following corrective action must be taken:

Summary/detail of corrective action and completion provided here.

Signed

AOC Comptroller/Designee

Date

CASA/VOLUNTEER GAL PROGRAM MONTHLY DETAIL REPORT EXHIBIT B

Administrative Office of the Courts
(submit monthly with A-19 invoice)

COURT: _____

MONTH/YEAR: _____

ADMINISTRATIVE

Computer Set-Up
CASA/WACAP Membership Dues

Total \$ _____ -

STAFF/FTE

Salaries
Benefits

Total \$ _____ -

**CONTRACTS/
SERVICE DELIVERY**

Advertising

Total \$ _____ -

GOODS/SERVICES

- Supplies
- Communication (Telephone/Postage)
- Other (Computer/Licenses)

Total \$ _____ -

TRAVEL

- Mileage
- Per Diem
- Other (Registrations fees)

Total \$ _____ -

GRAND TOTAL

\$ _____ -

CASA/Volunteer GAL Program Bi-Annual Report to AOC

Court/Program Name:	
Contract Number:	IAA23024
Reporting Period: (i.e. Jan-June or July-Dec 20XX)	
Person Reporting:	
Email:	
Phone:	
Today's Date:	

Filing Data

1. Number of dependency petitions filed during the reporting period.	
2. Number of children with a dependency petition filed during the reporting period who were appointed a CASA/Volunteer GAL.	
3. Number of children with a dependency petition filed during the reporting period who were appointed a staff or compensated GAL.	
4. Number of children with a dependency petition filed during the reporting period who were appointed an attorney.	
5. Number of children with a dependency petition filed during the reporting period without representation.	

Cumulative Data

1. Total number of children with a CASA/Volunteer GAL at the beginning of the reporting period.	
2. Total number of children with a CASA/Volunteer GAL at the end of the reporting period.	
3. Total number of children with a staff or compensated GAL at the beginning of the reporting period.	
4. Total number of children with a staff or compensated GAL at the end of the reporting period.	
5. Total number of children with an attorney at the beginning of the reporting period (Pursuant to RCW 13.34.100).	
6. Total number of children with an attorney at the end of the reporting period.	
7. Total number of children without any representation at the beginning of the reporting period.	
8. Total number of children without any representation at the end of the reporting period.	

Fiscal and Staff Data

1. % of total program budget supported by state funds (excluding federal court improvement funds).	
2. % of total program budget supported by county funds (maintenance of effort).	
3. Number of program managers and/or volunteer coordinators (total full or partial FTEs).	
4. Number of administrative staff (total full or partial FTEs).	
5. Number of active volunteers.	

Return completed report to sondra.hahn@courts.wa.gov

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF AN UPDATED
APPOINTMENT OF AN
ALTERNATE TO REPRESENT
WALLA WALLA COUNTY ON THE
WASHINGTON COUNTIES
INSURANCE FUND BOARD OF
TRUSTEES



RESOLUTION NO. 22

WHEREAS, currently Walla Walla County Commissioner Gregory A. Tompkins serves as the Walla Walla County representative on the Washington Counties Insurance Fund Board of Trustees and County Human Resources/Risk Manager Shelly Peters had been appointed to serve as an alternate board member; and

WHEREAS, Ms. Peters is leaving County employment as of August 19, 2022; and

WHEREAS, Joshua Griffith has been hired to replace Ms. Peters, with said appointment effective July 19, 2022, to serve as the county's Human Resources/Risk Manager; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that County Human Resources/Risk Manager Joshua Griffith shall be appointed to serve as alternate Walla Walla County representative on the Washington Counties Insurance Fund Board of Trustees, effective August 19, 2022.

Passed this 16th day of August, 2022 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

Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF UPDATING AN
APPOINTMENT/DESIGNATION
RELATIVE TO WALLA WALLA
COUNTY'S MEMBERSHIP IN THE
WASHINGTON COUNTIES RISK
POOL

RESOLUTION NO. **22**

WHEREAS, several Washington counties agreed to the creation of the Washington Counties Risk Pool ("Pool"), organized and operating under Chapters 48.62 and 39.34 RCW, to provide to its member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services; and

WHEREAS, the Pool's Interlocal Agreement and Bylaws, and policies of its Board of Directors, require appointees and/or designees from each member county for the positions of Director/Alternate Director, County Risk Manager, County Safety Officer, and County Claims Administrator; and

WHEREAS, pursuant to previous Walla Walla County resolutions, most recently Walla Walla County Resolution No. 21 052, a designation must be revised/updated to reflect that Joshua Griffith has been appointed as the 2nd Alternate Director, Risk Manager, Safety Officer and Claims Administrator; now therefore

BE IT HEREBY RESOLVED that these designations are effective as of August 19, 2022 and shall supersede any prior conflicting action(s), and that the Clerk of the Board shall provide a copy of this resolution to the Washington Counties Risk Pool.

Passed this 16th day of August, 2022 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

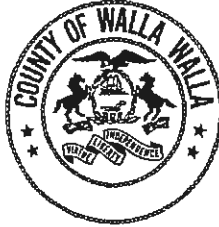
Jennifer R. Mayberry, Commissioner, District 1

Gregory A. Tompkins, Commissioner, District 3

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

Director: _____	Jesse Nolte	_____	Title: <u>Chief Civil Deputy Prosecuting Attorney</u>
Alternate Director: _____	Todd L. Kimball	_____	Title: <u>County Commissioner</u>
2 nd Alternate (optional): _____	Joshua Griffith	_____	Title: <u>Human Resources/Risk Manager</u>
Risk Manager: _____	Joshua Griffith	_____	Title: <u>Human Resources/Risk Manager</u>
Safety Officer: _____	Joshua Griffith	_____	Title: <u>Human Resources/Risk Manager</u>
Claims Administrator: _____	Joshua Griffith	_____	Title: <u>Human Resources/Risk Manager</u>

COUNTY OF WALLA WALLA
STATE OF WASHINGTON
BOARD OF COUNTY COMMISSIONERS



APPLICATION FOR COMMUNITY OUTREACH FUNDS

Note: This is a grant program. This form provides information for members of the Walla Walla County Board of Commissioners to evaluate requests for special Community Outreach funds, which are public monies set aside for special projects that benefit the county community and its citizens. Funds may not be used for expenditures already incurred or paid. Outreach funds may not supplant other funding. The county commissioners have sole authority regarding these funds. Any award of funds will not be final until the execution of a contract with the County signed by the Board of County Commissioners and the applicant.

Applicant Organization/Agency:

Agency Head: Joseph (Joe) Field, MSW

Authorizing Official/Title: Director

Address: 582 Ash st

Telephone: 509-301-8120

Fax:

E-mail: joesplacefirst1@gmail.com

Primary Project Contact (if different from above):

Address:

Telephone:

Fax:

E-mail:

Organization Information

Yes No

Is applicant registered with the state as a non-profit organization?

YES

Does applicant have current or pending 501(c)(3) IRS registration?

YES

If answered **no** to either of the above, is applicant a local government?

If none of the above, please describe.

Certification of Authority to Secure Project Funds

Organization/Agency:

Joseph Field, MSW


Signature of Authorizing Official

Printed Name/Title of Authorizing Official

Date 08/04/2022

Budget Summary

BUDGET CATEGORY (ex. Personnel, supplies, consultant, etc.)	GRANT FUNDS REQUESTED
Construction Remodel	
Sex Offender Housing for Homeless	\$25,000.00
Please see attached document	
Total	\$25,000.00

Total Grant Funds Requested: \$ 25,000.00

Project Proposal Narrative

Community Outreach Funds Grant Request

(Attach additional pages if/as needed)

About the Project

- Purpose is to house registered sex offenders who are homeless in Walla Walla County.
- JPL was donated a modular classroom from WWPSD (WAHI) to turn into affordable housing for our sex offender program. We will deconstruct and then remodel the modular into a fully functional 4bdrm home on our existing property. This is all about community safety for our community and opportunity for stable housing.

- Is this a joint project?

YES

- If so, please provide identity of other organization(s).

WWPD,WDOC, City of WW, Ora Rae Ottmar, J & S Land Excavation, 7 ElectricLLC, Home Depot, Builders First Supply.

Project Objectives

- How will this project benefit the citizens of Walla Walla County?

Community Safety regarding homeless sex offenders who are by law required to be here.

- How many will the project benefit, and what population (teens, seniors, etc.) will it benefit most?

It will benefit 4 individuals at first and they are men with registered sex offender label

- Is there a plan to evaluate the results of the project for which the funds are requested?

YES

- Is the project supported by any Walla Walla County adopted plans (such as the County Comprehensive Plan, Homeless Housing Plan, Wildfire Plan, etc.)? If so, please provide a citation to applicable section of plan.

YES- Homeless Housing Plan

Funding:

- Are there other sources of funds for this project, or are other funds being sought? If so, please provide the source and the amount sought.

Please see attached for this section

- What source(s) of non-state, county, or city funds exist for completion of the project and its ongoing maintenance and operation?

I will be seeking extra grant funds when the RFP's come out from DCH.

Accounting Methods and Audit Procedures

Walla Walla County must accurately account for all funds expended to the citizens of the county as well as via the annual audit performed by the State Auditor's office. Please detail how your agency will meet all local and state auditing and accounting requirements.

JPL has a paid bookkeeper and tax accountant currently and will hire an audit agency if needed.

#####



08/04/2022
(Date)

(Signature)

Please return completed application to:

**Walla Walla County Commissioners' Office
County Public Health and Legislative Building, 314 West Main (physical)
P. O. Box 1506 (mailing address)
Walla Walla, WA 99362**

OR

***e-mail completed application to:* wwcocommissioners@co.walla-walla.wa.us**

WALLA WALLA COUNTY PUBLIC HEALTH AND LEGISLATIVE BUILDING, 314 WEST MAIN
P.O. BOX 1506 • WALLA WALLA, WASHINGTON 99362-0316 • wwcocommissioners@co.walla-walla.wa.us
PHONE: (509) 524-2505 • FAX: (509) 524-2512

District No. 1
JENNIFER R. MAYBERRY

District No. 2
TODD L. KIMBALL

District No. 3
GREGORY A. TOMPKINS

Commissioners,

Since the conception of JOES Place #1 (JPL), we always knew we would need more housing due to the population of individuals we serve (registered sex offenders-rso's). JPL stays full 99% of the time and this year we were blessed with the donation of a school modular classroom which we are turning into a 4 bdrm home on the same property we currently reside on. One of the focus goals is to start housing (rso's) from the sleep center into a more secure transition home and give them stable housing but with much oversight. By doing this, we address community safety concerns for Walla Walla County and City. Below you will see the key players that have donated their money, time, advice, and in-kind services.

- • Walla Walla PD (support from Chief)
- • WA Dept. Of Corrections (support/supervision)
- • City of Walla Walla (City Mgr.) \$25,000.00
- • Ora Rae Ottmar (land owner) \$80,000.00
- • Walla Walla Public School (28' x 66' modular classroom)
- • J & S land Excavation \$12,780.64 in-kind services
- • JOES Place #1 \$10,000.00 plus in-kind labor
- • St Mary's Hospital \$ 3,000.00 (for beds, fridges, w/d, dishes, etc)
- • 7 Electric LLC (in-kind services)
- • Home Depot (Donated Material)
- • JOES Place #1 (Purchased AutoCad for planning)

Total Cash Donated \$ 130,780.64

We estimate the final cost to be around \$162,347.73.

COUNTY COMMISSIONERS (Continued)

- 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

**1:30 COUNTY COMMISSIONERS acting as the MILL CREEK FLOOD CONTROL ZONE
DISTRICT SUPERVISORS**

a) Action Agenda Items:

- 1) Executing a Landowners Acknowledgment Form with the Tri-State Steelheaders for the Mill Creek Large Cap Project

1:35 PUBLIC WORKS DEPARTMENT

Tony Garcia

a) Consent Agenda Items:

1) Resolution – Signing a Project Prospectus and Local Agency Agreement for Wallula Avenue MP 2.00 to MP 2.20

b) Department update and miscellaneous

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF SIGNING A
PROJECT PROSPECTUS AND
LOCAL AGENCY AGREEMENT FOR
WALLULA AVENUE MP 2.00 TO MP
2.20

}

RESOLUTION NO. **22**

WHEREAS, Construction Funds are available for the Wallula Avenue MP 2.00 to MP 2.20;
and

WHEREAS, Wallula Avenue MP 2.00 to MP 2.20 qualifies for said funds; and

WHEREAS, a Project Prospectus and Local Agency Agreement have been prepared as part
of an application for said construction funds to improve Wallula Avenue MP 2.00 to MP 2.20;
and

WHEREAS, Walla Walla County agrees to comply with the regulations, policies and
procedures set forth in the Project Prospectus and Local Agency Agreement; now therefore

BE IT HEREBY RESOLVED, by this Board of Walla Walla County Commissioners, that they
do hereby enter into said Project Prospectus and Local Agency Agreement and the Chair of
the Board shall sign same in the name of the Board.

*Passed this 15th day of **August, 2022** 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

Jennifer R. Mayberry, 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
990 Navion Lane
Walla Walla, WA 99362**



To: Board of County Commissioners

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

Date: 10 August 2022

Re: Director's Report for the Week of 8 August 2022

Board Action: 15 August 2022

Consent Agenda Items:

In the Matter of Signing a Project Prospectus and Local Agency Agreement for Wallula Avenue MP 2.00 to MP 2.20

Action Agenda Items:

In the Matter of Signing a Landowners Acknowledgement Form with Tri-State Steelheaders for the Mill Creek Large Cap Project.

ENGINEERING:

- Mill Creek Road MP 1.1 to MP 3.96: Contractor is working on retaining wall.
- Wallula/Gose Street: Submitted right of way documentation to WSDOT for certification, working on funding obligation for construction.
- Lyons Ferry Road: Working on survey.
- Abbott Road Sidewalk: Contractor is working on clearing and grubbing and site prep.

MAINTENANCE/FLEET MANAGEMENT:

- North Crew – Ditching, clearing culverts, grading gravel roads.
- South Crew – Grading roads and scrubbing Area 7 for Chip Seal next year.
- Vegetation & Signs – Sign maintenance and brush clean-up.
- Garage – Routine services and repairs.

ADMINISTRATION:

- Conducted our weekly Road Operations, Engineering and Staff Meetings.
- Leadership team attended Washington Counties Risk Pool (WCRP) Training – Leading a Workplace Free of Harassment and Discrimination.
- Leadership team attended WCRP Training – Supervisor Bootcamp.
- Had a meet and greet visit from the County Road Administration Board (CRAB) and Washington State Association of County Engineers (WSACE).
- Finalizing our 2023 Department Budget.

a) Action Agenda Items:

- 1) Proposal 2022 08-15 DCH-1 Approval of using One-Tenth Funding for HSRI School Behavioral Health Assessment
- 2) Proposal 2022 08-15 DCH-2 Approval to develop Behavioral Health System position and recruitment
- 3) Proposal 2022 08-15 DCH-3 Approval to fund Sources of Strength in all schools in Walla Walla County
- 4) Proposal 2022 08-15 DCH-4 Approval to hire permanent Assistant Epidemiologist
- 5) Execute Contract No. 305E-22-101 Client Services Contract between the State of Washington Department of Veterans Affairs and Walla Walla County

b) Department update and miscellaneous



Proposal

Date: August 9, 2022

Proposal ID: 2022 08-15 DCH-1

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval of using One-Tenth Funding for School Behavioral Health Assessment

Topic: Human Services Research Institute School Behavioral Health Assessment

Summary

Human Services Research Institute (HSRI) recently completed a Behavioral Health System Assessment and during their work on this assessment, there were questions regarding school resources and many concerns about the shifting dynamics of behavioral health needs in schools. Department of Community Health would like to contract with HSRI to complete a school specific assessment regarding behavioral health topics. This would be Recommendation 6 for DCH in our assessment (page 74).

Cost

\$160,000 over a 12-month period

Funding

DCH asks approval for One-Tenth funding for this project. However, as we become fully staffed, we will apply for community grants that may fund portions of this assessment.

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

No known risks.

Benefits

The assessment should include information, collaboration and improvement of school behavioral health services with support at the county level.

Conclusion/Recommendation

Recommend the BOCC approve using One-Tenth funding for this assessment and request approval to move forward with preparation of a contract for these services.

Submitted By			Disposition
Nancy Wenzel, DCH			<input type="checkbox"/> Approved
<hr/>			
Name	Department	Date	<input type="checkbox"/> Approved with modifications
<hr/>			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
<hr/>			
		BOCC Chairman	Date

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: August 9, 2022

Proposal ID: 2022 08-15 DCH-2

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval to Develop Behavior Health System Position and Recruitment

Topic: Behavioral Health System Position

Summary

Department of Community Health would like to develop a position to meet the recommendation in our Walla Walla Behavioral Health System Assessment. This position will work under our Human Services Manager. This position will facilitate work with stakeholders on the overall county behavioral health systems, evaluate state and federal legislation for impacts on behavioral health programs, develop a technical assistance program for non-profits, connect resources, and promote community engagement. The position will be a catalyst for future prevention programming and development of a robust RFP process. This position would ideally be filled with a Master of Public Policy or Master of Public Health. Master of Public Policy focuses on understanding complex problems and crafting concrete solutions. Master of Public Health focuses on protecting and improving the health of a community.

Cost

This could potentially be a Range 6 or 7.

Estimate: \$65,789 salary \$30,252 benefits Total: \$96,041

Funding

We currently have \$33,000 budgeted for a Behavioral Health Coordinator and \$33,000 for an Epidemiologist which was not used due to our strategic placement of staff in available grants. I would combine these to fund this position. We would continue to be strategic with grants and grant funding, but I will need to have this position earmarked to this fund as our base.

Alternatives Considered

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

No known risk.

Benefits

This position will be pivotal in moving our behavioral health response forward.

Conclusion/Recommendation

Recommend the BOCC allow DCH to work with HR to develop an appropriate job description to elevate our behavioral health response. Allow DCH to begin recruiting once job description is through HR process.

Submitted By			Disposition
Nancy Wenzel, DCH			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
<hr/>			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
<hr/>			<hr/>
			BOCC Chairman
			Date

Additional Requirements to Proposal

___ Modification

___ Follow Up



Proposal

Date: August 9, 2022

Proposal ID: 2022 08-15 DCH-3

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval to Fund Sources of Strength in all Schools in Walla Walla County

Topic: Sources of Strength Behavioral Health Prevention Strategy

Summary

The Sources of Strength program is a best practice and has been proven to aid in the mental health of students and school health. Sources of Strength has been implemented in several school districts in Walla Walla County and I am asking approval to spend One-Tenth funding to onboard this program to the remaining school districts. We would also like to include private schools and homeschool cooperative. We anticipate six rural school districts, and we will plan for two private schools/groups. This is also a recommendation from our behavioral health assessment.

Cost

\$5,000 per district X 8 = \$40,000

Funding

We are strategic about funding and always working to find appropriate funding with efficiency and sustainability. I would like our default to be One-Tenth funding. However, we have already identified a different funding source for one school. We will work through funding options and eight (8) school districts is a high estimate, but this will allow us to provide equitable prevention resources.

Alternatives Considered

This is a recommendation by our behavioral health assessment and a program that can be implemented fairly quickly for school districts.

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

There are not specific risks.

Benefits

This is a proven program that will give schools a tool to continue to work with students through challenges in behavioral health struggles. This is one part of a prevention continuum.

Conclusion/Recommendation

Recommend the BOCC approve use of one-tenth funding to on-board Sources of Strength in Walla Walla school districts that do not have the program.

Submitted By			Disposition
Nancy Wenzel, DCH			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
<hr/>			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied
<hr/>			<hr/>
		BOCC Chairman	Date

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: August 9, 2022

Proposal ID: 2022 08-15 DCH-4

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Approval to Hire Permanent Assistant Epidemiologist

Topic: Assistant Epidemiologist

Summary

Department of Community Health added a Temporary Assistant Epidemiologist for the COVID response, and we would like to make this position permanent and full-time. The epidemiologist positions are valuable for data collection, assessment work, and disease surveillance. The promotion of health and prevention of disease depend on a large extent to the good planning and management of health programs. Proactive planning and management rely on the availability of reliable, accurate and timely information about crucial situations. Our epidemiologist team (Epidemiologist and proposed Assistant Epidemiologist) will support all of Community Health programs.

Cost

Estimate Range 5 starting cost salary/benefit \$78,978

Funding

Funding will be Foundational Public Health funds. We will strategically use other grants as appropriate.

Alternatives Considered

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

No known risk.

Benefits

This position will meet our Foundational Public Health funding requirement to increase epidemiological and assessment response.

Conclusion/Recommendation

Recommend the BOCC allow DCH to hire for a permanent Assistant Epidemiologist position.

Submitted By			Disposition
Nancy Wenzel, DCH			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
_____			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied

BOCC Chairman	Date
---------------	------

Additional Requirements to Proposal

Modification

Follow Up



Proposal

Date: August 9, 2022

Proposal ID: 2022 08-15 DCH-4

To: BOCC

From: Nancy Wenzel
Administrative Director

Intent: Approval to Hire Permanent Assistant Epidemiologist

Topic: Assistant Epidemiologist

Summary

Department of Community Health added a Temporary Assistant Epidemiologist for the COVID response, and we would like to make this position permanent and full-time. The epidemiologist positions are valuable for data collection, assessment work, and disease surveillance. The promotion of health and prevention of disease depend on a large extent to the good planning and management of health programs. Proactive planning and management rely on the availability of reliable, accurate and timely information about crucial situations. Our epidemiologist team (Epidemiologist and proposed Assistant Epidemiologist) will support all of Community Health programs.

Cost

Estimate Range 5 starting cost salary/benefit \$78,978

Funding

Funding will be Foundational Public Health funds. We will strategically use other grants as appropriate.

Alternatives Considered

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

No known risk.

Benefits

This position will meet our Foundational Public Health funding requirement to increase epidemiological and assessment response.

Conclusion/Recommendation

Recommend the BOCC allow DCH to hire for a permanent Assistant Epidemiologist position.

Submitted By			Disposition
Nancy Wenzel, DCH			<input type="checkbox"/> Approved
Name	Department	Date	<input type="checkbox"/> Approved with modifications
_____			<input type="checkbox"/> Needs follow up information
Name	Department	Date	<input type="checkbox"/> Denied

BOCC Chairman	Date
---------------	------

Additional Requirements to Proposal

Modification

Follow Up



MEMO

Date: August 9, 2022

To: BOCC

From: Nancy Wenzel, Administrative Director

Intent: Approval of Department of Veterans Affairs Contract 305E-22-101

Topic: Rural Veterans Service Officer Contract

Summary

Walla Walla was awarded a contract for client services to provide information, referral services and assistance to veterans and their family members in submitting claims for the various veterans' benefits to which they may be entitled.

The contract effective date of execution is through June 30, 2023. This contract may be renewed for an additional two years if we are selected to receive continued funding each additional year.

In addition, this position will be increased in hours to 30hr/week when additional grant funding is available. (Currently 20 hours/week)

Cost

N/A

Funding

\$110,000 for one year

Acquisition Method

N/A

Security

N/A

Access

N/A

Risk

There is no risk to the county. This grant will allow Department of Community Health to establish a robust program that can continue when this funding opportunity ends.

Benefits

This grant will offset staff time from the Veteran's Relief Fund allowing that fund to be used when grant funding ends. We should be able to build a sustainable program and receive training to fully implement an assistance program for veterans.



CONTRACT NO. 305E-22-101
Client Services Contract
between the
State of Washington
Department of Veterans Affairs
and
WALLA WALLA COUNTY

This Contract is made and entered into by and between the state of Washington, Department of Veterans Affairs, hereinafter referred to as the "AGENCY", and Walla Walla County, 314 West Main Street, Walla Walla, Washington 99362, hereinafter referred to as "COUNTY."

I. PURPOSE

The purpose of this agreement is to provide information, referral services, and assistance to veterans and their family members in submitting claims applications for the various veterans' benefits to which they may be entitled. The claims work produced under this agreement will be processed through the "Claims Quality-Assurance Program". This will ensure that all claims are submitted to the U.S. Department of Veterans Affairs, hereinafter referred to as VA, in a "Substantially Complete" status, and that all efforts have been made to support claims that will result in a favorable VA decision on behalf of the claimant. The "Claims Quality-Assurance Program" applies to all AGENCY contracts and agreements, and this uniformly applied practice of Contracted Quality Assurance will result in verifiable performance and result in an overall shortened claim processing time for the VA; and will maximize the veterans' benefits within the state.

II. SCOPE OF WORK

- A. Attachment A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this contract, the nature of the working relationship between the AGENCY and the COUNTY, and specific obligations of both parties.
- B. The COUNTY will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth in Attachment B *Statement of Work*.
- C. Attachment C, attached hereto and incorporated by reference, contains the Business Associate Agreement, which ensures that Protected Health Information (PHI) is appropriately safeguarded
- D. Attachment D, attached hereto and incorporated by reference, contains the Sample Claims Transmittal Cover Sheet

III. PERIOD OF PERFORMANCE

The term of this Agreement shall be from August 3, 2022, or date of execution, through June 30, 2023. Upon the expiration of the initial term, this Agreement may be renewed for two (2) additional one (1) year periods; but, only upon successful selection to receive continued funding for each additional year. Once accepted, either party may give written notice of non-renewal to the other party not less than ninety (90) days prior to the expiration of the initial term or any renewal term

then in effect. Funding past the initial term is not guaranteed and may require re-submission of an application.

IV. COMPENSATION

The AGENCY shall pay an amount not to exceed One-hundred Ten Thousand Dollars (\$110,000.00) for the performance of all things necessary for or incidental to the performance of work as set forth in Attachment A, Special Terms and Conditions, attached hereto and made a part hereof. The COUNTY's compensation for performance of work shall be in accordance with the following terms:

Subject to the provisions contained in this section, compensation shall be paid quarterly in the amount not to exceed Thirty Thousand (\$30,000.00), for work completed during the preceding quarter. Compensation shall be made from Grant fund monies.

Payments to the COUNTY may be withheld for any quarter in which the COUNTY has not submitted the contractually required reports on the date indicated.

The COUNTY agrees to re-negotiate performance requirements if the AGENCY determines that such changes are substantial.

V. BILLING PROCEDURES AND PAYMENT

The AGENCY will pay COUNTY upon receipt of a billing Invoice package that consists of an Invoice and other reporting requirements. A hard copy of the Invoice shall be submitted with original signatures. Other reporting forms shall be submitted electronically.

The invoice shall include the contract reference number **305E-22-101**.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the AGENCY.

VI. INVOICING PROCEDURES

Within 7 calendar days of the conclusion of each quarter, the COUNTY shall submit an invoice on Voucher Distribution Form DVA19-1A, as shown in Attachment E, to the attention of the AGENCY's Veterans Services Administrator. All invoices are subject to approval by the AGENCY's Veterans Services Administrator, or designee, prior to payment. All invoices must accurately reference the Contract Number appearing on the front of this Contract. Mail or email invoice to:

Washington Department of Veterans Affairs
ATTN: Steven J. Gill, Veterans Services Administrator
P.O. Box 41150
Olympia, WA 98504-1150
steveng@dva.wa.gov

Payment shall be considered timely if made by the AGENCY within thirty days (30) after receipt of properly completed invoices. Payment shall be sent to the address designated by the COUNTY.

The AGENCY may, in its sole discretion, terminate this Contract or withhold payments claimed by COUNTY for services rendered if COUNTY fails to satisfactorily comply with any term or condition of this Contract. The AGENCY shall make no payments in advance or in anticipation of work to be provided under this Contract.

The AGENCY shall not pay any claims for payment for work submitted more than twelve (12) months after the calendar month in which the work was performed.

DUPLICATION OF BILLED COSTS: The COUNTY shall not bill the AGENCY for services performed under this Contract, and the AGENCY shall not pay the COUNTY, if the COUNTY is entitled to payment or has been or will be paid by any other source, including grants, for that service.

DISALLOWED COSTS: The COUNTY is responsible for any audit exceptions or disallowed costs incurred by its own organization.

The COUNTY warrants that the cost charged for services under the terms of this Contract are not in excess of those charged any other client for the same services performed by the same individuals.

The activities pursuant to and in consideration of this Contract will in no way alter or attenuate the role of COUNTY as advocate for the Veteran. The ultimate responsibility remains to the veteran in all actions taken in support of his or her petition for benefits. Nor will it be construed to obviate or mitigate the responsibility of the US Department of Veterans Affairs to fulfill its legal obligations including duty to notify, duty to inform, and duty to assist veterans in the prosecution of a claim for benefits. Furthermore, the provisions of this Contract do not establish the COUNTY as an agent of the Department of Veterans Affairs. All provisions contained herein will comply with Federal and State Privacy and Disclosure Acts

VII. CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

<p>COUNTY Contract Manager Information</p>	<p>DEPARTMENT Contract Manager Information</p>
<p>Nancy Wenzel, Administrative Director Walla Walla County, Department of Community Health 314 W. Main Street Walla Walla, WA 99362 Phone : (509) 524-2660 Email address: nwenzel@co.walla-walla.wa.us</p>	<p>Steven J. Gill, Veterans Services Administrator Department of Veterans Affairs P.O. Box 41155 Olympia, WA 98504-1155 Phone: (360) 725-2235 Email address: steveng@dva.wa.gov</p>

VIII.INSURANCE

The COUNTY is a member of the Washington Counties Risk Pool (WCRP), which was "Created by Counties for Counties" in 1988 pursuant to Chapters 48.62 and 39.34 RCW to provide member counties programs of joint self-insurance, joint purchasing of insurance, and joint contracting for or hiring of personnel to provide risk management, claims handling, and administrative services.

COUNTY shall provide AGENCY evidence of its current liability program and give thirty (30) days notice in the event that it no longer remains in the WCRP.

IX. ASSURANCES

DEPARTMENT and the COUNTY agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

X. ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes and regulations
2. Special terms and conditions as contained in this basic contract instrument
3. Attachment A – General Terms and Conditions
4. Attachment B – Statement of Work
5. Attachment C - Business Associate Addendum;
6. Attachment D - Reporting Documents;
7. Attachment E - Billing Document
8. Any other provision, term or material incorporated herein by reference or otherwise incorporated.

XI. ENTIRE AGREEMENT

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

XII. CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

XIII. APPROVAL

This contract shall be subject to the written approval of the DEPARTMENT'S authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

THIS CONTRACT, consisting of four (4) pages and five (5) attachment(s), is executed by the persons signing below, who warrant they have the authority to execute the contract.

WALLA WALLA COUNTY

**WASHINGTON STATE DEPARTMENT OF
VETERANS AFFAIRS**

Signature

Signature

Printed Name

Printed Name
Chief Financial Officer

Title

Date

Title

Date

**ATTACHMENT B
STATEMENT OF WORK**

- A. The COUNTY will provide services, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:
1. The COUNTY understands and shall comply with the following section of Title 38, Code of Federal Regulations Part 14.628(d)(2)(i) "...neither the organization nor its accredited representatives will charge or accept a fee or gratuity for service to a claimant..."
 2. The COUNTY shall designate a "County Veteran Service Officer" who will become a VA "Accredited Veteran Service Organization Representative" accredited by the AGENCY under Title 38, Code of Federal Regulations Part 14.629. The County Veteran Service Officer must be a paid employee of the COUNTY working for it not less than 1,000 hours annually.
 3. The COUNTY shall submit all VA claims produced to the AGENCY "Claims Quality-Assurance Officer" for quality-assurance (Q-A) and entry into the AGENCY'S VA claims system otherwise by the AGENCY'S Veterans Services Administrator or designee. The COUNTY shall support the Quality-Assurance Program process by ensuring that each claim is submitted in a "Substantially Complete" status. All VA claims shall be submitted with the AGENCY appointed as the claimant's veteran service organization representative.
 4. The COUNTY shall submit all claims to the AGENCY'S Claims Quality-Assurance Officer through the AGENCY'S VA claims system unless directed otherwise by the AGENCY'S Veterans Services Administrator or designee.
 5. The COUNTY agrees to work with the AGENCY's Veterans Services Administrator or designee should modification of activities be deemed necessary to adequately provide quality service for veterans and their family members.
 6. The COUNTY shall support the AGENCY's contracted local Post Traumatic Stress Disorder (PTSD) counselors in the form of information assistance and referral services as appropriate. All PTSD referrals will be handled in a confidential manner.
 7. The COUNTY shall maintain current resource materials for veterans' benefits information and claims development.
 8. The COUNTY shall be evaluated based on the approval rate or "Batting Average" of the VA claims that they submit. The goal of the COUNTY shall be to maintain a "Batting Average" 80% or higher for all VA claims.
- B. The AGENCY will provide services, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

1. The AGENCY shall provide training for the COUNTY's designated County Veteran Service Officer related to veterans' benefits and entitlement and the VA claims process. This training may include but shall not be limited to:
 - a. The Basic Training Course for Veterans Benefits developed by the National Veterans Legal Services Program;
 - b. Training Responsibly Involvement in Preparation of Claims (TRIP) developed by the VA;
 - c. Veteran service organization training conferences; and
 - d. Direct training with AGENCY representatives.
 2. The AGENCY shall provide VA Accreditation as a Veteran Service Organization Representative under Title 38, Code of Federal Regulations Part 14.629 as a County Veteran's Service Officer.
 3. The AGENCY shall provide licensed access to its VA claims system (web-based) to the County Veteran Service Officer.
 4. The AGENCY shall maintain a report of the COUNTY's VA claims approval rating or "Batting Average". This report will be provided to the COUNTY on a quarterly basis.
 5. The AGENCY shall represent the VA appeals for veterans or claimants under the AGENCY's VA Power of Attorney (POA) through the AGENCY's "Appeals-Management Process" program.
- C. The activities pursuant to and in consideration of this agreement will in no way alter or attenuate the role of COUNTY as advocate for the veteran. The ultimate responsibility remains on the veteran in all actions taken in support of his or her petition for benefits. Nor will it be construed to obviate or mitigate the responsibility of the US Department of Veterans Affairs to fulfill its legal obligations including duty to notify, duty to inform, and duty to assist veterans in the prosecution of a claim for benefits. Furthermore, the provisions of this agreement do not establish the COUNTY as an agent of the Department of Veterans Affairs. All provisions contained herein will comply with Federal and State Privacy and Disclosure Acts.

2:00 HUMAN RESOURCES/RISK MANAGER

Josh Griffith/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: 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))

2:15 PROSECUTING ATTORNEY

Jim Nagle/Jesse Nolte

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

2:30 COUNTY COMMISSIONERS

- a) Workshop re salary study from Human Resources Compensation Consultants (HRCC)
- b) Review of various draft preliminary 2023 budgets under the Commissioners' oversight (only those; no other county office or departmental budget will be part of this review)
- c) Miscellaneous or unfinished 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.