

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, MAY 2, 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](mailto: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.**

**10:00 A.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) Declarations re: conflict of interest
- d) Pledge of Allegiance
- e) Public comment period (time limitations may be imposed)
- f) Introduction of new county employees (this is scheduled for the first meeting of each month)
- 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 April 25 and 26, 2022
  - 2) Resolution – Cancelling County Commissioners' Sessions of May 31 and June 1, 2022
  - 3) Resolution – Proclaiming May, 2022 as Older Americans Month
  - 4) Resolution – Proclaiming May 6, 2022 as National Provider Appreciation Day
  - 5) Payroll action and other forms requiring Board approval
- i) **Action Items:**
  - 1) County vouchers/warrants/electronic payments as follows: 4053062 through 4053068 totaling \$78,924.00 (payroll draws dated April 15, 2022); 4053124 through 4053152 totaling \$1,036,025.36 (April payroll); 4239145 through 4239174 totaling \$1,134,352.79 (benefits and deductions)
  - 2) Resolution – Setting the salaries for certain County Elected Officials for the years 2025 and 2026
  - 3) Authorize Chairman to sign User Estoppel Certificate re Inland Cellular Tower in the Skyrocket Hills
  - 4) Authorize Chairman to sign Contract for Identity Specimen Collection Agreement with LabCorp related to DNA analysis for child support requirements



**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER CANCELLING  
COUNTY COMMISSIONERS'  
SESSIONS OF MAY 31 AND  
JUNE 1, 2022

}

RESOLUTION NO. **22**

**WHEREAS**, there is no business to come before the Board of County Commissioners for the week of May 30 – June 3, 2022; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the regularly scheduled Board meetings on May 31 and June 1, 2022 be cancelled.

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

*Passed this 2<sup>nd</sup> day of May, 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  
PROCLAIMING MAY AS  
OLDER AMERICANS MONTH

RESOLUTION NO. **22**

**WHEREAS**, each May, the nation celebrates Older Americans Month to recognize older Americans for their contributions to our nation; and

**WHEREAS**, communities' benefit when people of all ages, abilities, and backgrounds are welcomed, included, and supported; and

**WHEREAS**, Walla Walla County recognizes our need to create a community that provides the services and supports older Americans need to thrive and live independently for as long as possible; and

**WHEREAS**, Walla Walla County can work to build an even better community for our older residents by:

- Planning programs that encourage independence.
- Ensuring activities are responsive to individual needs and preferences.
- Increasing access to services that support aging in place.

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim May, 2022 to be Older Americans Month and urge every resident to recognize the contributions of older citizens, help to create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.

*"Passed this 2<sup>nd</sup> day of May, 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

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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  
PROCLAIMING MAY 6, 2022  
AS NATIONAL PROVIDER  
APPRECIATION DAY

RESOLUTION NO. **22**

**WHEREAS**, cities, counties and organizations nationwide are recognizing Child Care Providers on this day; and

**WHEREAS**, over half the children under the age of six nationwide are estimated to spend some time in a nonparental care arrangement on a weekly basis, which provides critical enrichment opportunities and nurtures development for children of all backgrounds and is a vital building block of our state economy; and

**WHEREAS**, the COVID-19 pandemic continues to create tremendous hardship for Child Care Providers and the families of Washington who depend on them, forcing providers to risk their health and financial stability to remain open throughout shifting COVID-19 health guidance; and

**WHEREAS**, Child Care Providers continue to provide essential high-quality early learning experience to Washington's children in the face of irregular and long hours, high turnover rate in child care businesses, and increasing stressful working conditions due to the impact of burnout, COVID-19, and other workforce-related complications; and

**WHEREAS**, our future depends on the quality of the early childhood experiences provided to young children today; support for high-quality child care represents a worthy commitment to our children's future; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim May 6, 2022, as Provider Appreciation Day in Walla Walla County and urge all citizens to recognize Child Care Providers for their important work.

*"Passed this 2<sup>nd</sup> day of May, 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

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Jennifer R. Mayberry, Commissioner, District 1

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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 SETTING  
THE SALARIES FOR CERTAIN  
COUNTY ELECTED  
OFFICIALS FOR THE YEARS  
2025 AND 2026**



**RESOLUTION NO. 22**

**WHEREAS**, pursuant to RCW 36.17, the Board of Walla Walla County Commissioners, as the county legislative authority, establishes the salaries of certain county elected officials (assessor, auditor, clerk, commissioners, coroner, prosecuting attorney, sheriff, treasurer, and part-time district court judge); and

**WHEREAS**, in 2008 the Legislature amended RCW 36.17.020 to increase the amounts of the State's contribution to the salary of the elected prosecuting attorney and provided that the county shall continue to contribute toward said salary; and

**WHEREAS**, pursuant to Walla Walla County Resolutions 08 152, 10 132, 12 133, 13 133 and 13 138, 14 108, 16 133, 18 056 and 20 094, salaries for those elected officials whose salaries are established by the Board of County Commissioners, as the county legislative authority, were set; and

**WHEREAS**, during an open, public meeting of the Board on April 25, 2022, the matter was discussed, and the Board of County Commissioners recommended that salaries be set by utilizing the Washington Citizens' Commission on Salaries for Elected Officials (WCCSEO); and

**WHEREAS**, other Washington counties use the salary established for Superior Court Judges as set by the WCCSEO and published in RCW 43.03.012, as a benchmark to set salaries for County elected officials; and

**WHEREAS**, it is the desire of the Walla Walla County Board of Commissioners to establish Walla Walla County elected officials' salary rates based upon a percentage of the established salary for Superior Court Judges as set by WCCSEO.

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the salaries for years 2025 and 2026 for those elected officials whose compensation is set by the Board of County Commissioners shall be as outlined on the attached Exhibit A, which by this reference is made a part hereof.

**BE IT FURTHER RESOLVED** that pursuant to Walla Walla County Resolution 20 94 that the salaries for years 2023 and 2024 for those elected officials whose compensation is set by the Board of County Commissioners shall be as outlined on the attached Exhibit B, which by this reference is made a part hereof.



**BE IT FURTHER RESOLVED** that the Board reserves unto itself the right to change salaries if in its sole discretion it deems that changes are necessary, pursuant to and in compliance with the State Constitution.

*Passed this 2<sup>nd</sup> day of May, 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

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Jennifer R. Mayberry, Commissioner, District 1

\_\_\_\_\_  
Gregory A. Tompkins, Commissioner, District 3

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



## EXHIBIT A

1. Effective first pay period of January, 2025 and January, 2026 the salaries of the following elected officials shall be 50% of the salary established for the Superior Court Judges by the Washington State Citizens' Commission on Salaries, published on the Commission's website and in RCW 43.03.012:

Walla Walla County Assessor  
Walla Walla county Auditor  
Walla Walla County Clerk  
Walla Walla County Commissioner District #1  
Walla Walla County Commissioner District #2  
Walla Walla County Commissioner District #3  
Walla Walla County Coroner  
Walla Walla County Treasurer

2. Effective first pay period of January, 2025 and January, 2026 the salaries of the following elected officials shall be 64% of the salary established for the Superior Court Judges by the Washington State Citizens' Commission on Salaries, published on the Commission's website and in RCW 43.03.012:

Walla Walla County Sheriff

3. Effective first pay period of January, 2025 and January, 2026 the County's share of the salary for the Prosecuting Attorney shall be 39% of the salary established for the Superior Court Judges by the Washington State Citizens' Commission on Salaries, published on the Commission's website and in RCW 43.03.012, and the State's share shall be that set forth in RCW 36.17.020(11):

Walla Walla County Prosecuting Attorney

4. Effective first pay period of January, 2025 and January, 2026 the salaries of the following elected officials shall be 25% of the salary established for the District Court Judges by the Washington State Citizens' Commission on Salaries, published on the Commission's website and in RCW 43.03.012:

Walla Walla County District Court Judge Part-Time



EXHIBIT B

Salary setting information for years 2023 and 2024  
for certain Walla Walla County elected officials (Resolution No. 20 264)

	2023 2.75% increase	2024 2.75% increase
Assessor	\$88,546.00	\$90,981.00
Auditor	\$88,546.00	\$90,981.00
Clerk	\$88,546.00	\$90,981.00
Commissioner - District No. 1	\$88,546.00	\$90,981.00
Commissioner - District No. 2	\$88,546.00	\$90,981.00
Commissioner - District No. 3	\$88,546.00	\$90,981.00
Coroner	\$88,546.00	\$90,981.00
District Court Judge - part-time	This figure shall be twenty-five percent (25%) of the District Court Judge's salary.	
Prosecuting Attorney County Portion	\$64,025.00	\$65,786.00
Sheriff	\$117,836.00	\$121,076.00
Treasurer	\$88,546.00	\$90,981.00



**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

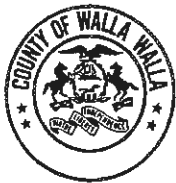


**a) Action Agenda Items:**

- 1) Proposal 2022 05-02 Fair-1 Fair Bid Award for County Fairgrounds Fence/Asphalt Project
- 2) Proposal 2022 05-02 Fair-2 Approval of establishing Ag Advisory and Marketing Advisory Committee to Walla Walla Fair Advisory Committees

**b) Department update and miscellaneous**





# Proposal

Date: May 2<sup>nd</sup> 2022

Proposal ID. 2022 05-02 Fair-1

To: BOCC

From: Robert Henry & Greg Lybeck

**Intent – Approval of bid award and contract for Fairgrounds Fencing and Asphalt Addition Project**

**Topic – Fairgrounds Fencing and Asphalt Addition**

## Summary

In an effort to increase the ADA accessibility of the fairgrounds, this project was proposed to add additional ADA parking spots, and asphalt walkways that connect them to the rest of the paved fairgrounds walkways. It will also add or update the fencing to provide better access to ticket booths and reduce the congestion near the entrance of the parking areas at the fairgrounds.

The following bids received by deadline of April 27, 2022 at 11:00 a.m.

Smith Brothers Landscape	Walla Walla, WA	\$253,250.27
S&K Mountain	Walla Walla, WA	\$249,950.00

\*Note: One bid was also received after the 11:00 a.m. deadline. Bidder was notified that bid would not be reviewed.

## Cost

\$249,950.00 Tax included

## Funding

\$247,784.00 WA State Department of Agriculture – Fair's Program, Capital Projects Grant

\$2,166.00 11800 Fund - Fairgrounds

## Alternatives Considered

N/A

## Acquisition Method

N/A

## Security

N/A

## Benefits



**Conclusion/Recommendation**

Recommend approval of bid award and associated contract to S&K Mountain Construction for Fairgrounds Asphalt and Fencing Addition project.

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Submitted By

Disposition

☐ Approved

Robert Henry Facilities May 2<sup>nd</sup> 2022

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☐ Approved with modifications

Name Department Date

☐ Needs follow up information

☐ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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# Proposal

Date: 4/18/2022

Proposal ID. 2022 05-02 Fair-2

To: WWBOCC

From: Greg Lybeck, Fairgrounds Manager

**Intent** – With the approval of the Walla Walla Board of County Commissioners, add the following advisory committees: Ag Advisory and Marketing Advisory.

**Topic** – Walla Walla Fair Advisory Committees.

**Summary** – In December 2021, the Board of County Commissioners approved a change to our bylaws to allow the addition of committees subject to the Commissioners' approval. These committees will provide the opportunity for increased volunteer involvement in the Fair and fairgrounds. This will be the fifth and sixth advisory committees for which we are requesting approval.

**Cost** – There is no cost in doing this. In fact, we will be saving money by increasing our volunteer pool.

**Funding** – None needed.

**Alternatives Considered** – Adding these committees will increase our volunteers in specific areas of responsibility that are not currently involved in the Fair and who have expertise in these areas. We do not feel there is an alternative that would provide the same opportunity.

**Acquisition Method** – By asking people for their help.

**Security** - NA

**Access** - NA

**Risk** – There is no risk to starting more committees.

**Benefits** – Expansion of our volunteer pool to include other areas typically involved in putting on our annual Fair. This should create some outreach to areas not generally involved.

**Conclusion/Recommendation** – It is my recommendation to approve the formation of these committees.



Submitted By

Disposition

Greg Lybeck Fairgrounds

\_\_\_ Approved

Name Department Date

\_\_\_ Approved with modifications

Greg Lybeck 4.18.2022

\_\_\_ Needs follow up information

Signature

\_\_\_ Denied

BOCC Chairman

Date

Additional Requirements to Proposal

\_\_\_ Modification

\_\_\_ Follow Up

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# **Walla Walla Fair and Frontier Days Committee Proposal**

## **Ag Advisory Committee**

1. Name: The official name shall be the Walla Walla Fair and Frontiers Days (WWFFD) Ag Advisory Committee.
2. Purpose and Scope:
  - 2.1. Purpose: The purpose of the WWFFD Ag Advisory Committee shall be to advise the WWFFD Board of Directors on agricultural related issues within the scope of the Kids Farm Center, livestock, and small animal exhibits as related to the annual Fair and make recommendations for improvements. The Walla Walla Fair & Frontiers Days Director shall serve as the chair of the committee.
3. Membership:
  - 3.1. Membership shall not exceed twenty (20) members and shall include the following composition:
    - 3.1.1. Walla Walla Fair & Frontier Days Director
    - 3.1.2. Walla Walla County Fairgrounds Manager
    - 3.1.3. Individuals who have an interest in and/or experience with the agriculture industry.
  - 3.2. Terms of Committee
    - 3.2.1. Committee terms will be indefinite
    - 3.2.2. Committee members will be (re)appointed annually by the WWFFD Board of Directors
    - 3.2.3. Committee meetings will be held monthly and as needed throughout the year and at least once following the annual Fair.
4. Responsibilities and Duties:
  - 4.1. The Ag Advisory Committee will perform duties as directed by and in support of the WWFFD Director.



# **Walla Walla Fair and Frontier Days Committee Proposal**

## **Marketing Advisory Committee**

1. Name: The official name shall be the Walla Walla Fair and Frontier Days (WWFFD) Marketing Advisory Committee.
2. Purpose and Scope:
  - 2.1. Purpose: The purpose of the WWFFD Marketing Advisory Committee shall be to advise the WWFFD Board of Directors on issues related to marketing to be used to promote the annual Fair and Frontier Days, if requested, assist with non-Fair events produced by outside promoters, and promotion of the Walla Walla County Fairgrounds & Event Center.
  - 2.2. Scope: The scope of the WWFFD Marketing Advisory Committee shall be to review and discuss potential and planned marketing campaigns and platforms that will be used to promote the annual Fair and Frontier Days and promotion of the Walla Walla County Fairgrounds & Event Center.
3. Membership:
  - 3.1. Membership shall not exceed twelve (12) members and shall include the following composition:
    - 3.1.1. Walla Walla Fair & Frontier Days Director
    - 3.1.2. Walla Walla County Fair Manager
    - 3.1.3. Walla Walla County Fair Staff
    - 3.1.4. Individuals from throughout the Walla Walla Valley who have an interest in and/or experience with marketing and public relations.
    - 3.1.5. Official Fair Advertising Agency Lead Personnel
  - 3.2. Terms of Committee:
    - 3.2.1. Committee terms will be indefinite
    - 3.2.2. Committee members will be (re)appointed annually by the WWFFD Board of Directors
    - 3.2.3. Committee meetings will be held monthly throughout the year and once immediately following the annual Fair.
4. Responsibilities and Duties:
  - 4.1. The Committee will assist in the development and review of the annual marketing plan for the annual Fair and Frontier Days, including but not limited to social media, and print, television, and radio campaigns.



- 4.2. The Committee will assist and review the development of any marketing plans for non-Fair events if requested to do so by the event promoter, and promotion of the Walla Walla County Fairgrounds & Event Center including but not limited to social media, print, television, and radio campaigns.
- 4.3. Prior to, during, and immediately following the annual Fair, the Committee will review metrics and reports to gauge success or determine needed changes to any/all marketing plans and platforms.
- 4.4. Other such duties as they pertain to marketing and promotion as directed by and in support of the WWFFD Director who shall serve as the chair of the Committee.





# WALLA WALLA COUNTY *Fairgrounds & Event Center*

Walla Walla County Fairgrounds

Greg Lybeck, CFE  
General Manager

## Walla Walla Board of County Commissioners Department Head Report May 2, 2022

1. Fairgrounds Department Staffing
  - a. Our staff continues to work hard with daily event activities, projects, ticket sales, and fair planning.
2. Grounds Update:
  - a. We are seeing what appears to be an increased interest in rentals of our facilities. Weddings and quinceañeras are booking for 2023 and some of our new events were so pleased with the facilities and their experience here, that they are booking for ensuing years. Unfortunately, thanks to last week's wet weather and its effect on our outdoor arena, the Walla Walla Valley High School Rodeo Club event made the decision to move their rodeo to another venue.
  - b. We are working hard as a staff to increase our customer service with all our clients. We want to have more face-to-face interaction instead of computer interaction.
3. Walla Walla Fair 2022:
  - a. Sales of tickets for the opening night August 31 Brothers Osborne concert continue strong. So far, we have only used ticket trades with our media partners to advertise this concert. Starting this week, we will be running TV advertising that will help with our sales. We have spent far less on advertising the Brothers Osborne on sale than what was spent on Chicago a few years ago.
  - b. We have been going through a long list of fair contracts for judges, rodeo, entertainers, service groups, equipment rentals and getting contracts out to them. I would guess we are about 85% finished at this time.
  - c. We anticipate Demo Derby and Rodeo tickets will be going on sale this week. We've had to wait to go on sale with these events until we knew we were going to be moving forward with the arena viewing platforms.
  - d. We have received our Department of Ag fair allocation for \$188,620 which is far more than we expected. Last year we received \$3,000 and we budgeted \$73,000 for this year's budget.
  - e. Our website is still in progress and is getting closer to being finished.
  - f. Our Guidebook is being finished to be able to get in our exhibitors' hands in late May.
  - g. Our vendor handbook is also being worked on and should be going out to vendors within two weeks.



4. Rodeo Viewing Platforms Project:

- a. On April 4, the BOCC formally awarded Fowler General Construction the bid for the rodeo viewing platforms and some preliminary work started last week.
- b. We are in the process of contacting our Fair chute seat ticket holders to provide them the first opportunity to purchase one of the new arena boxes and as of last week, we had already sold the first six boxes. For the most part the response has been positive. People are excited about this new concept.

5. Fairgrounds Physical Plant Improvement and Maintenance

- a. The BOCC may be awarding a bid for the State Department of Ag grant project of gates, fencing, and paving during today's meeting. If the bid is awarded, this project is scheduled to be completed in time for this year's Fair. I have been nervous with the way construction bids have been coming in so high. But I am also very excited to complete this project because of the impact it will have on our fairgrounds. I have been in contact with the Department of Ag to go over options if the bids come in over budget.
- b. On April 22, the house on 4th Street was destroyed by the fire department as a training exercise. We will now be clearing that area and preparing it for Fair parking.
- c. The barns have been torn down and we have been disposing of the material that has no usable value. We are stacking and banding the good roof tin and wood on pallets in equal amounts to have it ready for a May/June surplus sale. We will be working with Robert Henry on a combined surplus sale.
- d. Our maintenance workers are very busy spraying weeds and fertilizing our grass. With our small crew and busy event schedule, we're very busy now.
- e. We continue to work on the south part of our grounds to clean it up and make it look better. We have received a fair number of positive comments on what we have been able to accomplish so far. We will soon be focusing our energy on cleaning up the east part of our property.

6. Fair Board:

- a. The next Fair Board meeting will be held May 17 at the fairgrounds in the VIP room.
- b. Our Fair Board and committees are meeting and working hard on this year's fair.



**a) Consent Agenda Items:**

1) Resolution – Proclaiming May 1-7, 2022 as Correctional Officers Appreciation Week

**b) Department update and miscellaneous**



**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF  
PROCLAIMING MAY 1 - 7, 2022 AS  
CORRECTIONAL OFFICERS  
APPRECIATION WEEK

RESOLUTION NO. **22**

**WHEREAS**, Walla Walla County recognizes that correctional officers are responsible for ensuring the safety of the general public, correctional staff and offenders; and

**WHEREAS**, it is recognized that correctional officers perform a valuable service to the citizens of Walla Walla County; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they shall sign a proclamation declaring May 1 - 7, 2022 as Correctional Officers Appreciation Week in Walla Walla County.

*Passed this 2<sup>nd</sup> day of May, 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*



## **PROCLAMATION**

**WHEREAS**, the Walla Walla County Board of Commissioners and Department of Corrections recognize that Walla Walla County Correctional Officers are responsible for the daily supervision of criminal offenders housed in the Walla Walla County Jail; and

**WHEREAS**, correctional officers are responsible for ensuring the safety of the general public, correctional staff and offenders; and

**WHEREAS**, correctional officers must act as communicators and experts at crisis management, acting to resolve conflicts and to restrain persons representing a danger to themselves or others; and

**WHEREAS**, correctional officers must develop and maintain these skills through rigorous basic and annual training; and

**WHEREAS**, correctional officers often must perform their work under adverse and hazardous conditions, while continuing to meet the high standards set by their profession and the expectations of the public; and

**WHEREAS**, each day of the year correctional officers perform a valuable service to the citizens of Walla Walla County; and

**WHEREAS**, correctional officers often perform outstanding services outside the scope of their normal responsibilities to their communities in times of need and crisis; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

**MAY 1-7, 2022, as CORRECTIONAL OFFICERS APPRECIATION WEEK**

in Walla Walla County and encourage all citizens of the county to observe this week appropriately.

Dated this 2nd day of May, 2022, at Walla Walla County, Washington.

**BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON**

\_\_\_\_\_  
Todd L. Kimball, Chairman

Attest:

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner

\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

\_\_\_\_\_  
Gregory A. Tompkins, Commissioner





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

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

Norrie Gregoire, Juvenile Court Administrator  
Jon Cassetto, Court Services Manager  
TJ James, Detention Manager  
Kayla Zimmer, Administrative Services Supervisor

To: BOCC  
From: Norrie Gregoire, Director of Corrections/Juvenile Court Administrator  
Date Written: 04/27/22

**Director's Report for May 2<sup>nd</sup>, 2022**

**Board Consent/Action Agenda Item(s):**

- ✓ Consent Items: None.
- ✓ Action Items: None.

**Corrections/Court Services Department Updates:**

- ✓ Service Providers, Programs, Grants & Essential Services
  - The 1/10<sup>th</sup> fund continues to support four (4) hours of counseling in the jail weekly. Therapist is an employee of Anchor Point Counseling and subcontracted by our Health Services provider, Blue Mt. Heart to Heart.
  - The number of severely mentally ill individuals held at the jail over last month+ has been overwhelming. We have multiple defendants waiting for competency evaluations and/or restoration services with Eastern State Hospital.
    - Increased toll on staff at the jail, services stretched.
    - Meth use increasing, fentanyl use increasing, and fentanyl is often found in meth and other illicit substances being used in our community.
- ✓ Legislative/Court/Jail Operations
  - State Supreme Court issued amendments to General Rule 31 – *Access to Court Records* and Court Rule 2.1 – *The Indictment and the Information*. [Information from an official juvenile offender court record shall not be displayed on a publicly accessible website. The only exception to this rule is if the website is accessed from a physical county clerk's office location. In a juvenile offender case, the parties must caption the case using the juvenile's initials. The parties shall refer to the juvenile by their initials throughout all briefing and pleadings.]
    - WAJCA, WS Association of County Clerks, WS Superior Court Judges Association, WS Prosecuting Attorneys Association, WASPC, State Patrol, and several media associations have prepared a letter to the State Supreme Court asking for delayed implementation.
    - From Court Services' perspective, we've developed workarounds with local LE and the PA to make it work.
- ✓ Personnel/Training/Recruitment
  - Sgt. Simpson has resigned and accepted a position with Hanford Security; CO Campos has also resigned and accepted a position in Umatilla County.
  - JJC Detention brought on a new JDO 4/26 and one more approaching the hiring finish line; JJC also has several candidates in the prospective pool.
  - Both Corrections and JJC continue to test and interview custody officer candidates to fill vacant positions at both facilities. We continue to see many applicants wash out at various stages of the hiring process.
  - Detention is down three of 13 officer positions; jail is down six of 21 total positions.



**a) Action Agenda Items:**

1) Resolution – Proclaiming May, 2022 as Building Safety Month

**b) Department update and miscellaneous**



**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF  
PROCLAIMING MAY, 2022, AS  
BUILDING SAFETY MONTH

}

RESOLUTION NO. **22**

**WHEREAS**, Walla Walla County recognizes that the Community Development Department is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens; and

**WHEREAS**, it is recognized that Building Safety Month is to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they shall sign a proclamation declaring May, 2022 as Building Safety Month in Walla Walla County.

*Passed this 2<sup>nd</sup> day of May, 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*



## **PROCLAMATION**

**WHEREAS**, the Walla Walla County Board of Commissioners and County Community Development Department are committed to recognizing that our growth and strength depends on the safety and essential roles our homes, buildings, and infrastructure play, both in everyday life and when disaster strikes; and

**WHEREAS**, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians - building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry who work year round to ensure the safe construction of buildings; and

**WHEREAS**, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, play; and

**WHEREAS**, "Safety for All: Building Codes in Action," the theme for Building Safety Month 2022, encourages all Americans to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit; and

**WHEREAS**, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

### **MAY, 2022, as BUILDING SAFETY MONTH**

in Walla Walla County and encourage all citizens of the county to observe this week appropriately.

Dated this 26th day of April, 2021, at Walla Walla County, Washington.

**BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON**

\_\_\_\_\_  
Todd L. Kimball, Chairman

Attest:

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner

\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

\_\_\_\_\_  
Gregory A. Tompkins, Commissioner



# Walla Walla County Community Development Department

310 W. Poplar Street, Suite 200, Walla Walla, WA 99362 / 509-524-2610 Main

To: Board of County Commissioners  
From: Lauren Prentice, Director  
Agenda Date: May 2, 2022  
RE: Monthly Community Development Department Update

## Building/Fire

The following building and fire permits were approved during the last month:

Permit #	Date Applied	Date Approved	Days	Address	Description
B22-0109	3/30/2022	3/30/2022	0	1903 STURM AVE	Install Gas Log Set into Masonry Fireplace & Gas Piping
B22-0113	4/5/2022	4/5/2022	0	3074 MCDONALD RD	Replace Cooling System in Bee Room
B22-0116	4/6/2022	4/6/2022	0	1368 HAVSTAD DR	Replace Air Conditioner
B22-0118	4/6/2022	4/6/2022	0	3441 POWER LINE RD	Replace Gas Furnace & Install Heat Pump
B22-0119	4/7/2022	4/7/2022	0	45 TERMINAL LOOP	Remove 500 Gallon gas tank
B22-0121	4/11/2022	4/11/2022	0	380 N TAUSICK WAY	Replace 3 heat pumps and 3 air handlers
B22-0122	4/11/2022	4/11/2022	0	312 MOJONNIER RD	Replace heat pump & air handler
B22-0125	4/12/2022	4/12/2022	0	186 BRICKWOOD DR	Replace heat pump & air handler
B22-0126	4/12/2022	4/12/2022	0	681 TOUCHET NORTH RD	Replace Heat Pump & Air Handler
B22-0130	4/13/2022	4/13/2022	0	408 N COLLEGE AVE	Install New Mini Split
B22-0136	4/15/2022	4/15/2022	0	1642 GREENBRIAR DR	Re-roof Residence 51 sq w/tear-off
B22-0137	4/18/2022	4/18/2022	0	46 FIRST ST	Demolish 1995 Manufactured Home - See B08-0460
B22-0138	4/18/2022	4/18/2022	0	295 DESTINY DR	Re-roof Residence 55 sq w/tear-off - with metal roofing
B22-0139	4/18/2022	4/18/2022	0	155 E AERONCA AVE	Reroof Commerical Bldg 204 sq w/tear-off
B22-0141	4/19/2022	4/19/2022	0	1429 HUNTINGTON PL	Replace Gas Boiler
B22-0143	4/20/2022	4/20/2022	0	686 W SUNSET DR	Replace HVAC system with New
B22-0145	4/21/2022	4/21/2022	0	2994 GRAY LYNN LN	Install 170' UG Gas Line to 3 Locations @ Pool
B22-0146	4/21/2022	4/21/2022	0	6463 LOWER WAITSBURG RD	Replace Heat Pump
B22-0147	4/21/2022	4/21/2022	0	591 SNIDER DR	Replace Heat Pump & Gas Furnace



B22-0153	4/25/2022	4/25/2022	0	5078 STATELINE RD	Replace existing Electric Furnace w/New Electric Furnace.
B22-0157	4/26/2022	4/26/2022	0	2067 STILLWATER DR	Install New Heat Pump
B22-0158	4/26/2022	4/26/2022	0	301 ROSEWOOD PL	Replace Heat Pump & Gas Furnace
B22-0159	4/26/2022	4/26/2022	0	1414 LAKE RD	Reroof Residence 18 sq w/tear-off
B22-0123	4/11/2022	4/12/2022	1	1451 TULL DR	Re-roof Residence 30 sq w/tear-off
B22-0120	4/7/2022	4/11/2022	4	739 WALLULA AVE	Installation of a 8 head ductless heat pump system
B22-0114	4/5/2022	4/12/2022	7	25 HARBOR BLVD	Place 2022 Marlette Manufactured home
B22-0108	3/28/2022	4/5/2022	8	3554 POWER LINE RD	Install in-ground Heated Hot Tub
B22-0132	4/13/2022	4/22/2022	9	3355 LANETTE CIR	2400 sf Enclosed Pole Building
B22-0102	3/25/2022	4/5/2022	11	1550 GRAY LYNN DR	576 sf Enclosed Pole Building
B22-0101	3/25/2022	4/6/2022	12	53 DAYBREAK RD	864 sf Detached Garage
B22-0086	3/14/2022	4/1/2022	18	53 DAYBREAK RD	339 sf Res, 63 sf Cov Por, 544 sf Uncov Por, 755 sf Gar
B22-0112	4/5/2022	4/25/2022	20	764 ETHEL RD	Install in-ground Pool
B22-0088	3/15/2022	4/5/2022	21	189 HILL RD	271 sf Addition to bedroom - including add Bathroom & Closet
B22-0085	3/14/2022	4/6/2022	23	6463 LOWER WAITSBURG RD	Replace foundation under exist Garage & Repair Walls
B22-0087	3/14/2022	4/7/2022	24	110 HATCH GRADE RD	2526 sf Engineered Metal building
B22-0074	3/4/2022	3/31/2022	27	7591 FROG HOLLOW RD	864 sf 2-sided Pole Building
B22-0075	3/4/2022	3/31/2022	27	100 TUTTLE LN	Inground heated Vinyl Liner Pool
B22-0127	3/11/2022	4/18/2022	38	133 W FAIRCHILD AVE	Grading for proposed Snow Removal Equip Building
B22-0054	2/17/2022	3/31/2022	42	675 BARNEY RD	5200 sf Open Steel Hay Storage Bldg
B22-0061	2/28/2022	4/12/2022	43	115 DAYBREAK RD	3046 sf Residence, 423 sf Covered Porch/Patio, 803 sf Gar
B22-0053	2/17/2022	4/4/2022	46	800 ABBOTT RD - BBALL 1	Install Bleachers & 96 sf Pre-fabricated Press Box
B22-0067	3/2/2022	4/18/2022	47	DODD RD	160 sf Equipment Bldg for Wastewater Treatment System
B22-0069	3/2/2022	4/18/2022	47	934 GRANDVIEW AVE	Remodel interior
B22-0071	3/3/2022	4/25/2022	53	1852 S WILBUR AVE	Kitchen Remodel to include 144 sf addition.
B22-0043	2/11/2022	4/6/2022	54	1076 LOCHER RD	1100 sf ADU, 516 sf Covered P/P/D, 1376 sf Garage
B22-0045	2/14/2022	4/13/2022	58	325 CAMINO DEL VINO	Grading for Driveway & Building pad



B21-0632	12/17/2021	3/31/2022	104	22 PEARMAIN AVE	Add 540 sf Enclosed Lean To to Existing Building
B21-0563	11/4/2021	3/31/2022	147	75 SECOND ST	Addition of 540 sf Unconditioned Storage
B21-0045	1/29/2021	4/12/2022	438	388 EQUESTRIAN WAY	791 sf Garage w/694 sf 2nd floor storage

### ***New Applications***

A total of 52 building and fire permit applications are currently active in the intake process (i.e. being reviewed for completeness, labeled in eTRAKiT with prefix SCRN). 39 of these new applications are on hold because additional information necessary to review the application is needed; in TRAKiT these applications have the status 'MISSING INFO.' Our Permit Coordinator, Lauri DeBroeck manages this intake process.

### ***Applications Under Review***

The following building/fire permits applications are currently under review. Several of the applications on this list have not been approved yet because there is another approval process pending, like a land use application. Some of these are undergoing first plan reviews, some of them are on second or later reviews. The Date Complete is the date that the application was determined to be complete for review (i.e. the Determination of Completeness and the date that the intake/screening review was done).

Permit #	Date Complete	Address	Description	Permit Type
B21-0481	09/17/2021	30 BIRDSEYE VIEW	1963 sf Residence, 781 sf Covered Porch, 1210 sf Garage	1 FAM RESIDENCE
B21-0492	09/23/2021	396 GRAIN TERMINAL RD	20,000 sf Storage Building	NEW COMMERCIAL BLDG
B22-0058	02/23/2022	3853 POWER LINE RD	5770 sf Pre-eng Metal Bldg for Office, Barrel & Case Storage	NEW COMMERCIAL BLDG
B22-0062	02/28/2022	3471 PRANGER RD	3500 sf Storage Building w/attached 1050 sf Lean To	NEW COMMERCIAL BLDG
B22-0096	03/11/2022	104 TERI RD	Convert existing Garage into 960 sf ADU	ADDITION REMODEL
B22-0099	03/24/2022	388 SNIDER DR	530 sq ft Dome Greenhouse	OTHER STRUCTURES
B22-0107	03/28/2022	228 A BASEL CT	2771 sf Residence, sf Cov P, sf Uncov P, 1196 sf Gar	1 FAM RESIDENCE
B22-0110	03/31/2022	961 RESER RD	720 sf Open Addition to Existing Pole Building	POLE BUILDING
B22-0111	04/05/2022	132 RUSSET RD	Install in-ground Pool	POOL HOT TUB
B22-0115	04/05/2022	3050 BRISBANE ST	544 sf Pool House / Equipment Room	OTHER STRUCTURES
B22-0128	04/12/2022	1549 GRAY LYNN DR	376 sf Screened in Porch Addition	ADDITION REMODEL
B22-0129	04/13/2022	116 QUAIL LN	In-ground Vinyl lined Pool	POOL HOT TUB
B22-0131	04/13/2022	1467 WHITELEY RD	In-ground Heated Pool	POOL HOT TUB
B22-0135	04/14/2022	1727 OLD MILTON HWY	2698 sf Res, 164 sf Cov Por, 360 sf uncov Por, 605 sf Gar	1 FAM RESIDENCE
B22-0134	04/14/2022	2060 OLD MILTON HWY	Addition / Remodel - see notes	ADDITION REMODEL



B22-0140	04/19/2022	629 SW 12TH ST	1260 sf Enclosed Pole Bldg	POLE BUILDING
B22-0142	04/19/2022	629 SW 12TH ST	864 sf Enclosed Pole Bldg	POLE BUILDING
B22-0144	04/20/2022	162 COUNTRY WAY	Remodel 2 Bathrooms	ADDITION REMODEL
B22-0148	04/21/2022	1138 ANKENY ST	Install New Bathroom in Basement, Replace 2 Existing Windows	ADDITION REMODEL
B22-0149	04/22/2022	115 DAYBREAK RD	1728 sf Enclosed Pole Bldg	POLE BUILDING
B22-0151	04/22/2022	13979 DODD RD	Emergency Replacement of Hot Water Tank	OTHER STRUCTURES
B22-0150	04/22/2022	155 MORNINGSTAR LN	2160 sf Enclosed Pole Bldg	POLE BUILDING
B22-0155	04/25/2022	1998 HATCH GRADE RD	Install Back-up Generator Only for Cell Tower	COMMUNICATIONS TOWER
B22-0152	04/25/2022	225 E MAPLE ST	2610 sf Residence, 400 sf Covered P/P, 678 sf Garage	1 FAM RESIDENCE
B22-0154	04/25/2022	35 TUTTLE LN	1728 sf Enclosed Pole Building	POLE BUILDING

#### **Software Upgrade – TRAKiT.NET to Central Square Com Dev (CS)**

1. As part of our software upgrade, we are evaluating all of our processes to look for ways to add efficiency. Although the technical work of the upgrade is being done by the software vendor with assistance from County Technology Services/GIS and our staff, the workflow review and improvements are being done entirely by our staff, the primary users of TRAKiT. This work is being facilitated by our Project Manager Jenn Ballard, myself, and Primary System Administrator Lauri DeBroeck. We're dividing work as needed.
  - a. On April 4 and April 8 we did 3 hours of work on Code Compliance module to modify tracking/configuration and identify documents/reports to be converted to TRAKiT merge documents.
  - b. On April 15 we met with Public Works staff to follow-up on March meeting to review their workbook and begin adding PWD permits to TRAKiT configuration.
  - c. Planning Staff reviewed Event Scheduler configuration; changes still need to be made in software system.
  - d. Building Staff provided list of required inspections for different permit types so that these will be automatically added to permits and customers can more easily schedule inspections themselves through website. Changes to be made in software in May.

**NOTE:** We found out in late April that we can no longer make changes in the current system and expect them to be carried over, so we are making them in the pre-production database of the new system.
2. SME Training on Cashiering/Payments and GIS Interface have still not occurred due to outstanding/delayed configuration.
3. Five of our people and one representative from PWD participated in 4 hours of System Administration training on April 22 and April 25. Additional System Administration training is needed but unscheduled.



4. All CDD staff members completed Merge Documents training on April 21. We had done training on this earlier in the process, but it did not go well, and we asked for it to be scheduled again.
5. We continue to have “latency” issues with the new system; it can be extremely slow. This is impacting our training and testing and is a major concern. Unfortunately, software vendor has not been able to identify the cause (or has not informed us). I have been assisting Jenn, our Project Manager, in dealing with this.
6. Administrative Assistant and I are working with legal and Tech Services on draft agreement with new payment processor.
7. We began first round of testing on April 18.
8. Our overall project schedule has been modified slightly due to delays by the software vendor. The GoLive day is scheduled for July 7, 2022.

#### **Technical Review Committee/Preapplication Meetings**

No preapplication meetings were held the week of April 27 due to staff training. Our new Planning Technician, Michael Maret, is scheduling/coordinating these meetings and preparing the notes. Although we typically have only scheduled two meetings per week, we have started allowing three to meet demand and not delay project applicants.

#### *April 6, 2022*

1. *PRE22-018: Re-subdivision (2-lot short plat) of Ponderosa Subdivision Resource Parcel (Lot 11) to utilize development right which was reassigned when a residential lot was eliminated in 2019. Vesting period has ended so this can be processed as short plat; will result in one new residential lot.*
2. *PRE22-017: Christ Community Fellowship Church; proposal would relocate four portable classrooms from WAHI to private school on McMinn Road.*

#### *April 13, 2022*

1. *Informal (Roundtable) with planning staff and Director only – Four property owners in Blalock area (Rural Residential 5 zoning) interested in applying for Comprehensive Plan and Rezone applications during next Annual Amendment Cycle so that lots which are currently nonconforming, can be further divided.*
2. *PRE22-021: Port of Walla Walla Burbank Binding Site Plan Amendment No. 3. Port was advised that this proposal, which would adjust boundaries and reduce private road, could be processed as Minor Alteration, just as the amendments approved in fall 2021. Type 1 Review. Application has already been submitted.*

#### *April 20, 2022*

1. PRE22-022: Walla Walla County Historic Jail Project. Attended by City of Walla Walla staff in addition to Walla Walla County Technical Review Committee.
2. PRE22-020: BESS Wallula Battery Energy Storage Project on site adjacent to PacificCorp substation near Wallula. Project classified as a ‘Utility Facility’ requiring a conditional use permit.
3. PRE22-023: New Wireless Communication Facility (cell tower) on Depping and Russell Creek Road. Due to proximity to another tower, a conditional use permit is required.



### **Planning/Land Use Approvals**

The following planning applications were approved during the last month. All were administrative decisions but number 13, which was a Type 3 Review completed by the Hearing Examiner.

1. BLA21-004: Boundary Line Adjustment on Old Milton Highway to match fence lines.
2. BLA21-005: Boundary Line Adjustment on Mill Creek Road for Walla Walla Vintners.
3. CAP19-026: Critical Areas Review for Volkman Short Plat on S. Wilbur.
4. CAP21-016: Critical Areas Review for Einig Short Plat on Wallula Avenue.
5. CAP21-024: Critical Areas Review for construction project in Touchet (Brown's Construction).
6. CAP21-029: Critical Areas Review for De Ruwe Farms short plat on Barney Road.
7. CAP22-001: Critical Areas Review for Schmatt Short Plat on Wallula Avenue.
8. CAP22-005: Critical Areas Review for residential grading/construction on Camino Del Vino (Taber).
9. HO22-001: Type 1 Home Occupation Permit for Beckner Home Office on Newtown Road.
10. SEPA21-007: Final Determination of Non-Significance for Short Plat on W. Langdon Road (Byerley).
11. SEPA22-002: Final Mitigated Determination of Non-Significance for Doubleback Winery Expansion on Power Line Road.
12. SEPA22-005: Final Determination of Non-Significance for Walla Walla Vintners Expansion on Vineyard Lane.
13. SHR21-005: Shoreline Substantial Development Permit for PCA project. Approved by the Hearing Examiner. Local appeal period pending, then it will be filed with the Department of Ecology.
14. SUB19-017: Volkman Short Plat on Wilbur Street.
15. SUB21-010: Einig Short Plat on Wallula Avenue.
16. SUB21-012: Craig Hall Short Plat on Chukar Lane.
17. SUB22-001: Schmatt Short Plat on Wallula Avenue.

### **Code Enforcement**

The following Code Enforcement Cases were closed during the last 30 days by the Code Compliance Officer.

1. C21-090: Building without a permit on Pearmain Avenue; open for 6 months.
2. C22-006: Accumulation of Junk/Litter/Debris on N. Richman Street; open for 2 months.
3. C22-014: Living in an RV illegally on Shelton Road; open for 1 month.
4. C22-018: Living in an RV illegally on Short Road; open for one week.



## Miscellaneous

1. Five staff members, including new Planning Technician and Administrative Assistant, completed MRSC Public Records Act (PRA) training in April.
2. On April 18 Planning Staff met Department of Ecology staff to discuss upcoming FEMA Flood Map Update. Assuming funding is allocated in July, FEMA will begin 5-year process of updating maps Countywide. Kick-off potentially could occur in the fall or winter. Columbia County and a few other Eastern Washington map sets will be updated at the same time. The current flood maps are generally from 1983. We know that over a period of 40 years our rivers and streams have migrated so there will likely be significant changes. In addition to being more accurate, the new maps will be digital and much easier to use. There will be opportunities for public and agency input during the process.
3. April 27-29, three staff members attended the Planning Association of Washington (PAW) annual conference in Chelan.
4. Hearing Examiner May 9 Docket includes two Type 2 Winery expansions:
  - a. CUP22-002 Doubleback Winery Storage Building – 4,900 square foot building to be used as office area and barrel/case storage at an existing 15,000 square foot Type 2 winery at 3853 Powerline Road, Walla Walla, WA 99362 (APN 360609140001). Date Complete: February 10.
  - b. CUP22-005 Walla Walla Vintners Expansion – construct two 4,680 square foot buildings to be used as barrel/case storage at an existing square foot winery with a 1,700 square foot crush pad. The easternmost building will have a second story with office space. Located at 225 Vineyard Lane, Walla Walla, WA 99362 (APN 370717140014). Date Complete: March 3.
5. Received draft agreement for Shoreline Master Program Update grant from the Department of Ecology; total funding is \$84,000. Will be issuing an RFQ/P in May for consultant.
6. Our contract with Northwest Code Professionals, our building plan reviewer, ends in July. We plan to issue an RFQ/P for these services in May.
7. Over the last month I have trained our new Administrative Assistant, Luna, to take over several of the administrative tasks that I had been doing, including bills, weekly transmittals to the Treasurer, etc. I am in process of training her to take over Public Records Requests and Ecology grant management. This will be complete in early May. Luna is answering our main phone line and the door.
8. On Thursday, May 12, the office will be closed in the morning for an on-site StrengthFinder workshop facilitated by the SAO's Center for Government Innovation (CGI). Each staff member is in the process of completing individual evaluations in preparation for the workshop.



### Citizen Complaints and Reports/Inquiries

The following complaints and inquiries were logged in CRM TRAK (Citizen Response Module) in the last month. Most of these were planning inquiries and the rest were code violation reports directed to our Code Compliance Officer for investigation.

Issue	Title	Status	Nature/Type	Category	Issue Address	Created Date	Created Via
CRM22-000111	BUILDING CLOSE TO PROP LINE @ 855 A ST	Void	BUILDING CLOSE TO PROP LINE	Building	855 A ST	04/25/2022	CRM Web Report
INQ22-000110	Can it be built on?	Under Investigation	CITIZEN INQUIRY	Planning		04/20/2022	Phone
CRM22-000109	Junk Vehicles / JLD	Complaint Verified	VEHICLES ON PRIVATE PROPERTY	Nuisance	575 PHEASANT LN	04/19/2022	Email
CRM22-000108	Renting an RV	Case Closed	LIVING IN A RV	General	121 Short Road	04/18/2022	Phone
CRM22-000107	Renting out RV spot with hookup to water/sewer for \$50 nightly	Case Closed	LIVING IN A RV	General	121 SHORT RD	04/14/2022	Phone
INQ22-000106	questions regarding possible BLA between Juhasz and Russell	Responded	CITIZEN INQUIRY	Planning	3534 MILL CREEK RD	04/13/2022	Email
CRM22-000105	Possible Limo/Touring Company	Under Investigation	ILLEGAL BUSINESS	Building	1519 STURM AVE	04/11/2022	Phone
INQ22-000104	Possible foot bridge over Yellowhawk Creek	Responded	CITIZEN INQUIRY	Planning	2483 OLD MILTON HWY	04/11/2022	Phone
CRM22-000103	Grading Work	Report Received	BUILDING CONSTRUCT ACTIVITY	Building	1442 WHITELEY RD	04/11/2022	Phone
CRM22-000102	Lots of blowing dust/excavating	Under Investigation	BUILDING CONSTRUCT ACTIVITY	Building	1442 WHITELEY RD	04/11/2022	Phone
CRM22-000101	OTHER @ 539 W SUNSET DR	Duplicate Complaint	ANIMALS (NUMBER, TYPE ALLOWED)	General	539 W SUNSET DR	04/06/2022	CRM Web Report
CRM22-000100	OTHER @ 539 W SUNSET DR	Duplicate Complaint	GARBAGE ON PRIVATE PROPERTY	Nuisance	539 W SUNSET DR	03/31/2022	CRM Web Report



**11:00 TECHNOLOGY SERVICES DEPARTMENT**

**Chad Goodhue**

**a) Department update and miscellaneous**



**11:15 FACILITIES MAINTENANCE**

**Robert Henry**

**a) Action Agenda Items:**

- 1) Authorizing Chair or Vice-Chair to execute documents related to 2021-007 Walla Walla County – Historic Jail Energy and Code Upgrade project

**b) Department update and miscellaneous**



## Walla Walla County Facilities Department

317 W Main St, Walla Walla, WA 99362

Update May 2<sup>nd</sup> 2022

### Maintenance:

- Server Room wall paneling is installed. Server racks have been assembled
- Fire Extinguishers, fire sprinkler, and Fire Alarm Testing Complete for 2022.

### Custodial

- Custodial cleaning with a focus on disinfecting has continued throughout the county. We are back to full staffing in custodial.

### Grounds

- Grounds focusing on mowing and pulling weeds.

### Facilities:

- Breakers for new electric room have been delayed again. We are waiting for updated ship dates.
- New Courthouse generator testing is complete; generator noise was at an acceptable level inside the courthouse. Further testing for recording system in the nearest courtroom may still be required.
- Old Jail renovation bidding process is complete. Maintenance team is working on continuing to remove all materials from the building.



**11:30 COUNTY SHERIFF**

**Mark Crider**

**a) Consent Agenda Items:**

- 1) Resolution – Proclaiming May 11-17, 2022 as National Police Week and May 15, 2022 as Peace Officers' Memorial Day

**b) Office update and miscellaneous**

**12:00 RECESS**



**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF  
PROCLAIMING MAY 11-17, 2022  
AS NATIONAL POLICE WEEK,  
AND MAY 15, 2022 AS PEACE  
OFFICERS' MEMORIAL DAY

RESOLUTION NO. **22**

**WHEREAS**, in 1962, President John F. Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls as National Police Week, or May 11-17, 2022; and

**WHEREAS**, established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

**WHEREAS**, it is fitting to honor the services of those dedicated law enforcement officers, and to also honor the sacrifices of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy; and

**WHEREAS**, Mike Estes, a Walla Walla County Sheriff's Deputy, lost his life as a result of injuries sustained while on duty on February 6, 2007; and

**WHEREAS**, the sheriff and employees of the Walla Walla County Sheriff's office play an essential role in safeguarding the rights and freedoms of all citizens, and those men and women unceasingly provide vital public services; and

**WHEREAS**, it is appropriate to recognize and honor our law enforcement agency representatives, and important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of the local law enforcement agency representatives as they serve and protect the citizens of our county; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they shall join in remembering Deputy Estes and honoring all fallen heroes and shall sign a proclamation recognizing ***National Police Week as May 11-17, 2022 and Peace Officers' Memorial Day on May 15, 2022.***

*Passed this 2<sup>nd</sup> day of **May, 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*



## **PROCLAMATION**

### **TO RECOGNIZE NATIONAL POLICE WEEK AND PEACE OFFICERS' MEMORIAL DAY 2022**

**WHEREAS**, from the beginning of this Nation, law enforcement officers have played an important role in safeguarding the rights and freedoms which are guaranteed by the Constitution and in protecting the lives and property of our citizens; and

**WHEREAS**, in 1962, President John F. Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls as National Police Week, or May 11-17, 2022; and

**WHEREAS**, each year our nation loses between 140-160 law enforcement officers in the line of duty, and National Police Week allows Americans an opportunity to salute the men and women who do the difficult, dangerous, and often thankless work of safeguarding our communities, and during Peace Officers Memorial Day and Police Week, we have an opportunity to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our citizens and safeguarding our democracy; and

**WHEREAS**, members of the Walla Walla County Sheriff's office play an essential role protecting lives and properties, and it is important that all citizens know and understand the problems, duties and responsibilities of local law enforcement agencies that provides such a vital public service; and

**WHEREAS**, we call upon all citizens of Walla Walla County to publicly honor and to salute the services of law enforcement officers, and observe the week of May 11-17, 2022, as Police Week and to honor the service of all law enforcement officers and to acknowledge the sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy; and

**WHEREAS**, we further call upon all citizens of Walla Walla County to observe May 15 as Peace Officers' Memorial Day, with federal law (P.L. 103-322) directing that all flags be flown at half-staff on that date in honor of those law enforcement officers who, through their courageous deeds while protecting our communities, have been killed or disabled in the performance of duty; now therefore

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that they do hereby proclaim

**MAY 11-17, 2022 as NATIONAL POLICE WEEK  
and  
MAY 15, 2022 as PEACE OFFICERS' MEMORIAL DAY**

in Walla Walla County and publicly salute the service of law enforcement officers in our County and across the nation and encourage all citizens to join in recognizing this day and week, while remembering Walla Walla County Sheriff's Deputy Mike Estes and honoring all fallen heroes killed in the line of duty throughout our Nation.

Dated this 2nd day of May, 2022, at Walla Walla County, Washington.

**BOARD OF COUNTY COMMISSIONERS  
WALLA WALLA COUNTY, WASHINGTON**

\_\_\_\_\_  
Todd L. Kimball, Chairman

Attest:

\_\_\_\_\_  
Jennifer R. Mayberry, Commissioner

\_\_\_\_\_  
Diane L. Harris, Clerk of the Board

\_\_\_\_\_  
Gregory A. Tompkins, Commissioner



**1:15 COUNTY COMMISSIONERS**

**a) Action Agenda Items:**

1) Resolution – Redistricting County Commissioner Districts

**b) Miscellaneous or unfinished business to come before the Board**



**a) Bid Opening:**

- 1) Mill Creek Road M.P. 1.10 to M.P. 3.96

**b) Action Agenda Items:**

- 1) Proposal 2022 05-02 PW-1 Approval for out of class pay of 2.5% for the Lead Flagger during Chip Seal Season
- 2) Proposal 2022 05-02 PW-2 Approval for out of class pay of 5% for the South District Foreman during Chip Seal Season

**c) Department update and miscellaneous**





# Proposal

Date: May 2, 2022

Proposal ID. 2022 05-02 PW-1

To: Board of County Commissioners

From: Tony Garcia Morales, Public Works Director

**Intent** – Seeking to temporarily increase the Lead Flagger's pay by 2.5% through the duration of the Chip Seal project (from \$23.49/hour to 24.08/hour) every year.

**Topic** – 2.5% temporary pay increase proposal – Lead Flagger during yearly Chip Seal project

**Summary** – The Chip Seal Lead Flagger oversees the flagging crew, flagging operation, and the safety of the operation. Some of the responsibilities as follows:

**Prior to chip seal project:**

- Cut out all monument covers, along with manhole and or water valve access plates.
- Outfit 3 flagging vehicles each with two sets of signs (6) total sets of signs. Also, to include water jugs, 5-gallon buckets of sand for covering utilities, extra brooms, and radios.
- Make sure sign boards are charged and ready to go.

**Start of the day:**

- Must coordinate morning meetings daily to plan the day's work assignment. Location and positioning of flaggers.
- Will provide flaggers with booklet map of chip seal roads for organizational purposes.
- Must cover all monuments, manhole, and water valve plates in front of the chip seal operation.
- Must uncover all monuments directly behind the chip seal operation or as soon as possible.
- Responsible for portable toilets. Transport to and from the job site. Both toilets must be taken back to shop on Thursdays for weekly cleaning and return to the jobsite the following Monday.
- Must cover for other flaggers for restroom and lunch breaks.

**End of the day:**

- Fueling and parking logistics for equipment operators. Make sure everyone has a ride home from jobsite.
- Assurance of prepared roads for the next day.
- Advanced surveillance for road watering.
- Issues with crew availability. Vacation or time off for flaggers.
- Address any safety issues.

**Total Cost** – 2.5% temporary pay increase from \$23.49/hour to 24.08/hour from approx. May 15<sup>th</sup> thru approx. June 30<sup>th</sup> every year.

**Funding** – Covered in this year's budget.



**Alternatives Considered** – The Chip Seal Lead Flagger will be selected at the discretion of management about a month prior to the beginning of Chip Seal every year. The selection will be based on qualifications and safety track record of the candidates.

**Benefits** – This additional 2.5% temporary pay increase will help incentivize crew members into wanting to take on the added responsibilities of the Chip Seal Lead Flagger which will in turn will allow the Public Works Department to continue safe and efficient Chip Seal operations for the future.

**Conclusion/Recommendation** – My recommendation and request is to provide the Chip Seal Lead Flagger with a temporary 2.5% pay increase from \$23.49/hour to 24.08/hour thru the duration of the Chip Seal project every year.

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Submitted By

Disposition

Tony Garcia Morales, Public Works Director 5-2-22

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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# Proposal

Date: May 2, 2022

Proposal ID. 2022 05-02 PW-2

To: Board of County Commissioners

From: Tony Garcia Morales, Public Works Director

**Intent** – Seeking to temporarily increase the South District Foreman’s pay by 5% (Out of Class Pay) through the duration of this year’s Chip Seal project (from \$6,410/month to \$6,730.50/month).

**Topic** – Out of Class Pay Proposal – South District Foreman

**Summary** – This year’s Chip Seal project falls within the North District (Zone 6). As done in the past, the Foreman of the District assumes the role/responsibility of Chip Seal Manager with direct responsibility for safe and efficient operation from start (approx. May 16<sup>th</sup>) thru the end (approx. June 30<sup>th</sup>) of the Chip Seal project.

In this particular year, the North District Foreman would be the Chip Seal Manager as Zone 6 is in the North District. However, he is new to his position (only been the Foreman for a few months) and does not have the experience to manage such a complex operation like our Chip Seal project. As such, he will need to be trained on the job on how to manage the Chip Seal project.

The South District Foreman has been in charge of the Chip Seal project multiple times in the past providing stellar results each and every time. He will mentor and train the new North District Foreman on how to manage and run a safe and efficient Chip Seal project as well as processing extensive paperwork, tracking of materials, and timecards while still managing and making sure everything is done in his District. So, technically the South District Foreman will essentially be doing both (managing the South District and the Chip Seal project) from approximately May 16<sup>th</sup> thru approximately June 30<sup>th</sup>.

As such, I’m seeking to provide a temporary increase in pay (5% Out of Class increase) from \$6,410/month to \$6,730.50/month to the South District Foreman thru the duration of this year’s Chip Seal project which is anticipated to start approximately on May 16<sup>th</sup> and end approximately on June 30<sup>th</sup>.

There would be no unplanned or unanticipated impacts to the County Road budget as a result of this Out of Class temporary pay increase and I can confirm the Department has sufficient funds within this year’s budget to pay for this proposed increase. The anticipated effective start date would be May 16, 2022.

**Total Cost** – 5% Out of Class pay increase of \$320.50/month (from \$6,410/month to \$6,730.50/month) from approx. May 16<sup>th</sup> thru approx. June 30<sup>th</sup>.

**Funding** – Covered in this year’s budget.

**Alternatives Considered** – Based on the South District’s track record of managing successful Chip Seal projects, he is the best qualified to provide mentoring and training to the new North District Foreman.

**Benefits** – The in-house training and mentoring from a senior Foreman to a new Foreman will allow the Public Works Department to continue safe and efficient Chip Seal operations for the future.



**Conclusion/Recommendation** – My recommendation and request is to provide the South District Foreman with a temporary 5% Out of Class pay increase of \$320.50/month (from \$6,410/month to \$6,730.50/month) thru the duration of this year’s Chip Seal project.

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Submitted By

Disposition

Tony Garcia Morales, Public Works Director 5-2-22

☐ Approved

Name Department Date

☐ Approved with modifications

☐ Needs follow up information

☐ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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**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: 27 April 2022

Re: Director's Report for the Week of 25 April 2022

**Board Action: 2 May 2022**

**Bid Openings:**

In the Matter of a Bid Opening – Mill Creek Road M.P. 1.10 to M.P. 3.96

**Action Agenda Items:**

Proposed 2022 05-09 PW Approval for Out of Class Pay 2.5% for the Lead Flagger During Chip Seal Season

Proposed 2022 05-09 PW Approval for Out of Class Pay 5% for the South District Foreman During Chip Seal Season

**ENGINEERING:**

- Mill Creek Road MP 1.1 to MP 3.96: Opening bids May 2<sup>nd</sup>.
- Peppers Bridge Road: Working on right of way.
- Wallula/Gose: Working on right of way.
- Arch Bridge: Paving was completed last week. Working on final items of construction including guardrail and striping.
- Lower Waitsburg Road: Working on project design.
- Middle Waitsburg Road MP 6.1 to MP 7.92: Contractor will resume work as weather allows.

**MAINTENANCE/FLEET MANAGEMENT:**

- South Crew – Blading roads and brush work.
- North Crew – Crack sealing, grading roads and burning brush.
- Signs and Veg Crew – Routine sign maintenance, spraying as weather permits and flagging for Engineering project.
- Garage – Routine maintenance.

**ADMINISTRATION:**

- Participated in the Washington D.C. Trip to attend the Mill Creek CAP Project Advocacy.
- Reviewing KSA's for the Accountant Tech II position, plan to interview next week.
- Finishing up on Quarterly Counseling departmentwide.



a) **Action Agenda Items:**

- 1) Resolution – Approving out of state travel for Community Health Employees (Kaminsky & Delong)
- 2) Resolution – Updating an appointment to the Veteran's Relief Advisory Board
- 3) Proposal 2022 05-02 DCH Approval to hire full-time temporary SNAP-ED Program Assistant above starting step F, Range 4

b) Department update and miscellaneous



**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF APPROVING  
OUT OF STATE TRAVEL FOR  
COMMUNITY HEALTH EMPLOYEE  
(KAMINSKY & DELONG)



**RESOLUTION NO. 22**

**WHEREAS**, Dr. Daniel Kaminsky, Public Health Officer and Andrea DeLong has requested approval for out of state travel to attend the NACCHO 360 Conference in Atlanta, Georgia, on July 19-22, 2022; and

**WHEREAS**, advanced authorization for out of state travel is required; and

**WHEREAS**, pursuant to County policy, employee Travel Authorization forms have been submitted for review and consideration; now therefore

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

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

*Passed this 2<sup>nd</sup> day of May, 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*





# MEMO

Date: April 20, 2022

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Gain Approval for Andrea DeLong and Daniel Kaminsky to Travel Out-of-State

Topic: NACCHO 360 Conference Atlanta

## **Summary**

The NACCHO (National Association of County and City Health Officials) 360 Conference will be held July 19-21, 2022 in Atlanta, Georgia and this year's theme is *Looking to the Future: Reshaping the Public Health System*. The conference will explore how the local public health workforce and its stakeholders can move forward during a crisis while implementing traditional and innovating approaches to restructure a system built to protect the health of communities.

## **Cost**

## **Funding**

Foundational Public Health Funding

## **Alternatives Considered**

## **Acquisition Method**

N/A

## **Security**

N/A

## **Access**

N/A



**Risk**

N/A

**Benefits**

This would benefit our community by allowing leadership to expand their knowledge and find solutions to community and department issues. Leadership will be exposed to new techniques, unpublished data and learning from thought-leaders. The conference will allow leadership to network with likeminded people and industry peers. Networking also allows leadership to share situations and get feedback and provide new insights.

**Conclusion/Recommendation**

Recommend the BOCC approve Andrea DeLong and Dr. Kaminsky to travel out-of-state to attend the NACCHO conference July 2022.

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# Attachment 1

## Walla Walla County Health Department Travel/Training Authorization

To be completed by Employee

Date of Travel: 07/18/2022		TA#	
Funding Source: Foundational PH			
Employee Attending: Andrea DeLong	Estimate of Cost (Includes all costs even prepaid)		
Meeting/Training: NACCHO 360 conference	Transportation		
Start time/date: 0800 July 19th	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle	\$	680.00
End time/date: 1700 July 21st	<input type="checkbox"/> Private Vehicle _____ miles @ \$ 0.00	\$	0.00
Location: City: Atlanta State: GA	<input type="checkbox"/> Rental Car <input checked="" type="checkbox"/> Cab/Bus	\$	25.00
Title of Meeting/Training: (Attach agenda/training brochure) NACCHO 360 Conference	Lodging		
Departure Date: 07/18/2022 Time: 0500	night(s) 3.00 @ \$	199.00	\$ 597.00
Return Date: 07/25/2022 Time: 2350	Meals		
Place of Lodging: Hyatt Regency Atlanta	Breakfast(s) 4 @ \$	17.00	\$ 68.00
Cancel Date:	Lunch(s) 4.00 @ \$	18.00	\$ 72.00
Phone Number: 404-577-1234	Dinner(s) 3.00 @ \$	34.00	\$ 102.00
	Registration/Tuition: 1.00 @ \$	625.00	\$ 625.00
	Cancel Date:		\$
	Total Expenses		\$ 2,169.00

Credit Card Use: ☒ Yes ☐ No Date Needed: 07/15/2022

**Credit Card Use Policy:** I certify that when issued an agency credit card it will be used for purchases authorized by this travel authorization only. I will return the credit card immediately upon return, and a signed travel expense voucher and all required original receipts within five (5) days of my return. I further agree that if the credit card receipts show any amount in excess of this authorization, I will attach a check or money order for the amount owed or the amount shall be deducted by the County from my next paycheck. I have read and understand County Policies 40.05.0 and 40.06.0 and agree to the terms and conditions therein.

Andrea DeLong

Digitally signed by Andrea DeLong  
Date: 2022.04.20 11:27:00 -07'00'

Signature of Employee & Date

Out of state travel: ☒ Yes ☐ No (Attach Resolution for Out of State Travel)

Approved by Supervisor: Nancy Wenzel

Digitally signed by Nancy Wenzel  
Date: 2022.04.25 14:09:10 -07'00'

Date: \_\_\_\_\_

Approved by Director: Dr. Daniel Kaminsky

Digitally signed by Dr. Daniel Kaminsky  
Date: 2022.04.25 14:09:23 -07'00'

Date: \_\_\_\_\_

Walla Walla County Policy 40.05.0 – Business Expenses & Travel Compensation  
Walla Walla County Policy 40.06.0 – Training Reimbursement

Attachment 1

Walla Walla County Health Department Policy Number 1.3.1.2

Page 1 of 1





July 19-21, 2022

In-person Schedule at a Glance				
ET	Monday	Tuesday	Wednesday	Thursday
7:00 AM				
7:15 AM				
7:30 AM		Morning Networking	Morning Networking	Morning Networking
7:45 AM				
8:00 AM				
8:15 AM				
8:30 AM				
8:45 AM				
9:00 AM		GS 1	GS 2	GS 3
9:15 AM				
9:30 AM				
9:45 AM				
10:00 AM		Break	Break	Break
10:15 AM				
10:30 AM				
10:45 AM				
11:00 AM		Session 1	Session 5	Session 9
11:15 AM				
11:30 AM				
11:45 AM				
12:00 PM		Half Open/Lunch/HIMSS/Posters		
12:15 PM				
12:30 PM				
12:45 PM				
1:00 PM	Workshops	Session 2	Session 6	
1:15 PM				
1:30 PM				
1:45 PM				
2:00 PM		Break	Break	
2:15 PM				
2:30 PM				
2:45 PM				
3:00 PM	Break	Session 3	Session 7	
3:15 PM				
3:30 PM				
3:45 PM				
4:00 PM	Workshops	Break	Break	
4:15 PM				
4:30 PM				
4:45 PM				
5:00 PM		Session 4	Session 8	
5:15 PM				
5:30 PM				
5:45 PM				
6:00 PM		Reception in Hall	Awards Reception	
6:15 PM		Sponsored Reception	Sponsored Reception	
6:30 PM				

Virtual						
ET	Monday	Tuesday	Wednesday	Thursday		
7:00 AM						
7:15 AM						
7:30 AM						
7:45 AM						
8:00 AM						
8:15 AM						
8:30 AM						
8:45 AM						
9:00 AM		GS 1	GS 2	GS 3		
9:15 AM						
9:30 AM						
9:45 AM						
10:00 AM		Break	Break	Break		
10:15 AM						
10:30 AM						
10:45 AM						
11:00 AM		Session 1	Session 5	Session 9		
11:15 AM						
11:30 AM						
11:45 AM						
12:00 PM		Open				
12:15 PM						
12:30 PM						
12:45 PM						
1:00 PM	Workshops					
1:15 PM		Session 2	Session 6	Break		
1:30 PM						
1:45 PM				Virtual Event 2		
2:00 PM						
2:15 PM		Break	Break			
2:30 PM						
2:45 PM						
3:00 PM						
3:15 PM	Break	Session 3	Session 7	Break		
3:30 PM						
3:45 PM						
4:00 PM						
4:15 PM	Workshops	Break	Break	Virtual Event 3		
4:30 PM						
4:45 PM						
5:00 PM						
5:15 PM		Session 4	Session 8	Break		
5:30 PM						
5:45 PM						
6:00 PM						
6:15 PM		Sponsored Virtual Reception	Awards Reception			
6:30 PM						



**BOARD OF COUNTY COMMISSIONERS**  
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF UPDATING AN  
APPOINTMENT TO THE VETERANS'  
RELIEF ADVISORY BOARD

RESOLUTION NO. **22**

**WHEREAS**, Walla Walla County currently receives state funds for Veterans' Relief Services;  
and

**WHEREAS**, these funds are allocated, supervised and monitored by Walla Walla County  
through their designee, the Department of Community Health; and

**WHEREAS**, a Veterans' Relief Advisory Board (VRAB) has been established by the Walla  
Walla County Commissioners; and

**WHEREAS**, Roberto Gomez was appointed to the Board under resolution 21 023 for a three  
year appointment; and

**WHEREAS**, Mr. Gomez hasn't been in attendance at the meetings and the bylaws state that  
after three unexcused absences within one calendar year, the position may be declared vacant by the  
Board of County Commissioners; and

**WHEREAS**, the recommendation to remove Mr. Gomez from the Board were unanimously  
supported by the VRAB at their regular meeting; and

**WHEREAS**, upon due consideration, the Board of County Commissioners concurs with the  
recommendation; now therefore

**BE IT RESOLVED**, by this Board of Walla Walla County Commissioners, that the above-  
named individual be removed from the Veterans' Relief Advisory Board effective immediately.

*Passed this 2<sup>nd</sup> day of May, 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*



**Jill Munns**

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**From:** Nancy Wenzel  
**Sent:** Monday, April 18, 2022 8:34 AM  
**To:** Diane Harris  
**Cc:** Jill Munns  
**Subject:** FW: Removal of VRAB member

How do you want me to proceed with this?

**From:** Wendy Cheng <[wcheng@co.walla-walla.wa.us](mailto:wcheng@co.walla-walla.wa.us)>  
**Sent:** Monday, April 18, 2022 8:31 AM  
**To:** Nancy Wenzel <[NWenzel@co.walla-walla.wa.us](mailto:NWenzel@co.walla-walla.wa.us)>  
**Cc:** Nikki Sharp <[nsharp@co.walla-walla.wa.us](mailto:nsharp@co.walla-walla.wa.us)>  
**Subject:** Removal of VRAB member

Hi Nancy. At last Thursday's meeting, the Board voted to remove Roberto Gomez from VRAB using their authority under # 8 "Absence of Members" in the Guidelines. The Board of County Commissioners would need to vote on this.

Thanks.

Wendy Cheng  
County Veteran Service Officer  
Walla Walla County Dept. of Community Health  
314 W. Main, Walla Walla, WA 99362  
Mobile: 509-386-0103 | Office: 509-524-2936  
Email: [wcheng@co.walla-walla.wa.us](mailto:wcheng@co.walla-walla.wa.us)



- c. Community Stakeholders are urged to attend the public Veterans' Relief Advisory Board meetings.
- d. The meetings of the Advisory Board shall be open to the public with the exception of executive sessions held pursuant to [RCW 42.30.110](#) as it exists or is amended.

## **7. QUORUM**

- a. A simple majority of the membership of the Advisory Board shall constitute a quorum for the transaction of business. Any action taken by a simple majority of those present, when those present constitute a quorum, shall be deemed to be the action of the Advisory Board except in matters relating to the amendment of these Guidelines and the recommendation to the Board of County Commissioners for approval of final plans and budgets.
- b. Recommendations to the Board of County Commissioners for approval of amendments to these Guidelines and final plans and budgets shall be by the affirmative vote of two-thirds (2/3) of the membership.

## **8. ABSENCE OF MEMBERS**

- a. Advisory Board members unable to attend a regularly scheduled meeting of the Advisory Board shall so notify the Chair, DCH staff or fellow members of the Board in advance.
- b. Three unexcused absences within one calendar year may be construed as a neglect of duty; the position may be declared vacant, the member so notified, and the Board of County Commissioners called upon for action.

## **9. MINUTES**

- a. County staff shall keep minutes of each meeting for its formal record. Minutes shall include record of decisions made and action by the Advisory Board in the conduct of its business. Minutes shall not include extensive descriptions of discussions leading to decisions or actions, or other work products generated in the conduct of Advisory Board business.

## **10. VOTING**

- a. Only appointed members of the Advisory Board may vote.
- b. Voting by phone or remote attendance will be permitted.
- c. Voting by proxy is not permitted at meetings of the Advisory Board or its committees.

## **11. AMENDMENTS**

- a. The Guidelines may be amended in the following manner:
- b. At any regular meeting of the Advisory Board the proposed amendment shall be submitted in writing and shall be read at that meeting.
- c. The proposed amendment shall then be tabled to the next regular meeting for action.
- d. County staff shall send a copy of the proposed amendment to all members of the Advisory Board and to the Board of County Commissioners in a reasonable time prior to the meeting, at which time it shall be acted upon. A two-thirds (2/3) majority shall be sufficient to recommend amendment or alteration of these Guidelines.
- e. Said recommendation must then be approved by the Board of County Commissioners.
- f. Any amendment or modification of these Guidelines may be initiated by the Board of County Commissioners and upon a written, signed statement of amendment or modification, the Guidelines shall be so changed.





# Proposal

Date: April 27, 2022

Proposal ID: 2022 05-02 DCH

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: Gain Approval to Hire Temporary Program Assistant SNAP-ED Above Starting Step

Topic: Temporary Program Assistant SNAP-ED

## **Summary**

The Department of Community Health (DCH) has been recruiting for a Temporary Program Assistant since we promoted our last temporary assistant to a full-time permanent position several months ago. Our SNAP program currently teaches direct nutritional education in rural schools; support policy, systems, and environmental work with our food pantries; support for Kids Club at the Farmers Market; potentially support a senior walking club; support PSE work with childcare providers; and direct nutritional education at housing sites. DCH has recently been notified we will be awarded additional funding (May 1, 2022 – Sept 30, 2022) to complete additional detailed system work. We have an applicant with the appropriate degrees and experience to help lead our SNAP program to continued success. We would like to offer a Range 4 Step F for this temporary position.

## **Cost**

The employee will be paid 100% by grant funding.

## **Funding**

Fund 112 – 100% Grant Funded by Department of Health Grant

## **Alternatives Considered**

Continue our search for a qualified candidate.

## **Acquisition Method**

N/A



**Security**

N/A

**Access**

N/A

**Risk**

N/A

**Benefits**

This applicant will allow our SNAP-ED to continue in rural areas and complete other policy work in our county before funding ends.

**Conclusion/Recommendation**

Recommend the BOCC approve hiring Temporary Program Assistant SNAP-ED at Range 4 Step F.

---

Submitted By

Nancy Wenzel, DCH

Disposition

☐ Approved

Name

Department

Date

☐ Approved with modifications

☐ Needs follow up information

Name

Department

Date

☐ Denied

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BOCC Chairman

Date

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up



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Department of Community Health

Board of County Commissioners

Department Update for May 2, 2022

- DCH has nearly completed our 1) *Communication* and 2) *Crisis and Emergency Risk Communication (CERC)* plans and we are submitting for your knowledge, but they are not ready for full review (draft attached) at this time. We will submit for full review and approval in the next few weeks.
- My Behavioral Health Training Institute Cohort 7 conference hosted by the National Council for Mental Wellbeing with purpose of bridging Public Health with Behavioral Health offered a great view of policy work being accomplished throughout the US and in local communities. We discussed telehealth options for rural areas and stigma in certain populations, policy work regarding youth mental health services; Mental Health First Aid for Work training, stigma, and funding were a few highlights.
- We will be bringing forth proposal for a workshop on a full Walla Walla County School Behavioral Assessment
  - Continuation of our Behavioral Health Research Institute Assessment
  - Approximately 12 months long
  - Will: 1) Map existing student behavioral health services and supports; 2) Identify strengths and gaps in existing behavioral health school system and align roles, responsibilities and programming; 3) consult on national best practices including Tier 1, 2, and 3 funding with sustainability and impact; 4) develop and prioritize action steps to improve comprehensive behavioral health.
- DCH has met with several neighboring counties on collaboration with environmental health services and assessment services.
- Epidemiologist will give COVID update.





# Crisis and Emergency Risk Communications (CERC)

## Annex 1

April 2022



Draft

Walla Walla County  
Public Health Emergency Response Plan - CERC

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## Plan Development, Review, and Approval

The Walla Walla County Department of Community Health's Local Emergency Response Coordinator (LERC) is responsible for reviewing this plan annually. If any changes are made, the LERC will submit updated information to the following WWCDCH management staff and the Local Health Officer who will review, make suggested changes, and approve the revised plan. Changes to this plan are to be prepared and coordinated based on the deficiencies identified by exercises, real emergency events, and changes in government structure.

Approved by:

\_\_\_\_\_  
Nancy Wenzel, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel Kaminsky, MD, Local Health Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Edwards, R8 PHEPR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Todd Kimball, Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jodi Ferguson, Local Emergency Response Coordinator

\_\_\_\_\_  
4/27/2022  
Date



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## Forward

The WWCDCH Crisis and Emergency Risk Communications (CERC) Plan is an Annex to the WWCDCH Communication Plan. The WWCDCH CERC Annex incorporates disaster-specific communication functional processes that works together with the WWCDCH Public Health Emergency Response Plan.

## Purpose

The purpose of the CERC Annex is to prepare and guide:

- WWCDCH in communicating to key audiences before a crisis happens.
- The WWCDCH Public Information Officer (PIO) during and after such events when using the incident command structure.

The CERC Annex will assure consistency and maintain effectiveness of crisis and emergency risk communication strategies related to public health threats.

## Definitions

**Crisis Communications:** Crisis communications are outreach efforts in response to something that:

- Is typically unexpected
- May not be in WWCDCH control
- May cause harm to WWCDCH's reputation
- Will likely cause for WWCDCH to face legal or moral responsibility

**Emergency Risk Communication:** Differs from crisis communication in that WWCDCH is not perceived as a participant in the disaster except for having a role in responding to the situation.

## Six Crisis and Risk Communication Principles

**Be First:** Crises are time sensitive. Communicating information quickly is almost always important. The first source of information often becomes the preferred source.

**Be Right:** Accuracy establishes credibility. Information should include what is known, what is not known, and what is being done to fill in the gaps.

**Be Credible:** Honesty and truthfulness should not be compromised during crises.

**Express Empathy:** Crises create harm, and the suffering should be acknowledged in words. Addressing what people are feeling builds trust and rapport.



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**Promote Action:** Giving people meaningful things to do calms anxiety, helps restore order, and promotes a restored sense of control.

**Show Respect:** Respectful communication is particularly important when people feel vulnerable. Respectful communication promotes cooperation and rapport.

## Situation and Assumptions

This annex is not a tutorial. It is intended to help guide someone who already has a working knowledge of public information and media relations principles.

Understanding the pattern of a crisis can help communicators anticipate problems and appropriately respond. For communicators, it's vital to know that every emergency, disaster, or crisis evolves in phases. The communication, too, must evolve through these phases. By dividing the crisis into the following phases, the communicator can anticipate the information needs of the media, agencies, organizations, and the general public. For each of these phases, specific types of information need to be created and delivered to your audience.

## The CERC Rhythm





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## Concept of Operations

### Public Information Officer (PIO)

- The Primary PIO will be the Local Health Officer until WWCDCH identifies a Communication Coordinator.
- WWCDCH Subject Matter Experts (SME) may need to fill in as PIO if the primary PIO is unavailable.
- The PIO will be determined at the beginning of each crisis by the Incident Commander.
- The PIO will represent WWCDCH at a Joint Information Center (JIC) or work within the Joint Information System (JIS) if either is activated.
- The PIO is also responsible for sharing and coordinating messaging information with response partners.
- Priority communication issues during an emergency include:
  - message content and clearance
  - internal communication
  - spokesperson development (preparation for interviews/press conferences)
  - partner and medical community messaging coordination
  - media communication
  - public communication including web site, phone messages, and social media
  - information monitoring
- The CDC's Public Health Information Network follows industry and national standards in information sharing. PHIN tools and resources are provided below to help increase the capacity of public health agencies to electronically exchange health data and information. <https://www.cdc.gov/phinf/>
- Core Competencies for Public Health Professionals (June 2014) see pages 11 and 12 [http://www.phf.org/resourcestools/Documents/Core\\_Competencies\\_for\\_Public\\_Health\\_Professionals\\_2014June.pdf](http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2014June.pdf)



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### Internal Information Release Process

To keep outgoing WWCDCH information to internal staff easier to track.

The IC will appoint one staff member who is involved in the crisis to be the **"Internal Staff Communicator"**. All staff updates will be sent by the Internal Staff Communicator via electronically through Outlook, paper hard copy or WA Secures.

WA Secures emergency alerts and messaging can be activated from any location through the Everbridge system; the following WWCDCH personnel have the ability to dispatch to all staff:

- Local Health Officer
- Administrative Director
- Local Emergency Response Coordinator

---

### External Information Release Process

To keep outgoing WWCDCH information to external agencies easier to track.

- The IC will appoint one staff member who is involved in the crisis to be the **"External Agency Communicator"**.
- All emails that go out to a group will be forwarded to the External Agency Communicator to be distributed.
- One-on-one communication with external agencies does not need to be sent via the external agency communicator.
- Establish a **Common Operating Picture** by sharing information both sent and received following national standards for data vocabulary, storage, transport, security, and accessibility:
  - within the public health agency/agencies
  - with identified intra-jurisdictional stakeholders
  - with identified inter-jurisdictional stakeholders

See [PHEP Capability 6: Information Sharing](#) for more clarification

Refer to External Communication Flow Chart (Appendix I)

[Media Request Form](#)



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### Public Information Release Process

To ensure public information is sent out accurately, effectively, and quickly.

- The PIO is responsible for releasing all approved messages to the media and public.
- The WWCDCH SME shall coordinate with the Local Health Officer to provide the PIO with the following information to be released:
  - talking points
  - supporting documents
  - web links
- The PIO will draft the message and email a copy to the WWCDCH SME for final approval
- The message will be given to a **certified translator** for translation via email to the Administrative Director or LHO
- The PIO will send out the message via methods best appropriate for the situation
  - The PIO will coordinate with WWCDCH Program Coordinator's and Managers to have messages posted on social media and the WWCDCH website
- Media releases will include the PIO's contact info
- There may be times where the PIO will coordinate with People for People to make the 2-1-1 Information and Referral Call Center available to the public to use. Public will be directed to call 2-1-1 for information regarding the situation:
  - The PIO shall coordinate with the WWCDCH SME and Local Health Officer to create talking points, facts, and other information to provide People for People to relay to the public.
  - Any emergent calls to the 2-1-1 System will be rerouted to the appropriate party
  - Contact People for People at (509) 654-7351 or [211help@pfp.org](mailto:211help@pfp.org)
- There may be times where the PIO will coordinate with WWCEMD to send a message to be broadcasted using Walla Walla County's emergency alerting system (Citizen Alert).
  - The PIO must have the WWCDCH SME's approval and a translation prior to sending the message to be broadcasted

### Chain of Information Release





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### Tools for Message Delivery

- **211 System:** WWCDCH has a Memorandum of Understanding with People for People. The 2-1-1 System is an information and referral call center available to the public.
- **WWCDCH Media Release:** A news release is a one-page written statement that is distributed to the media to inform them about an event and direct them to the PIO for further information.
- **WWCDCH Social Media:** Social media platforms are used to provide information to the public. WWCDCH has [Facebook](#), [Instagram](#), [Twitter](#) and [YouTube Channel](#).
- **News Conferences:** Used to convey information to all interested news media at once. Held when there are large developments in the incident.
- **Media Briefings:** Similar to news conferences but held daily to provide information to all interested news media at once. Rarely held, except in times of extensive and continuing media interest in developing situations.
- **Provider Points of Contacts:** Used to post Provider Alerts
- **[WWCDCH Website](#):** Provider Alerts and News Releases are posted for public viewing.
- **WWCDCH Provider Alert:** PDF documents with details about the incident. These are created with the Local Health Officer's input. It is often more useful to segment the information into more than one fact sheet, rather than distribute a multi-page document.

#### **Fact Sheets/Guidelines should:**

- Provide accurate information and provide suggestions on how to prevent and/or respond
  - Be reviewed regularly and updated when new information comes from a reliable source
- **Interviews:** Used to respond to individual media requests for information.
  - **Citizen Alert:** This can be accessed through WWC-EMD to send an automated message to Walla Walla County residences via phone call, text message, and email. The Incident Commander, Health Officer, Administrative Director, Managers or LERC can request the use of Citizen Alert. The following criteria must be met to use Citizen Alert:
    - The situation is time-critical
    - The situation has a safety risk
    - There is a specific action that impacted residents need to undertake



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- **Media Follow-up:** Each Alert activation should be followed by a news release. The news release should repeat the information in the alert and provide additional detailed information

## Media Relations

Public health emergencies will engage the media to reach citizens to give accurate life-saving information using Subject Matter Experts using these formats; audio, video, and quotes. The following explains how WWCDCH will interact with the media.

### The Media's Role

- Telling the public something is happening and that they need to pay attention to receive additional information.
- Directing the public to sources of additional information they can use to protect themselves from a potential risk.

### Interacting with the Media

- All media requests and interaction will be directed to the WWCDCH PIO who will be the official spokesperson.
- The PIO and all members involved in the crisis will develop three common talking points.
- If a WWCDCH staff member is contacted by the media, the Media Request Form will be forwarded to the PIO assigned.
  - Upon being notified of the request, the PIO must confirm that the request has been received
  - All Media requests will be facilitated in a timely manner by the PIO
- News releases will be released no later than noon on Friday.
  - If circumstances don't allow for that to happen, the media release will include contact info for the PIO to be reached over the weekend
- WWCDCH SME's and Staff will provide the PIO with timely appropriate answers to the Media's questions.
- Use the [SOCO \(Single Overriding Communication Objective\) WORKSHEET](#)
- WWCDCH will maintain patient confidentiality while answering questions.
  - Access to subject matter experts
  - Visuals to support their news stories
- Ensure talking points are clear, consistent providing data and context.
- Start with the most important point.



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- Avoid guessing or speculating the answer.
  - Everything you say is on the record and may end up in media circulation; think before you answer when representing WWCDCH.
  - If the media present incorrect information, especially if it could be harmful to the public, the PIO must quickly communicate correct information to the public and the media.
  - Remember that reporters see stories from different angles. What seem like facts to public health staff might seem less black-and-white to reporters.
- 

## Bridge to Key Messages

### ANSWER

If you don't know, say so  
If you can't tell them, explain why  
If the premise is wrong, challenge it

### BRIDGE

Transition your key message:

"That's not my area of expertise, but I can tell you that..."  
"We don't have details yet. What is clear at this point is...."  
"I don't think that is true. In reality...."

### FLAG

Flag your key message:

"The most important thing to remember is...."  
"The real issue here is...."  
"The question we should be asking is...."



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### **Facilitating Positive Media Relationships**

- Fairness to and equal access by the various media is paramount.
  - Distribute messages that are essential to the well-being or safety of the public equally.
  - Attempt to give reporters a reasonable time frame in which new information will be provided.
  - Establish a schedule for information releases. Base ground rules on the type and phase of the crisis.
  - Understand journalism deadlines and work to accommodate them. During a crisis, it is important to be available—if necessary, around the clock—to help reporters get the facts right before their deadline.
  - Think local media first – don't favor national media and well-known reporters.
  - Build Media relationships all year long so that a crisis is not your first interaction.
- 

### **Social Media Management and County Policy**

- During business and after-hours: The PIO will coordinate the maintenance of social media platforms.
- Monitor the conversations taking place on social media to help manage rumors, respond to misinformation, and reach segmented audiences.
- Check all information for accuracy and update information to reflect answers to the public's questions.
- Recognize reporters are also monitoring and using social media for information.
- Use social media as the primary tool for updates.
- Establish trust.
- Ask for help and provide direction.
- Be timely and accurate in all social media posts.

[Walla Walla County Social Media Policy 2019](https://www.cdc.gov/socialmedia/index.html)  
<https://www.cdc.gov/socialmedia/index.html>  
<https://www.facebook.com/WWCDCH/>



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## CERC Phases

The approach to and content of crisis and emergency risk communications is determined by the emergency at hand and the agency's current phase in the CERC lifecycle. Pre-crisis efforts are directed toward preparation and developing relationships. During an emergency, the content and pace of distributing messages will be affected by the type and scale of the emergency. Once the crisis has passed, evaluation phase efforts focus on critiquing and improving the CERC Annex.

### Preparation Phase - Communication Approach

Communication objectives during the Preparation Phase target communication and education campaigns. These campaigns inform the public and the response community.

During this phase you will:

- ☐ Predict, monitor, and recognize the types of risks most likely to be faced.
- ☐ Anticipate and develop likely preliminary answers to audience questions.
- ☐ Draft initial messages; specific details can be filled in later.
- ☐ Identify spokespersons, resources, and resource mechanisms well ahead of time.
- ☐ Practice following the response plan, using the messages you have already created, followed by refining the plan and messages as needed.
- ☐ Foster alliances and partnerships to ensure that experts are speaking in a coordinated manner (using one voice).
- ☐ Develop and test communication systems and networks.

### Partnership Development

A partner may be defined as anyone with a role in aiding in the crisis response. Almost all crises require partners and close coordination among partners for an effective response. Most crises are too large or diverse for any one agency to manage alone. The following are tips for developing partnerships:

- ☐ Design plans for building relationships before the crisis.
- ☐ Look for opportunities to interact with the partner organizations.
- ☐ Create a partner contact sheet with every available phone number (work, home, cell), e-mail address, and website address. Obtain permission to contact the people by any means necessary during an emergency.
- ☐ Draft a plan for partner communication during a crisis upon which all partners agree.
- ☐ This plan should outline methods such as using e-mail and text alerts, twice-daily faxes, and conference calls.



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### Initial Phase - Communication Approach

The first few hours of any event are usually very chaotic. This is a time of very high uncertainty where quick response can be critical. It is also a time where community-based organizations may be on their own. In many ways, a crisis communication plan is designed to preset these initial decisions, so the organization can respond very quickly. While every event is unique, the following steps are largely universal.

- ☐ Verify facts and the situation as much as is possible.
- ☐ Conduct a crisis assessment and activate the appropriate annex/plan.
- ☐ Organize and prioritize assignments quickly.
- ☐ Prepare information and obtain approvals. Also see what pre-prepared materials may be used with little or no change.
- ☐ Release information through prearranged channels.
- ☐ Monitor feedback and use it to improve additional communications.
- ☐ Monitor events

Communication objectives during the initial phase include rapid communication to the general public and rapid communication to affected groups. These communication efforts seek to do the following:

- ☐ Convey empathy and reassurance. Reduce emotional turmoil.
- ☐ Designate a crisis or agency spokesperson.
- ☐ Identify formal channels and methods of communication.
- ☐ Establish general and broad-based understanding of the crisis circumstances, consequences, and anticipated outcomes based on available information.
- ☐ Reduce crisis-related uncertainty as much as possible.
- ☐ Help the public understand the responsibilities of the various organizations involved in the response.
- ☐ Promote self-efficacy (explain to people that they can help themselves or reach a goal) through personal response activities. Share how and where they can get more information.

**Key Messages:** From background research and in working with colleagues at WWCDCH and other agencies, determine the messages to be shared initially, then throughout the incident as details change. Develop the key messages and have these reviewed by appropriate personnel. Messages may include information under the following topic areas:

- ☐ Preparation – Suggestions for what people can do to handle responsibilities while the incident impacts them. For example, what should someone purchase to prepare for being unable to leave their house for several days.
- ☐ Prevention – How individuals can avoid negative impacts of the incident. For example, what steps to take to prevent foodborne illness from refrigerated food after a power outage expected to last 48 hours or more?
- ☐ Treatment – What are the recommended methods of caring for an individual who is ill with the communicable disease this incident covers?



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- ☐ Recovery – What steps should someone take to ensure a return to healthy life after the incident? For example, what should be done after a home has been flooded to ensure mold does not grow?
- ☐ Public Health Actions – What is the Department doing to control the incident, minimize impact, or protect people?
- ☐ Incident Updates – What is known about the incident today, what is being done, and what can others do based on the expected future of the incident?

#### **Maintenance Phase - Communication Approach**

Communication objectives during the crisis maintenance phase include continuing to talk with the general public and other partners. Stay on top of the information flow and maintain close coordination with others. Processes for tracking communication activities and audiences become increasingly important as the workload increases. The crisis maintenance phase includes an ongoing assessment of the event and allocation of resources.

- ☐ Ensure that the public is updated, understands ongoing risks, and knows how to mitigate these risks.
- ☐ Provide background and supportive information to those who need it.
- ☐ Encourage broad-based support and cooperation with response and recovery efforts.
- ☐ Gather feedback from the affected public—listen, learn, and assess.
- ☐ Correct misunderstandings, rumors, or unclear facts.
- ☐ Continue to help people understand they can take steps to protect themselves, their families, and their community. Continue to explain those steps.
- ☐ Support informed decision-making by the public based on their understanding of risks and benefits.
- ☐ Offer steps to take to ensure a return to a healthy life after the incident.



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#### **Resolution Phase - Communication Approach**

Continue communications to the general public, specific affected groups, and the media. As the crisis resolves, there may be a return to the status quo, with a better understanding about what took place. Complete recovery systems are activated. This phase is characterized by much less public and media interest. Once the crisis is resolved, you may need to respond to intense media scrutiny of how the response was handled. An opportunity may exist to reinforce public health messages while the issue is still current. A community is more likely to respond to safety and public health messages at this time. During the resolution phase, messages should:

- ☐ Explain ongoing cleanup, remediation, recovery, and rebuilding efforts to your audience.
- ☐ Motivate them to act if needed.
- ☐ Facilitate broad-based, honest, and open discussion about causes, blame, responsibility, resolutions, and adequacy of the response.
- ☐ Improve individual understanding of new risks.
- ☐ Promote behaviors that avoid risks.
- ☐ Promote personal preparedness.
- ☐ Promote the activities and capabilities of agencies and organizations by reinforcing positive identities and images.
- ☐ Persuade the public to support public policy and resource allocation to the problem.

#### **Evaluation Phase - Communication Approach**

Objectives during the evaluation phase include communication directed toward the response community. Responders will evaluate and assess the effectiveness of responses, including the following:

- ☐ Discuss, document, and share lessons learned.
- ☐ Determine specific actions to improve crisis communication and crisis response capability.
- ☐ Evaluate the performance of the communication plan.
- ☐ Implement links to preparation phase activities.



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## Media and Public Health Law

During public health emergencies, it is essential for CERC communicators to be aware of the law and comply with it. A multitude of legal requirements apply to CERC activities, including laws addressing access to information, privacy, and public health powers. A few will be noted here.

- Defamation is communication that causes harm to an individual or organization. Defamation has two forms:
  - Slander is spoken defamatory communication in the presence of others
  - Libel is published or broadcast defamatory communication
- The public's "right to know" is generally not recognized as a legal concept supported by the Constitution or an Act of Congress. However, citizens expect government officials to be transparent and accountable in their decisions. When releasing information, elected officials and civil servants must balance the public's right to know against the need for national security and individual privacy.
- The federal Freedom of Information Act does not apply to state and local governments. However, in Washington State, local governments must comply with RCW Chapter 42.56, commonly known as the Public Records Act. Under the Act, "public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. This includes both hands written and electronic documents. This information must be surrendered, upon request, to anyone who asks.
  - All records must be kept following WWCDCH's Public Records Policy
- The Health Insurance Portability and Accountability Act of 1996 and its subsequent updates impose restrictions on disclosure of protected health information. The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

Commented [JF1]: Attach Policy

Commented [JF2]: Nikki, anything to add or adjust?

[https://emergency.cdc.gov/cerc/ppt/CERC\\_Media%20and%20Public%20Health%20Law.pdf](https://emergency.cdc.gov/cerc/ppt/CERC_Media%20and%20Public%20Health%20Law.pdf)



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## Resource Contacts

Walla Walla County		Regional Public Health	
Name	Home	Name	Home
Walla Walla County Emergency Management Duty Officer	509-524-2900	Redi Healthcare Coalition Duty Officer Benton-Franklin Yakima Klickitat	509-362-0041 509-460-4200 509-249-6553 509-493-1558
State		Federal	
Name	Phone	Name	Home
DOH Duty Officer	360-888-0838	CDC Emergency Response Hotline 24/7	770-488-7100
DOH Public Affairs/Media Relations If no answer, press "0"	800-525-0127	Botulism Antitoxin – Bus. Hrs.	404-639-2206
DOH Lab	360-236-3086	CDC Emergency Non-Working Hours	404-639-2888
Radiological Emergencies	206-NUCLEAR	REAC/TS – Working hours	423-481-1000
Radiation Protection Admin	206-236-3270	CHEMTREC 24 Hours	800-424-9300
State Bio Incident	800-562-6108	ATSDR – Chemical/Hazmat Incidents	404-639-6000
State Emergency Operations	800-854-5406	US Public Health Services	800-759-7243
Communicable Disease Epidemiology	206-418-5500		
Washington EMA	800-562-6108		
Washington State Patrol	360-260-6333		

## Media Contact List

The following LHJ Staff have access to the shared **Media Contact List** and **CD Group List**:

- PRIMARY PIO
- Incident Commander, Local Health Officer, Administrative Director, and LERC

Walla Walla County Emergency Management is the owner of the Media list and keeps the information current. If the above LHJ Staff are unavailable contact EMD to send the approved alert/message out to the media contacts at 509-524-2900.

- Director
- Coordinator



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## Training Requirements

CDC Guidance of the Public Health Preparedness Capabilities

### Capability 4: Emergency Public Information and Warning

The following National Incident Management System (NIMS) training needs to be completed by Public Information Staff:

- Introduction to Incident Command System (IS-100b)
- Incident Command System for Single Resources and Initial Action Incidents (IS-200b)
- Emergency Support Function 15 External Affairs: A New Approach to Emergency Communication and Information Distribution (IS-250)
- National Incident Management System, An Introduction (IS-700a)
- National Incident Management System Public Information Systems (IS-702a)
- National Incident Management System Communications and Information Management (IS-704)
- National Response Framework, An Introduction (IS-800b)
- Emergency Management Institute (G-291) – Joint Information System/Center Planning

The following training needs to be taken once every five years by Public Information Staff:

- CDC Crisis and Emergency Risk Communication Basic
- CDC Crisis and Emergency Risk Communication for Pandemic Influenza

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## Resource Links

[CERC PowerPoint Presentation 2019](#)

<https://emergency.cdc.gov/cerc/resources/pdf/specialpopulationsassessment.pdf>

[https://emergency.cdc.gov/cerc/resources/pdf/cercimmediate\\_response.pdf](https://emergency.cdc.gov/cerc/resources/pdf/cercimmediate_response.pdf)

<https://emergency.cdc.gov/cerc/resources/templates-tools.asp>

<https://emergency.cdc.gov/cerc/cerccorner/index.asp>

[https://emergency.cdc.gov/cerc/ppt/CERC\\_Psychology\\_of\\_a\\_Crisis.pdf](https://emergency.cdc.gov/cerc/ppt/CERC_Psychology_of_a_Crisis.pdf)

[https://emergency.cdc.gov/cerc/ppt/CERC\\_CommunityEngagement.pdf](https://emergency.cdc.gov/cerc/ppt/CERC_CommunityEngagement.pdf)



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## Appendix I – External Communication Flow Chart

[See BFHD version](#)



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## Appendix II - Abbreviations and Acronyms

CERC	Crisis & Emergency Risk Communication
CDC	Centers for Disease Control and Prevention
DOH	Department of Health
EMD	Emergency Management Department (Walla Walla County)
EMS	Emergency Medical Services (Walla Walla County)
FEMA	Federal Emergency Management Agency
HIPAA	Health Insurance Portability & Accountability Act
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LERC	Local Emergency Response Coordinator
LHJ	Local Health Jurisdiction
LHO	Local Health Officer
NIMS	National Incident Management System
PHEP	Public Health Emergency Preparedness
PHEPR	Public Health Emergency Preparedness and Response
PIO	Public Information Officer
RCW	Revised Code of Washington
RERC	Regional Emergency Response Coordinator
SME	Subject Matter Expert
WAC	Washington Administrative Code
WA-SECURES	Washington State Electronic Communications and Urgent Response Exchange System
WWCDCH	Walla Walla County Department of Community Health





Walla Walla County  
Department of  
Community Health

# Communication Plan with CERC Annex

ESF 8, Annex 2



Draft

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## Plan Development, Review, and Approval

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The Walla Walla County Department of Community Health's Local Emergency Response Coordinator (LERC) is responsible for reviewing this plan annually. If any changes are made, the LERC will submit updated information to the following WWCDCH management staff and the Local Health Officer who will review, make suggested changes, and approve the revised plan. Changes to this plan are to be prepared and coordinated based on the deficiencies identified by exercises, real emergency events, and changes in government structure.

Approved by:

\_\_\_\_\_  
Nancy Wenzel, Administrative Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daniel Kaminsky, MD, Local Health Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rick Edwards, R8 PHEPR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Todd Kimball, Commissioner Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jodi Ferguson, Local Emergency Response Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
4/27/2022



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# Plan Revision Request Form

## Instructions

Fill in your name, title, agency, address, phone, and fax number. Identify the section of the plan being reviewed and attached revised copies to this sheet with any suggested changes. Make other suggests or comments in the space provided below. Add extra sheets as necessary.

## Mail to:

Jodi Ferguson  
Local Emergency Response Coordinator (LERC)  
Walla Walla County Department of Community Health  
P.O. Box 1753  
Walla Walla, WA 99362

Office: (509) 524-2657

Fax: (509) 524-2678

[jferguson@co.walla-walla.wa.us](mailto:jferguson@co.walla-walla.wa.us)

Name/Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Basic Plan: Chapter: \_\_\_\_\_ Section: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Annex: \_\_\_\_\_ Appendix: \_\_\_\_\_

Suggestions or Comments:

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## Record of Activity on Plan

Date Received	Agency	Revision/Suggestions – Note Changes to the Plan	Date of Change
	WWCDCH Communication Plan with CERC Annex	New Plan	

This plan has been reviewed for accuracy and compliance with County Department of Community Health guidelines.



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## Communication Plan Distribution List

Agency	Date Sent Final 1	Date Sent Final 2	Date Sent Final 3	Date Sent Final 4
BOCC Walla Walla County				
DOH WA PIO-C4PA				
DOH WA PHEPR				
Region 8 PH-EPRR				
Walla Walla County Emergency Management Department				
Local Health Officer				
REDi Healthcare Coalition				
Providence PIO				
Providence Trauma Care				
City of Walla Walla				
City of College Place				
City of Prescott				
City of Waitsburg				



# DCH Communication Plan Committee Charter

Draft

## **Purpose**

The committee exists to assist the Department of Community Health in managing Communication both internally and externally.

## **Mission**

Improve the quality of life and wellbeing of our community through prevention, promotion, and protection

## **Responsibilities**

- Build and maintain a Communication Plan; review annually
- Build and maintain a Crisis and Emergency Risk Communication Plan as an Annex to the Communication Plan; review annually
- Provide an orientation for DCH personnel

## **Meetings**

The committee shall meet as frequently as it determines necessary to fulfil its responsibilities of building and then maintaining the plans listed. Additionally, the Communication Plan Committee will twice yearly evaluate DCH's progress in achieving the objectives as determined by the Department's Strategic Plan.

## **Committee Structure**

The Committee Chair will appoint at least three Committee members to serve on the Communication Plan Committee. The Chair is responsible for, with the support of the Administrative Director of Community Health, arranging and conducting meetings and for seeing that committee output is delivered to those identified on the Distribution List within the Communication Plan. DCH staff will be trained on the Communication Plan, who will implement and utilize the plan as needed.

## **Strategic Planning**

Walla Walla County Department of Community Health leadership will provide administrative support and strategic direction for the Communication Plan Committee.

## **Accreditation**

The Communication Plan Committee will ensure that the plan follows Public Health Accreditation Board (PHAB) Standards and Measures version 1.5 and Public Health Emergency Preparedness (PHEP) Preparedness Capabilities guidance and recommendations.

## **Charter Members**

Chair, PIO, Health Officer, Leadership and Local Emergency Response Coordinator



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## 1. General Communication Policies and Procedures

This plan provides guidance, resources, and tools necessary for accomplishing the identified communication objectives for the Walla Walla County Department of Community Health (DCH) to provide timely and accurate information in the most effective and accessible ways to the Department.

This plan provides direction for internal and external communication about DCH's programs and services. It also references supporting resources and tools for developing and implementing the plan, including demographic information about Walla Walla County to identify strategies needed to communicate with the diverse population served by DCH.

The DCH Public Information Officer (PIO), and PIO emergency response kit keep hard copies of this plan (including appendices). As the plan updates, any hard copies of this plan are replaced with updated versions.

DCH's mission is to improve the quality of life and wellbeing of our communities within Walla Walla County through prevention, promotion, and protection.

DCH's vision is *"Always working for a safer, healthier and thriving Walla Walla County."*

The Communications Committee ensures that DCH consistently produces and distributes effective, high-quality communication materials branded as recognizable products from the Department and consistently reflect the Department's mission. This includes materials disseminated internally to staff and externally to our stakeholders and the public.

### Branding

All communication materials will be in alignment with DCH's [Health Equity Policy](#) and Branding Guidelines.

DCH will inform the public about the role and value of public health, and DCH's mission, vision, values, and programs through various methods of communication. DCH will maintain contact with media to ensure their understanding of public health and ensure coverage of important public health issues

In the future, DCH will undergo the NACCHO branding process to create a brand strategy that improves internal and external communication, establishes a common visual identity for DCH communications, and is integrated with DCH's strategic plan.



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## 2. Crisis and Emergency Risk Communication

In an emergency, DCH will follow the communications processes outlined in the [Crisis and Emergency Risk Communications Plan](#). DCH is available to the public using the [24/7 communication plan](#). DCH will ensure timely communication with the public during an emergency by using *social media*, DCH website, printed materials, and other methods as appropriate. The Public Information Officer (PIO) develops, coordinates, and distributes information during a declared incident. When DCH is operating under Incident Command, the Incident Commander appoints the PIO.

Use the [Situation Report Template](#) to prepare a risk communication plan, based on the incident.

### Procedure:

1. Record all actions on [Activity Log](#) provided by Emergency Preparedness Coordinator.
  2. PIO works with relevant program staff to research the incident and use the [Situation Report Template](#) to record:
    - What is currently known about the incident
    - Historical context (if appropriate)
    - Medical/scientific details
    - Local impact of incident
    - Steps currently in process and anticipated in near future
  3. PIO will generate a press release using the [PRESS RELEASES](#) template
  4. Administrative Director or Health Officer approves press release
  5. Press release is distributed to the Media Contacts List maintained by [Walla Walla Emergency Management](#) and additional media communications (press conference, media packets, public service announcement, televised interview, etc.) as necessary.
  6. PIO adds relevant information to the website
  7. PIO creates social media posts about the incident to post on Facebook, Twitter, and Instagram with a link to the press release and/or the relevant website page.
- [Additional Tools](#)



### 3. Non-Emergency Risk Communication

DCH will identify and consult with the target group or audience for provision of information about health risks, health behaviors, disease prevention, and/or wellness. The role of social and environmental factors will be addressed during consultation. Information will be provided in plain language with everyday examples. DCH will communicate with other health departments or community partners to promote unified messaging. Examples include: Provider alerts (local health care facilities and medical providers), Health Advisory alerts (local health care facilities, providers, schools (pre-K – higher education), long-term care facilities, EMS, EMD, corrections, neighboring LHJs), and possible media release to community members. Health promotion request form and/or the media request form can be used to initiate the process. All request forms are saved in the shared Communications folders by request type.

**Procedure:**

An idea for non-emergency risk communication may come from:

- Program staff
- DOH Communications
- Epidemiology
- Community partners
- DCH Leadership
- DCH Communication Committee
- Others in the community

**Procedure:**

1. PIO receives a [request](#) or determines which type of release is needed such as; provider alert, health advisory alert, media release and appropriate recipients
2. PIO reviews subject matter and routes to relevant Communications Committee member (Division manager) and program staff to start draft document
3. Program staff gather relevant data and language specific to the situation
4. Check interpretation of data with management to ensure appropriate use of data
5. Draft document is sent to PIO and/or Subject Matter Experts (SMEs), who edit and return it to the author for final review
6. Final document is forwarded to PIO to be formatted and distributed to relevant recipients

- [Additional Tools](#)



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## 4. Health Promotion

Health promotion materials and activities will be produced through a planned approach. Strategies will be evidence-based, developed with engagement of the community (including the target audience), and focus on social and environmental factors. Strategies will be implemented in collaboration with stakeholder, partners, and/or the community.

Public health promotion messages are more likely to require an approach that will change people's behaviors for a lifetime. For example, a news release can be effective if a restaurant worker is positive for hepatitis and people who ate in that restaurant between given dates should take specific action. However, a message about smoking cessation or exercising more does not work as effectively as a news release. More planning and consideration are needed for public health promotion messages.

[Appendix A](#) has additional information about tools for health promotion.

### Procedure:

1. Fill out [Health Promotion Request form](#) and send to [SUBMIT] box (bottom of the form).
2. PIO will create preliminary plan
3. PIO and Program Coordinator will meet to fill out SOCO and craft plan
4. A DCH Manager will approve

- **Potential Tools:** [SOCO \(Single Overriding Communication Objective\) WORKSHEET](#),

[Sponsorship](#), Newsletters, Advertising Campaigns



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## 5. Objectives and Evaluation

An evaluation of this Communication Plan includes the following:

- **Quality Improvement Review:** Data drives the need for quality improvement efforts and provides a mechanism to compare communication elements over time.
- **Publication Review:** The PIO monitors published stories in media about the Department of Community Health. This allows the PIO to review published content for future opportunities of improvement and efficiency. In addition, the Communications Committee also compares the number of published stories about the Department over time.
- **Communications Committee:** The DCH Communications Committee meets regularly to address issues and concerns as defined in the [Communications Committee Charter](#).
- **Formal/Informal Feedback:** Feedback from the public and DCH staff is encouraged on the Department's website, published stories, emails, and other distributed documents.

**The Communications Committee will twice yearly evaluate DCH's progress in achieving the following objectives as determined by the Department's Strategic Plan:**

Objective: Influence individual behavior and collective action in Walla Walla County to achieve the department's mission, vision, and strategic directions

### **Steps for Action:**

- In the future, DCH will undergo the NACCHO branding process to create a brand strategy that improves internal and external communication, establishes a common visual identity for DCH communications, and is integrated with [DCH's strategic plan](#).
- Once a branding strategy exists, DCH will share branded messages regularly and as needed with local media.
  - 1-2 times a month distribute a news release related to public health actions the public can take.
  - Respond to media requests for information as needed.
- Update the news items and front page of the Department's website ([http://www.co.walla-walla.wa.us/government/health\\_department](http://www.co.walla-walla.wa.us/government/health_department)) monthly and as needed with relevant information to protect the public's health and promote wellbeing.
- Regularly inform the public through other print and media resources on effective public health actions, such as:
  - Quarterly article/op-ed in the Union Bulletin or other local media.
  - Distribute educational newsletters to DCH stakeholders i.e. Child Health Notes, ACEs, and Resilience Newsletter
- Community presentations to stakeholder groups about public health.



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Objective: Demonstrate the value of DCH and advance the public's confidence in the department's services

**Steps for Action**

- Provide regularly updated information on the website ([www.co.walla-walla.wa.us/government/health\\_department](http://www.co.walla-walla.wa.us/government/health_department)) on the department's resources and links to other public health resources.
  - The department's website is maintained to engage audiences and ensure ease of access to information.
- Develop and distribute brochures, posters, and other informative pieces about DCH programs and services.
  - The PIO will review items posted in the lobbies quarterly to ensure timely and relevant materials are available.
  - The PIO will compile outreach materials organized by target audience.
- Establish a coordinated effort for outreach
  - Determine calendar of events and coordinate media releases around those so it is easier to plan and get on a schedule. Program staff will collaborate monthly to determine the month's focus(es).
  - Encourage staff to attend 3-4 community events per quarter

Objective: Ensure the accuracy, timeliness, and cultural competence of DCH messages

**Steps for Action**

- Respond to media-related requests within four hours of the request. This includes requests through telephone, showing up on-site, email, and direct messaging through the department's social media.
- Photographs used on our website and in informational materials provided for the public reflect the population diversity in age, race, gender, and socioeconomic status.
- Materials created for a broad audience are translated into languages spoken in Walla Walla County as available. Materials for programs created for specific populations are translated into identified languages as deemed appropriate to the individual program.
- Due to the diversity of literacy levels in our county, reading materials created for the general public are written no higher than a fifth grade reading level.
- Public meetings will recognize the need for accessibility by all people upon request.
- Develop messages for all audiences; non-English speakers, hearing impaired, visually impaired.



Objective: Foster an environment of openness and inclusiveness with both internal and external stakeholders

**Steps for Action**

- Establish and maintain systems of communication with staff, volunteers, Board of Health members, and the community in alignment with DCH Strategic Plan.
- Collaborate with other Local Health Jurisdictions (LHJs), State of Washington, and Walla Walla County [PIO groups](#).

Objective: Evaluate the effectiveness of communication efforts to achieve continually improving strategies and actions

**Steps for Action**

- The Communications Committee will revisit updated information on how the public gets their information using sources such as The Pew Research Center's Project for Excellence in Journalism.
- Provide leadership, through the Department Administrative Director and the Communications Committee, to ensure knowledge and application of the committee's publications remains consistent across the Department.
- Based on staff feedback, and where applicable, the Communications Committee may update its publications.
- Consider requests for use of social and other emerging media technology by researching requirements, accessibility, ease of application and updates and other elements to be determined.
- Quarterly or at least 2 times per year, send out surveys to community and stakeholders to see how we can improve our presence in the community.



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## Appendix A. Tools

### A.1. Methods and Platforms

#### A.1.1. Social Media

The Walla Walla Valley is a community where social media like Facebook, Instagram, and Twitter are thriving. These avenues are increasingly popular in numerous ways and for a variety of audiences. For many, it is becoming the preferred way to communicate messages because they are free, and it reaches identified audiences. Engaging in social media humanizes an organization, showing that DCH wants to engage with the community. Messages are short, provided in “real person” and informal. A YouTube Channel for DCH department/programs use is available.

DCH will maintain social media pages on [Facebook](#), [Twitter](#), and [Instagram](#), and other sites as needed. Social media will be used to inform the public about public health issues, functions, and events. Accounts are linked to [health@co.walla-walla.wa.us](mailto:health@co.walla-walla.wa.us) and the username is WWCDCH. The Communication Plan Committee is responsible to designate the person responsible for maintaining social media pages.

#### Procedure

For standalone posts:

1. Staff member emails PIO with desired social media post or content.
2. PIO makes revisions as needed in alignment with accessibility standards and confirms with staff member.
3. PIO posts or schedules content.

*For content that is part of a campaign: Follow the [Health Promotion Procedure](#).*

#### A.1.2. Website

DCH maintains a webpage on the Walla Walla County website at [www.co.walla-walla.wa.us/government/health\\_department](http://www.co.walla-walla.wa.us/government/health_department). The PIO is responsible for maintaining the website.

The DCH section of the website will have:

- [24/7 Emergency Contact](#)
- [Notifiable/reportable conditions contact](#)
- [Program Info](#)
- [Health Data](#)
- [PH Laws/code](#)
- [DCH Health Officer, Administrative Director, Leadership & staff](#)
- [Latest content on social media](#)
- [Agendas and minutes for DCH-facilitated groups](#)



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**Procedure:**

1. Staff member emails PIO with desired change to website with relevant content attached.
2. PIO makes revisions as needed in alignment with accessibility standards.
3. PIO updates website and notifies requesting staff member.

A.1.3. Traditional Media (News, Radio, TV)

**Procedure:**

For interviews, editorials, and articles, use the [Media Request Form](#) and send to PIO

For advertising or sponsorship, follow the [Health Promotion Procedure](#)

A.1.4. Sponsorship

Events and sponsorships are a great way to improve the image of an organization. It helps spread public health messages, has a “halo effect” with the organization in which you are collaborating with, and can be an avenue to offer services to hard-to-reach populations. To be most effective, consider the type of community event in which information about DCH could be particularly useful, in which the Department has a stake, or where the agency could provide vital service to a large number of people. For example, DCH has sponsored the Walla Walla Summer Parkways event to distribute information about the department and provide traffic safety resources and education.

**Procedure:** *To request a sponsorship, follow the [Health Promotion Procedure](#)*

A.1.5. Advertising Campaigns

Advertising campaigns coincide with key events throughout the year as identified on the health promotion and outreach calendar.

The goal of advertising is to reach an identified audience, which means understanding which media outlets reach which audience. For example, to reach Hispanic/Latinx families, purchase ads in Spanish newspapers and on Spanish radio. To reach a younger audience, purchase radio time on Top 40 radio stations.

Separate campaigns are available for print media but print materials and web-based information should accompany any radio or TV ads. This gives the public something tangible to see that they can connect back to what they heard or saw in the broadcast media.

Some things to consider about an Advertising Campaign:

- A well-rounded campaign can cost over \$100,000, which includes a month of print ads in local weekly and daily newspapers; and spots on 10 different radio stations and on local cable TV systems. Ads running on local television stations are sold separately and are more expensive.



- Ad campaigns are sustained for a period of time. Do not start the year with a huge campaign, and then stop for the rest of the year. Target audiences will lose interest.
- Regardless of the outlet – print, TV, or radio ads need a clear and concise message. Recommend action steps to take and deliver a message that identifies the issue and indicates why it is a problem. Include any ad on the DCH website, with a similar look and the same message.
- Finally, make sure that ads ALWAYS contain DCH website URL and a phone number for more information or action.

**Procedure:** To request an advertising campaign, follow the [Health Promotion Procedure](#)

## A.2. Materials

### A.2.1. Single Overriding Communication Objectives (SOCO)

Communications need a clear, consistent message to be effective. The SOCO (Single Overriding Communication Objective) Worksheet is a tool to create a focused message that can be acted upon by our target audience. Use the message developed in the [SOCO \(Single Overriding Communication Objective\) WORKSHEET](#) to help focus **all communication** with the public and partners.

### A.2.2. Media Release

A media release is a written communication directed at members of the news media for announcing something newsworthy, or to generate publicity for a service or event encouraged by the department.

An idea for a media release may come from:

- Program staff
- Community partners
- DCH Leadership
- DCH Communication Committee
- Others in the community
- Seasonal, national or community events

**Procedure:**

1. PIO receives a request or determines a Media Release is needed
2. PIO reviews subject matter and routes to relevant Communications Committee member (Division manager) and program staff
3. Program staff gather relevant data and language specific to the situation
4. Check interpretation of data with management to ensure appropriate use of data
5. Draft media release is sent to PIO and/or SMEs, who edit and return it to the author for final review
6. The news release is forwarded to PIO to be distributed to relevant media by way of email directive to BOCC staff



### A.2.3. Fact Sheets/Guidelines:

A fact sheet is a document containing details about a topic, limited to a single page. If applicable, segment the information into single fact sheets, rather than distributing a multi-page document. As further guidance:

- Fact Sheets/Guidelines provide accurate information, in a timely fashion, to large groups within the public (e.g., colleges and universities, jails and correctional facilities) and provide suggestions on how to prevent and/or respond to the disease (e.g., providing home care, preventing illness in dormitories)
- Fact Sheets/Guidelines are written at a fifth-grade or lower reading and comprehension level
- Fact Sheets/Guidelines have iterations in Spanish and Russian where applicable
- Fact Sheets/Guidelines can involve publishing to a department's website. If relevant, include Fact Sheet links in the email referring targeted audiences to the website
- Fact Sheet/Guidelines' formatting is guided by the Department's Documents Management Policy with Procedure (to be developed) and whenever any new information is provided by a reliable source (e.g., CDC, WHO, DOH)

#### Procedure

1. PIO receives a request or determines Fact Sheet is needed. PIO may utilize CDC, WHO, and DOH websites to monitor for new information that can be incorporated into a Fact Sheet
2. PIO reviews subject matter and determines if s/he will complete or assign to SME
3. Technical information is reviewed by SME
4. Notify and review with member of management the status and plan of publication
5. PIO to approve publication of Fact Sheet
6. Convert Fact Sheet to PDF
7. Post Fact Sheet to the department's website
8. If applicable, email identified group, notifying of the Fact Sheet availability



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#### A.2.4. Health Advisory

Health Advisories are used by the Department to keep physicians and other medical providers informed about public health issues. The Communicable Disease program (CD), rather than the PIO, generally prepare Health Advisories, because they contain medical and technical information and language.

**Procedure:**

1. Communicable Disease staff receive a request or determine Health Advisory is needed
2. Communicable Disease program staff and or Health Officer create a Health Advisory Alert from the [Provider Alert Templates](#)
3. Communicable Disease staff send to PIO, SME, and Local Health Officer for review
4. Health Advisory is emailed to [provider contact list](#), as determined by PIO and CD staff

#### A.2.5. Newsletters

Newsletters that are developed by DCH Program Staff will follow these steps:

**Procedure**

1. Program staff fill out [HEALTH PROMOTIONS REQUEST FORM](#)
2. PIO and division manager review request and approve or ask for more information
3. Program staff create the newsletter in a word format and send to PIO for review
4. PIO will post newsletters to department's website ([www.co.walla-walla.wa.us/government/health\\_department](http://www.co.walla-walla.wa.us/government/health_department))
5. Disburse an email to identified recipients of the newsletter, including in the message a link to the newsletter and brief summary of what the newsletter contains

#### A.2.6. Brochures/Flyers/Posters

Brochures, Flyers, or Posters that are developed by DCH Program Staff will follow these steps:

**Procedure**

1. Program staff fill out [HEALTH PROMOTIONS REQUEST FORM](#)
2. PIO and division manager review request and approve or ask for more information
3. Program staff create the brochure, flyer or poster in a word, PDF, Jpeg, format and send to PIO for review
4. PIO will post brochures, flyers, or posters to department's website ([www.co.walla-walla.wa.us/government/health\\_department](http://www.co.walla-walla.wa.us/government/health_department))
5. Disburse an email to identified recipients of the brochure, flyer or poster including in the message a link to the newsletter and brief summary of what the contents



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## Appendix B. PIO Communication

DCH will coordinate with community partners as defined in the [Glossary \(Appendix D\)](#) for the communication of targeted and unified public health messages

Consistency of messaging to the public and through media is a key consideration. An important strategy for ensuring consistency is to coordinate messages with other organizations in the county. Schools, government agencies, hospitals, nonprofits, and businesses have designated marketing, communication, or public information staff.

The PIO maintains a list of PIOs from other agencies and will work with them when appropriate and as opportunities arise.

### B.1. Public Health PIOs

Washington State Department of Health hosts meetings for PIOs/Communication specialists in local health jurisdictions, both in-person and through regular coordination calls. The DCH PIO attendance and participation in these meetings is important in building and maintaining relationships. The DCH PIO will monitor meeting scheduling through the LHJ + PIOs Basecamp group.

DCH will coordinate communication and info sharing per the Washington State DOH & LHJ Communication & Information Sharing Agreement 1-24-2018 [DOH-LHJ Information Sharing Agreement](#). The DCH PIO has already added DOH and LHJs in Region 8 PIOs to the standard news release email list and will add others as appropriate.

### B.2. How to Coordinate

The DCH PIO will review the PIO list to update names and contact information annually in collaboration with Region 8 PHEPR and more frequently when necessary. This list is used to connect with other PIOs in emergency and non-emergency situations.

- When preparing media releases or other public messages that involve other agencies, the DCH PIO will coordinate communication and info sharing per the DOH-LHJ Information Sharing Agreement.
- When developing material with other agencies, the Document Management Policy and Procedure will guide the development, editing and distribution. PIO will review material for accuracy and provide the Department's logo on request.
- The DCH PIO will contact PIOs, particularly in other public health agencies, including DOH offering to include them in the distribution of our news releases. The DCH PIO will also request to be included on other agency news release lists to keep up with information sent.



## Appendix C. References and Additional Tools

### A.1. Contact and Personnel Lists

A.1.1. Media Contact List (PIO, Emergency Management, Emergency Medical Services, Administrative Director, Clerk of the Board, LERC & Health Officer have access to this list)

A.1.2. [Community Contact Lists](#) (PIO & Population Health/CD staff for appropriate recipients)

A.1.3. Local [Legislators](#) List

### A.2. Reports

A.2.1. [Community Health Assessment](#)

A.2.2. [Community Health Improvement Plan](#)

### A.3. Policies

A.3.1. [Culturally and Linguistically Appropriate Services Policy](#)

### A.4. Desk References and Guides

A.4.1. [Crisis & Emergency Risk Communications Plan](#)

A.4.2. DCH Style Guide (To be developed)

A.4.3. [MEDIA REQUEST FORM](#)

A.4.4. [HEALTH PROMOTIONS REQUEST FORM](#)

A.4.5. [SOCO \(Single Overriding Communication Objective\) WORKSHEET](#)

A.4.6. [PROVIDER ALERT](#) or [HEALTH ADVISORY ALERT](#)

A.4.7. [PRESS RELEASES](#)

A.4.8. [MEDIA RELEASE FORM](#) – RELEASE AGREEMENT – INDIVIDUAL



## Appendix D. Glossary

- **Stakeholders**
  - A stakeholder is anyone who may be affected by, or have an interest in, the department's actions, plans or policies. A key role of strategic communication is to build credibility and support with stakeholders.
  - Internal stakeholders may include:
    - Staff
    - Clients who receive direct services
    - Board of Health
    - Volunteers and interns of DCH
  - External stakeholders may include:
    - Walla Walla County citizens
    - Elected officials in city, county, and state government
    - Directors of staff of nonprofits, government agencies, and businesses
    - Funders of the department
    - Clients of the department
    - Media
    - Others who express interest
- **Public Information Officer (PIO)**
  - Is designated by the director of community health and will act as the Chair for the Communication Committee. Public Information Officers (PIOs) are the external communication coordinators and often spokespeople of our organization. The primary responsibility of a PIO is to provide information (or delegate accordingly) to the media and public as required by law and according to DCH standards.
- **Communications Committee**
  - Employees of DCH that have been identified in the Communication Plan Committee Charter page 7
- **Subject Matter Expert (SME)**
  - A subject-matter expert (SME) is a person who is an authority in a particular area or topic. At DCH, SMEs are generally program supervisors or staff with extensive experience in a specialized field or public health role.
- **Community Outreach Coordinator**
  - A DCH employee who will organize health fairs & community outreach events. This position may also be delegated PIO assignments. This is a future position.



- 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) 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.*