

**A G E N D A**  
**WALLA WALLA COUNTY BOARD OF COMMISSIONERS**  
**MONDAY, JUNE 12, 2023**

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

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

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

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

**1:15 P.M. COUNTY COMMISSIONERS**

**Chairman Mayberry**

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) Approval of agenda
- e) Pledge of Allegiance
- f) Public comment period (time limitations may be imposed)
- g) **Action Agenda Items:**
  - 1) Review submitted Employee Payroll Action Forms
  - 2) Review vouchers/warrants/electronic payments
- h) **Consent Agenda Items:**
  - 1) Resolution – Minutes of County Commissioners' proceedings for June 5 and 6, 2023
  - 2) Resolution – Denying claim for damages (Newton)
  - 3) Proclaiming June 19, 2023 as Juneteenth
  - 4) Payroll action and other forms requiring Board approval
- i) **Action Agenda Items:**
  - 1) County vouchers/warrants/electronic payments as follows: 4251049 through 4251272 totaling \$2,117,907.41; 4251008 through 4251048 totaling 21,527.68 (travel)
  - 2) Resolution – Approving out of state travel for Sheriff's Office Employee (Schram)
  - 3) Resolution – Approving out of state travel for Sheriff's Office Employees (Beyer and Teel)
  - 4) Resolution – Setting a date of public hearing for the Walla Walla County Shoreline Master Program Periodic Review and Update
  - 4) Authority for Chairman to sign Department of Ecology Proof of Coordination Form for Community Litter Cleanup Program
  - 5) Authority for Chairman to sign letter to Verisign, Inc for .Gov Domain Registration for Walla Walla County

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

IN THE MATTER OF DENYING  
CLAIM FOR DAMAGES BY AISLYNN  
NEWTON AGAINST WALLA WALLA  
COUNTY

}

RESOLUTION NO. **23**

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that the claim against Walla Walla County by Aislynn Newton, for damages alleged to have occurred on or about the time frame of August 20, 2022, be denied.

*Passed this 12<sup>th</sup> day of **June, 2023** 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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
Gunner Fulmer, Commissioner, District 3

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

## **PROCLAMATION**

**WHEREAS**, Juneteenth being the oldest nationally celebrated commemoration of the ending of slavery in the United States; and

**WHEREAS**, news of the Emancipation Proclamation, that was delayed some two and one half years, on June 19, 1865, in Galveston Texas the enslaved African Americans were informed of their liberation; and

**WHEREAS**, not all enslaved people on American soil were liberated until the enactment of the Thirteenth Amendment of the US Constitution; and

**WHEREAS**, June 19th has become known as Juneteenth and is celebrated by many African Americans as their Independence Day, commemorating the last freed American slaves; and

**WHEREAS**, we acknowledge African American freedom, contributions, and achievements within our community, past and present; and

**WHEREAS**, while acknowledging the struggles and hopes of African Americans, we commit to working together towards equity for all by expanding economic, educational, cultural, homeownership and career opportunities for all members of our community; and

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

### **JUNE 19, 2023, to be JUNETEENTH**

in Walla Walla County. We encourage everyone to learn more about the history, culture and current state of Black and African Americans by reading, watching, listening, and engaging with others.

Dated this 12th day of June, 2023, at Walla Walla County, Washington.

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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman

Attest:

\_\_\_\_\_  
Todd L. Kimball, Commissioner

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

\_\_\_\_\_  
Gunner Fulmer, Commissioner

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

IN THE MATTER OF  
AUTHORIZATION FOR OUT OF  
STATE TRAVEL FOR WALLA  
WALLA COUNTY SHERIFF'S  
EMPLOYEE (SCHRAM)

}

RESOLUTION NO. **23**

**WHEREAS**, the Walla Walla County Sheriff's Office has requested approval for out of state travel for Richard Schram to attend the FBI National Academy, to be held July 9 through September 14, 2023 in Quantico, Virginia; and

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

**WHEREAS**, all travel costs will be covered by the FBI or Mr. Schram; and

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

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

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

*Passed this 12<sup>th</sup> day of June, 2023 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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
Gunner Fulmer, Commissioner, District 3

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



**Mark Crider**  
Sheriff

## **WALLA WALLA COUNTY SHERIFF'S OFFICE**

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

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

Joe Klundt	<i>Undersheriff</i>
Richard L. Schram	<i>Chief Criminal Deputy</i>
Lora Edelman	<i>Acting Chief Civil Deputy</i>

# Memorandum

Date: June 5, 2023  
To: Board of County Commissioners  
From: Chief Deputy Richard Schram  
RE: Out of State Travel: Richard Schram

Commissioners,

I am requesting out of state travel authorization to attend the FBI National Academy, July 9<sup>th</sup> through September 14<sup>th</sup>, 2023, in Quantico, Virginia. I have been accepted to the 287<sup>th</sup> National Academy after a four-year long application process.

Travel, room, and board are either taken care of by the FBI or myself and any expense to the county should not factor into my attendance in this rare and valuable opportunity.

Background on the National Academy is as follows:

### **What is the FBI National Academy?**

The FBI National Academy is a professional course of study for U.S. and international law enforcement leaders that serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge, and cooperation worldwide. Its mission is "to support, promote, and enhance the personal and professional development of law enforcement leaders by preparing them for complex, dynamic, and contemporary challenges through innovative techniques, facilitating excellence in education and research, and forging partnerships throughout the world."

### **Who attends?**

Leaders and managers of state and local police, military police organizations, and federal law enforcement agencies. Participation is by invitation only, though a nomination process. Participants are drawn from every State, from U.S. Territories, and from over 150 foreign nations.

### **What is the course of study?**

For 10 weeks, four times a year, some 225-250 officers take undergraduate and/or graduate college courses in the following areas: Law, Behavioral Science, Leadership Development, Communication, Cyber Crime, and Health/Fitness. Officers participate in a wide range of leadership and specialized training. They share ideas, techniques, and experiences with each other, creating lifelong partnerships spanning state and national lines.

**How long has the National Academy been in operation?**

The National Academy was created in 1935 in response to a 1930 study by the Wickersham Commission. The Commission recommended the standardization and professionalizing of law enforcement departments across the United States through centralized training. With the support of the International Association of Chiefs of Police and with authority from Congress and the Department of Justice, the "FBI Police Training School" was created. Courses at that time included Scientific Aids in Crime Detection, Preparation of Reports, Criminal Investigation Techniques, and Administration and Organization. During World War II, courses were added in Espionage and Sabotage.

**Life after the National Academy**

Following graduation, each officer has the opportunity to join the FBI National Academy Associates, an organization of more than 15,000 law enforcement professionals who actively work to continue developing higher levels of competency, cooperation, and integrity across the law enforcement community.

As you can see from the brief synopsis, this is a once in a lifetime opportunity for me and an immense opportunity for WWSO to have a NA graduate in the command staff. I ask that you please consider approving this out of state travel request so I may further in my professional development and to bring back new knowledge and resources to the Sheriff's Office and Walla Walla valley.

Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Schram', with a stylized flourish at the end.

Richard Schram, Chief Deputy

Recommendation:

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

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

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

RESOLUTION NO. **23**

**WHEREAS**, the Walla Walla County Sheriff's Office has requested approval for out of state travel for Tom Beyer and Dan Teel to present the Outlaw Motorcycle Gangs (OMG) Instruction Training course, to be held June 14-16, 2023 in Kalispell, Montana; and

**WHEREAS**, travel costs will be covered by Flathead County Sheriff's office in Kalispell, Montana; and

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

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

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

*Passed this 12<sup>th</sup> day of June, 2023 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

\_\_\_\_\_  
Jennifer R. Mayberry, Chairman, District 1

\_\_\_\_\_  
Todd L. Kimball, Commissioner, District 2

\_\_\_\_\_  
Gunner Fulmer, Commissioner, District 3

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

**WALLA WALLA COUNTY**  
**Employee Travel Authorization**

Date of Request 6/6/2023

<b>Employee Attending:</b> <u>Tom Beyer + Dan Teel</u>	<b>Estimate of Cost (Includes all costs even prepaid)</b>	
<b>Meeting/Training:</b> Start time/date: <u>6/15/23</u> End time/date:	<b>Transportation</b>	
<b>Location:</b> City: <u>Kalispell</u> State: <u>MT</u>	<input type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> County Vehicle <input checked="" type="checkbox"/> Private Vehicle <u>387</u> miles @ <u>.65</u>	\$ \$ <u>506</u>
<b>Title of Meeting/Training:</b> (Attach agenda/training brochure)	<input type="checkbox"/> Rental Car <input type="checkbox"/> Cab/Bus	\$
<b>Departure Date:</b> <u>6/14/23</u> <b>Time:</b>	<b>Lodging</b>	
<b>Return Date:</b> <u>6/16/23</u> <b>Time:</b>	<u>2</u> night(s) @ \$ <u>295 + Tax</u>	\$ <u>375.-</u>
<b>Place of Lodging:</b>	<b>Meals</b>	
<b>Phone Number:</b>	Breakfast(s) @ \$	\$
	Lunch(s) @ \$ <u>2 people</u>	\$
	Dinner(s) @ \$	\$ <u>320.-</u>
	<b>Registration/Tuition</b>	
	Cancel Date:	\$ <u>0</u>
	<b>Total Expenses</b>	
	<u>1200.00</u>	

Credit Card Use: ☐ Yes ☐ No Date Needed: \_\_\_\_\_

*Prepaid*  
*By Flathead*  
*Co.*

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

Signature of Employee

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

Recommended: ☐ Yes ☐ No

Supervisor Signature

Date: 6/6/23
 Out-of-State Travel: ☐ Yes ☐ No  
 (Attach Resolution)
Approved: ☐ Yes ☐ No

Elected Official/Department Head

Date: 6/6/23





**Mark Crider**  
Sheriff

## **WALLA WALLA COUNTY SHERIFF'S OFFICE**

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

Sheriff's Office  
Fax  
Dispatch  
Toll Free  
Email:

(509) 524 - 5400  
(509) 524 - 5480  
(509) 527 - 3265  
(866) 527 - 3268  
sheriff@co.walla-walla.wa.us

Joe Klundt  
Richard L. Schram  
Ron Varner

*Undersheriff*  
*Chief Criminal Deputy*  
*Chief Civil Deputy*

# Memorandum

Date: June 6, 2023

To: Board of County Commissioners

From: Mark Crider, Sheriff

RE: Out of state travel: Detective Tom Beyer, Deputy Dan Teel/G.I.T.

Detective Tom Beyer and Deputy Dan Teel have been requested to present eight hours of training on Outlaw Motorcycle Gangs (OMGs). This request was made by Flathead County Sheriff's Office, in Kalispell, Montana, and travel expenses have been paid by Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA) funding. The eight-hour training will take place on Thursday, June 15.

Detective Beyer and Deputy Teel have specialized experience in OMG investigation, and have attended training throughout the United States. They have, in turn, provided training throughout southeast Washington. This is the first of what will hopefully be many opportunities to share that knowledge and experience to a broader area.

I believe that Detective Beyer and Deputy Teel's presentation of this specialized training not only enhances community safety throughout the northwest region, but also begins to provide a return on investment from the multiple training opportunities they attend as students, and exemplifies the WWSO mission to be among the finest law enforcement agencies in the state of Washington.

Sincerely,

A handwritten signature in black ink that reads "Mark A. Crider".

Mark Crider, Sheriff

Recommendation:

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

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

**IN THE MATTER OF SETTING A  
DATE OF PUBLIC HEARING FOR  
THE WALLA WALLA COUNTY  
SHORELINE MASTER PROGRAM  
PERIODIC REVIEW AND UPDATE**

**RESOLUTION NO. 23**

**WHEREAS**, pursuant to RCW 90.58, all counties having designated shorelines, including Walla Walla County, are required to have a shoreline master program; and

**WHEREAS**, said shoreline master program must be reviewed and updated on or before June 30, 2023; and

**WHEREAS**, the Planning Commission held a public hearing on April 19, 2023 to hear testimony on the Shoreline Master Program Periodic Review and Update; and

**WHEREAS**, the Planning Commission voted on May 3, 2023, to recommend that the Board of County Commissioners approve the proposed amendments with modifications, based on the consistency of the draft plan with Walla Walla County Code Chapters 14.10 and 14.15; and

**WHEREAS**, the Planning Commission's recommendation and the draft plan was presented to the Board of County Commissioners in a workshop meeting on May 15, 2023; and

**WHEREAS**, on June 2, 2023, the Washington State Department of Ecology issued a Written Statement of Initial Concurrence per WAC 173-26-104(3)(b)(ii) which states that if the County adopts the proposed amendments, with Ecology's required changes, the Department should be able to approve the County's Periodic Review promptly after adoption and formal submittal under WAC 173-26-110; and

**WHEREAS**, on June 13, 2023, Community Development Department staff and the County's consultant will hold a virtual public informational meeting, providing an additional opportunity for members of the public to learn about the proposed amendments; and

**WHEREAS**, the Board of County Commissioners must hold a public hearing to consider the proposed Shoreline Master Program Periodic Review and Update; and

**BE IT HEREBY RESOLVED** by this Board of Walla Walla County Commissioners that, pursuant to Walla Walla County Code, a public hearing shall be set for 1:15 p.m. on June 26, 2023, in County Commissioners' Chambers, Walla Walla County Public Health and Legislative Building, 314 West Main, Walla Walla, to receive testimony on the requests.

Remote Public Participation and testimony will be allowed via Webex and telephone (see call-in information below). Written testimony, which will be made a part of the record, may be sent to: Walla Walla County Commissioners, P.O. Box 1506, Walla Walla, WA 99362.

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

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

**BE IT FURTHER RESOLVED** required notice of said hearing shall be done by the Walla Walla County Community Development Department.

*Passed this 12<sup>th</sup> day of June, 2023 by Board members as follows:      Present or      Participating via other means, and by the following vote:      Aye      Nay      Abstained      Absent.*

**Attest:**

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Diane L. Harris, Clerk of the Board

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Jennifer R. Mayberry, Chairman, District 1

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Todd L. Kimball, Commissioner, District 2

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Gunner Fulmer, Commissioner, District 3

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



## Community Litter Cleanup Program

### Proof of Coordination

**Note:** The Proof of Coordination form is only required to be completed when the applicant of the grant is not the county solid waste planning authority.

#### Section 1: Affirmation of Coordination by County Solid Waste Planning Authority

*Section 1 is completed by the county solid waste planning authority.*

Agency Name

Walla Walla County

Agency Address (Street, City, State Zip)

315 W. Main Street  
Walla Walla, WA 99362

Signature of authorized county solid waste official

Date

Name of Signatory

Jennifer R. Mayberry

Phone

509-524-2505

Title of Signatory

Chair, Walla Walla County Commissioners

E-Mail

wwcocommissioners@co.walla-walla.wa.us

The above official certifies that the information submitted is true and correct to the best of his or her knowledge and that he or she is authorized to affirm proof of coordination.

Continues on next page.



## Section 2: Applicant Information

*The Applicant is the government agency that will actually receive CLCP grant funds and complete a CLCP Application in Ecology's EAGL system*

Federal I.D. Number

91-6001381

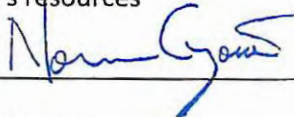
Applicant Agency Name

Walla Walla County Corrections

Applicant Agency Address (Street, City, State Zip)

300 West Alder Street  
Walla Walla, WA 99362

Signature of official authorized to obligate  
applicant's resources



Date

6-6-2023

Name of Signatory

Norris "Norrie" Gregoire

Title of Signatory

Director of Corrections

Phone

509-524-2822

E-Mail

ngregoire@co.walla-walla.wa.us

## ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6900 or email at [Heather.Rawley@ecy.wa.gov](mailto:Heather.Rawley@ecy.wa.gov). For Washington Relay Service or TTY call 711 or 877-833-6341. Visit [Ecology's web site](#) for more information.

**COUNTY OF WALLA WALLA  
STATE OF WASHINGTON  
BOARD OF COUNTY COMMISSIONERS**

June 12, 2023

.Gov Domain Registration  
c/o Verisign, Inc.  
12061 Bluemont Way  
Reston, Virginia 20190

To the .Gov Program:

As the Chair Person for the Board of County Commissioners for Walla Walla County, I request that responsibility for the domain name wwcowa.gov be delegated to my municipality.

Moving from a .us to a .gov domain will provide confidence in the public we serve with the knowledge that the site or email is indeed from their County and will provide a level of security that is necessary to maintain in today's cyber security landscape. The truncated domain name will also make access to our site and services easier to type, say and remember.

In order to obtain and maintain wwcowa.gov for Walla Walla County it will meet the general and specific requirements for federal agencies, found at <https://get.gov/registration/requirements>.

The following will be listed as contacts for wwcowa.gov, which Walla Walla County will keep up to date in the .gov registrar.

**Administrative contact**

First Last – Chad Goodhue  
Title – Technology Services Director  
Address – 315 W Main St, Walla Walla WA. 99362  
Phone number – 509.524.2591  
Email address – cgoodhue@co.walla-walla.wa.us

**Technical contact**

First Last – Greg Heimgartner  
Title – Sr. Network Specialist  
Address – 315 W Main St, Walla Walla WA. 99362  
Phone number – 509.524.2592  
Email address – gheimgartner@co.walla-walla.wa.us

**Security contact**

Email address – [technologyservices@co.walla-walla.wa.us](mailto:technologyservices@co.walla-walla.wa.us)

I understand that if I wish to retire wwcowa.gov, I must submit a written request to [registrar@dotgov.gov](mailto:registrar@dotgov.gov).

Sincerely,

Jennifer R. Mayberry, Chair  
Walla Walla County Board of Commissioners

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

District No. 1  
JENNIFER R. MAYBERRY

District No. 2  
TODD L. KIMBALL

District No. 3  
GUNNER FULMER

## **COUNTY COMMISSIONERS (Continued)**

### **i) Action Agenda Items (Continued):**

- 6) Proposal 2023 06-12 DCH Approval of 2023-2025 Homeless and Housing Assistance Funding Recommendations
- 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



# Proposal

Date: May 30, 2023

Proposal ID: 2023 06-12 DCH

To: BOCC

From: Nancy Wenzel  
Administrative Director

Intent: 2023-2025 Homeless and Housing Assistance Funding Recommendations

Topic: 2023-2025 Homeless and Housing Assistance Funds

## **Summary**

In April 2023 the Walla Walla County Department of Community Health (DCH) released a Request for Proposal for 2023-2025 Homeless and Housing Assistance funds. The goal of these projects is to reduce homelessness in Walla Walla County, as well as to operate an effective homeless crisis response system. Proposals were asked to address at least one of the five goals identified by the state and adopted by Walla Walla County:

1. Quickly identify and engage people experiencing homelessness through outreach and coordination between every system that encounters people experiencing homelessness.
2. Operate an effective and efficient crisis response system that swiftly moves people into stable permanent housing.
3. Prioritize housing for people with the greatest need.
4. Track and publish data regarding homelessness in Walla Walla County.
5. Address disparities among people experiencing homelessness and create resources to meet the needs of priority populations.

DCH received 13 applications totaling \$6,482,154.00. The Walla Walla County Department of Community Health will make up to \$5,943,300.00 available for subrecipients.

DCH had five (5) community members score the applications and DCH staff combined their scores for the scoring committee to review and then create the funding recommendations for the Board of County Commissioners.



## Cost

DCH has \$5,943,300 available for 2023-2025. The requests for funding equal \$6,482,154.00.

## Funding

Consolidated Homeless Grant (CHG/HEN) and Homeless Housing Assistance Act (161). DCH is bringing the scoring team's proposed funding recommendations to the Board of County Commissioners for review, comments, edits, and approval.

Abbreviations:

PSH = Permanent Supportive Housing, HEN = Housing and Essential Needs

Application Number	Project Type	Amount Requested	Recommended Funding	Brief Summary of Recommendation
Application #1 - City of Walla Walla	Emergency Shelter	\$150,000	\$150,000	Full funding with a recommendation that county, City of Walla Walla, and Walla Walla Alliance for the Homeless discuss future funding and contracting flow
Application #2 - Joe's Place	PSH	\$134,856	\$90,000	Partial funding with a recommendation that Joe's Place further the development of their board, as well as increase participation/collaboration with community partners
Application #3 - STAR Project	Transitional Housing	\$258,211	\$175,000	Partial funding due to a greater number of requests than available funds; requirement that individuals experiencing homelessness are prioritized and that documentation of housing status is collected
Application #4 - WW Alliance	Outreach	\$70,000	\$70,000	Partial funding with a recommendation that the Walla Walla Alliance for the Homeless increase coordinated entry enrollments (via BMAC, the single access point in Walla Walla) by a designated percentage within the first year
Application #5 - WW Alliance	Emergency Shelter	\$290,000	\$140,000	Partial funding: additional funding from Commerce is anticipated over the next 2 years to offset the loss of the Shelter Program Grant (ending June 2023), ESG-CV (ending September 2023), and the 2163 revenue shortfall.
Application #6 - Housing Authority	PSH	\$35,000	\$10,000	Partial funding: recommendation to strengthen program outline and partnership(s)
Application #7 - WWIRC	Eviction Prevention	\$50,000	\$50,000*	Full funding with a recommendation to engage in conversation with Commerce and WWIRC regarding increasing By and For subaward, per Commerce contract
Application #8 - BMAC CE	Coordinated Entry	\$188,115	\$188,115	Recommend full funding
Application #9 - BMAC HEN	HEN	\$488,388	\$488,388	Recommend full funding

Application #10 - BMAC PSH	PSH	\$170,213	\$40,000	Partial funding: recommendation to strengthen and/or elaborate on program practices
Application #11 - BMAC RRH	Rental Assistance	\$235,000	\$235,000	Recommend full funding
Application #12 - STAR EP	Eviction Prevention	\$134,574	\$0	Recommend to not fund this project due to reduced number of eviction prevention rent assistance funds being made available
Application #13 - BMAC EP	Eviction Prevention	\$4,277,797	\$1,802,676	Partial funding due to less funds being made awarded than anticipated

*\*Recommendation to leave \$377,797 of eviction prevention uncontracted (per Commerce guidance of 10% set aside for By and For orgs)*

### **Alternatives Considered**

N/A

### **Acquisition Method**

N/A

### **Security**

N/A

### **Access**

N/A

### **Risk**

N/A

### **Benefits**

These funds provide eviction prevention assistance, shelter, permanent supportive and transitional housing, as well as case management to folks experiencing homelessness and/or at risk of experiencing homelessness.

### **Conclusion/Recommendation**

Recommend the BOCC review and approve the subawards for the 2023-25 Homeless and Housing Assistance funds.

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

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Additional Requirements to Proposal

☐ Modification

☐ Follow Up

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Walla Walla County 2023-25 Homeless and Housing Assistance RFP					
Number	Project Type	Amount Requested	Recommended Funding	Average Score	Brief Summary of Recommendation
1 - City of Walla Walla	Emergency Shelter	\$150,000	\$150,000	91	Full funding with a recommendation that county, City of Walla Walla, Alliance for the Homeless discuss future funding and contracting flow
2 -	PSH	\$134,856	\$90,000	80	Partial funding with a recommendation that Joe's Place further the details of their board, as well as increase participation/collaboration with community organizations
3 -	Transitional Housing	\$258,211	\$175,000	91	Partial funding due to a greater number of requests than available funding. Funding that individuals experiencing homelessness are prioritized and that documentation of housing status is collected
4 - WW	Outreach	\$70,000	\$70,000	93	Full funding with a recommendation that the Walla Walla Alliance for the Homeless increase coordinated entry enrollments (via BMAC, the single access point for Walla) by a designated percentage within the first year
5 - WW	Emergency Shelter	\$290,000	\$140,000	94	Partial funding: additional funding from Commerce is anticipated over the next year to offset the loss of the Shelter Program Grant (ending June 2023), ESS (ending September 2023), and the 2163 revenue shortfall.
6 - Priority	PSH	\$35,000	\$10,000	84	Partial funding: recommendation to strengthen program outline and funding
7 -	Eviction Prevention	\$50,000	\$50,000*	85	Full funding with a recommendation to engage in conversation with CBOs and WW/IRC regarding increasing By and For subaward, per Commerce guidance
8 -	Coordinated Entry	\$188,115	\$188,115	96	Recommend full funding
9 -	HEN	\$488,388	\$488,388	93	Recommend full funding
10 -	PSH	\$170,213	\$40,000	86	Partial funding: recommendation to strengthen and/or elaborate on funding
11 -	Rental Assistance	\$235,000	\$235,000	88	Recommend full funding
12 -	Eviction Prevention	\$134,574	\$0	81	Recommend to not fund this project due to reduced number of eviction prevention funds being made available
13 -	Eviction Prevention	\$4,277,797	\$1,802,676	87	Partial funding due to less funds being made awarded than anticipated

*Recommendation to leave \$160,768 of eviction prevention uncontracted (per Commerce guidance of 10% set aside for By and For orgs)*

**1:30 PUBLIC WORKS DEPARTMENT**

**Tony Garcia**

**a) Department update and miscellaneous**

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



To: Board of County Commissioners

From: Tony Garcia, P.E. – Public Works Director

Date: 7 June 2023

Re: Director's Report for the Week of 5 June 2023

**Board Action: 12 June 2023**

Update Only

**MILL CREEK FLOOD CONTROL ZONE DISTRICT:**

- Continuing Authorities Program (CAP) 205 project: In the design phase.

**ENGINEERING:**

- Dell Sharpe Bridge: Working on right of way.
- Wallula/Gose: Contractor working on punch list items.
- Seven Mile Bridge: Working on environmental permitting and right of way acquisition.
- Burbank Business Park Pathway (Port of Walla Walla Project): Beginning construction this week.

**MAINTENANCE/FLEET MANAGEMENT:**

- South Crew – Crews chip sealing.
- North Crew – Crews chip sealing.
- Vegetation & Signs – Assisting with chip seal and sign maintenance as needed.
- Garage – Routine services and repairs, assisting with chip seal as needed.

**ADMINISTRATION:**

- Conducted weekly Staff, Road Operations, Engineering, and Fiscal Management meetings.
- Attended the Southeast Regional Rural Arterial Program (RAP) Meeting.
- Attended a Community Council Luncheon with the Port of Walla Walla.
- Participating in the committee for selecting the new Transportation Planner for the Walla Walla Valley MPO.
- Conducted a Townhall in Dixie pertaining to Lewis Peak Rd.

- a) Department update and miscellaneous
- b) **Active Agenda Items:**
  - 1) Possible discussion/decision re: any pending claims against the County
- c) **Action Agenda Items:**
  - 1) Revised Job Description Approval Form – Senior Office Assistant/Receptionist for Coroner's Office and Emergency Medical Services
  - 2) Revised Job Description Approval Form – Building Inspector I for Community Development Department
  - 3) Revised Job Description Approval Form – Judicial Support Associate, Lead C for District Court
  - 4) Revised Job Description Approval Form – Infrastructure and Operations Manager for Technology Services
  - 5) Revised Job Description Approval Form – Child Advocate Volunteer Coordinator for Juvenile Justice Center
- d) Possible closed session for collective bargaining negotiations pursuant to RCW 42.30.140(4)(a-b)
- e) Possible executive session re: qualifications of an applicant for employment and/or review the performance of a public employee (pursuant to RCW 42.30.110(1)(g))

# Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

## Approval Form

Position: Senior Office Assistant/Receptionist Date: 06/12/2023

Department: Coroner's Office and Emergency Medical Services

Pay Grade: 3, Full-time (40 hours/week); FLSA non-exempt; Benefits Apply

Union (Identify): \_\_\_\_\_ Non-Bargaining: X

<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Additional	<input type="checkbox"/> Contract
<input type="checkbox"/> Regular Part Time	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary/Intermittent

This updated job description replaces the previous Senior Office Assistant/Receptionist position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Pay grade moved from a 2 to a 3.
2. Adding FLSA non-exempt to job description.
3. Adding Job Summary, "Works independently on projects or tasks and makes sound decisions with minimal supervision. Must maintain strict confidentiality with medical records and legally sensitive issues. Prioritize, organize, evaluate, and determine effective ways to complete tasks. Provide general office assistance to both departments. Position requires interaction and coordination with cities, state, and federal agencies, businesses, schools, volunteers, and other county departments. Work is performed under the general supervision of the Coroner and EMS Director.
4. Adding to Lincenes and other Requirements, "Completion of FEMA IS100, IS200, IS700, and IS800. Completion of G-290 Basic Public Information Officer and G-291 Joint Information Center are highly desirable."

Please see job description for additional changes.

HR-Approved Job Description Attached.

Reviewed:

\_\_\_\_\_  
Human Resources/Risk Manager

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BUDGET NOTES:



**Walla Walla  
POSITION DESCRIPTION**

**JOB TITLE:** Senior Office Assistant/Receptionist

**DEPARTMENT:** Coroner's Office and Emergency Medical Services

**REPORTS TO:** Coroner/EMS Director

**PAY RANGE:** 3, Full Time; FSLA non-exempt, Benefits Apply

**JOB SUMMARY:** Performs responsible professional work as in integral member of the Coroner and EMS Department's. Works independently on projects or tasks and makes sound decisions with minimal supervision. Must maintain strict confidentiality with medical records and legally sensitive issues. Prioritize, organize, evaluate, and determine effective ways to complete tasks. Provide general office assistance to both departments. Position requires interaction and coordination with cities, state, and federal agencies, businesses, schools, volunteers, and other county departments. Work is performed under the general supervision of the Coroner and EMS Director.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not generally a responsibility of a position of this class. May lead workgroups, meetings, volunteers, and other ad hoc groups. Will act as lead in the EMS Directors absence.

**ESSENTIAL FUNCTIONS:**

- Research, collect and distribute Coroner or EMS information in a timely manner to a wide range of people, organizations, and agencies to keep people informed of critical information.
- Assist the Coroner and EMS Director in coordinating required training for staff or EMS personnel.
- Develop and provide educational training programs for schools, businesses, other community organizations, and the public.
- Provide support for the Walla Walla County EMS Training Program and the Ongoing Training and Education Program; may facilitate planning meetings, teach and/or attend classes.
- Maintain filing for departments in compliance with WA State Secretary of State records retention requirements.
- Promotes EMS planning and public interest by answering inquiries, questions and correspondence at the direction of the Director.
- Attends training pertinent to Coroner and EMS office specific responsibilities.
- Assist with development of BLS, ILS, and ALS protocols and County Operating Procedures.
- Assists with development of state mandated accreditation policies and procedures. Coordinates and tracks personnels training requirements associated with accreditation.
- Participates in emergency tabletop and real time drills and exercises.

- Serves as resource for first responders (EMS/Fire, Law Enforcement, etc.) and funeral home staff.
- Serves as the primary point of contact for public information requests for both departments.
- Assists Corner staff at incident scenes as needed by photographing the scene, scribing, and arranging resources for families.
- Manages case management system (MDI) for Coroner's office.
- Coordinates, maintains, and updates County Coroner and EMS websites.
- Reviews and enters EMS medical incident reports into the Washington EMS Information System (WEMSIS). Prepares comprehensive reports, as needed.
- Processes Walla Walla County EMS personnel certification and re-certification.

#### **EXAMPLE OF DUTIES:**

- General office responsibilities including answering phones, typing forms, reports, correspondence, requisitions, tabulations, and other materials, maintaining working file system, copying and preparing materials for presentations, meetings, and mailings.
- Proofread documents.
- Attends meetings including EMS Advisory Committee, Walla Walla County EMS Council, Southcentral Region EMS Council, Quality Assurance/Quality Improvement, Safety Committee, MDI Log, WEMSIS, Washington Associate of Coroners and Medical Examiners (WACME), Medical Program Director meetings.
- Provide administrative support to EMS Advisory Committee and Walla Walla County EMS Council; prepare sign in sheets, agenda, and minutes.
- Coordinates, manages, and researches social media for needed/required information.
- Prepare comprehensive reports related to Key Performance Indicators (KPIs) and distribute reports to stakeholders.
- Attend training sessions and meetings as the EMS office representative in the absence of the Director.
- Assist with management of the Walla Walla County EMS / Walla Walla Community College AHA Training Site. Assist with first aid and CPR classes as needed.
- Serves as the PIO for the Coroner's office, backup PIO for the EMS office, and serves as PIO support during activations of the EOC.

**EQUIPMENT TO BE USED:** Operate a variety of office machines and equipment including computers (PC), printers, fax, copier, and digital camera. Use computer software including Microsoft Office Suite, ESO, Emergency Reporting, Vector Solutions, MDI Log, MNS, and Adobe Contribute.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:** Work is performed in an office setting. Must be able to lift up to 10 pounds, sit for extended time. Physical abilities required for this position are ones typically related to office operations; manual dexterity and visual acuity to operate personal computers and other office equipment; accessing file cabinets; and sufficient hearing and speech ability to communicate verbally. Must be available for 24 hour a day call-out; ability to travel.

**KNOWLEDGE AND ABILITIES:**

- **Ability to establish and maintain effective working relationships with employees, state and local officials, county and city departments, volunteers, and the public.**
- Ability to assess work, prioritize, initiate, and organize work.
- Possess knowledge of business English and specialized terminology as required by the position.
- **Knowledge and ability in operating office equipment including computers and software. Strong computer software, spreadsheets, word processing, database management, and presentation program skills.**
- **Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) and the ability to maintain confidential information.**
- Knowledge of modern business methods, equipment, and proper construction of correspondence.
- **Knowledge and ability to interpret and apply departmental policies, WAC 246-976, RCW 18.73, RCW 36.24, RCW 70.168, RCW 18.130, and rules as needed.**
- Ability to work independently in a fast-paced environment with minimal supervision.
- Ability to compile and maintain records and prepare reports.
- Ability to communicate clearly and concisely in both written form and orally.
- **Knowledge of appropriate Personal Protective Equipment and the ability to don and doff appropriately.**
- Ability to understand and carry out directions.
- Ability to commit to travel and obtain training as needed.

**EDUCATION AND EXPERIENCE:** High school diploma or GED with experience in an office environment using typical office machines and equipment. Good proofreading skills, highly motivated and well organized. Combination of skills, knowledge, and education that, in the opinion of management, will meet the requirements of the duties and skills.

**LICENSES AND OTHER REQUIREMENTS:** Maintain a valid driver's license, proof of insurance and acceptable driving record. Maintain access to reliable transportation. **Completion of FEMA IS100, IS200, IS700, and IS800. Completion of G-290 Basic Public Information Officer and G-291 Joint Information Center are highly desirable.**

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

# Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

## Approval Form

Position: Building Inspector I Date: 06/12/2023

Department: Community Development

Pay Grade: 5, Full-time (40 hours/week); Courthouse Union; Benefits Apply

Union (Identify): \_\_\_\_Courthouse Union\_\_\_\_ Non-Bargaining:

<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Additional	<input type="checkbox"/> Contract
<input type="checkbox"/> Regular Part Time	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary/Intermittent

This updated job description replaces the previous Build Inspector I position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Pay grade moved from a 4 to a 5.
2. The inspector also conducts construction plan review.
3. Four (4) years journey-level experience in construction trades. A bachelor's degree or trade school certificate in structural engineering, construction technology, architecture, building inspection technology, or a related field, may substitute year-for-year toward the needed experience.

Please see job description for additional changes.

HR-Approved Job Description Attached.

Reviewed:

\_\_\_\_\_  
Human Resources/Risk Manager

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BUDGET NOTES:

**Walla Walla County  
Position Description**

**JOB TITLE:** Building Inspector 1

**DEPARTMENT:** Community Development

**REPORTS TO:** Building Official and Director

**PAY GRADE:** 5; Full-time (40 hours/week); Courthouse Union; Benefits Apply

**JOB SUMMARY:** Inspects construction and development to ensure compliance with building, fire, plumbing, mechanical and related County, City, State and national construction codes, ordinances, regulations, and safety standards. **The inspector also conducts construction plan review.** The Inspector specializes in building and fire codes but also assists Department with administration of other development regulations and investigates public complaints. Work is performed under the policies and administrative guidance of the Building Official and Director.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a responsibility of this position.

**ESSENTIAL FUNCTIONS:**

- Reviews applications and plans for compliance with applicable codes prior to issuance of building permits; lists and explains plan discrepancies and deficiencies to contractors and the public; approves plans after corrections.
- Performs inspections of building and site construction to ensure compliance with current structural, mechanical, and plumbing codes; verifies construction is according to approved plans.
- Primarily responsible for the enforcement of building and fire codes, but also assists with other development regulations under the jurisdiction of community development including nuisance regulations and zoning regulations. Backs up Permit Technicians.
- **Provides technical and procedural assistance in a clear, concise and professional manner to the general public and development professionals for all applicable codes, ordinances, and regulations involved in the permit process; assistance may be given at the front counter, in small groups, by phone or by email.**
- Assists with inspection scheduling, permit processing (intake, review, and issuance), particularly as needed to support or cover employee absences.
- Suspends work at construction sites if appropriate to correct violations, working closely with Code Compliance staff.
- Interprets and explains ordinances, codes, and regulations.
- Communicates with fire, law enforcement, water, sewer, and other community and governmental agencies.
- Maintains knowledge of changes in construction codes and related regulations.
- Responds to public and contractor questions concerning interpretation of building codes and development issues.
- **Reviews planning permit applications and participates in Technical Review Committee meetings, proactively advising planning staff and project proponents of**

**applicable building and fire code requirements prior to building permit application and preparation of plans.**

- Investigates and resolves complaints.

**EXAMPLE OF DUTIES:**

- Performs plan reviews and inspections.
- Processes and issues building and fire permits.
- Writes detailed correction notices with code violations are discovered.
- **Independently manages code cases and investigations.**
- Other duties as assigned.

**EQUIPMENT TO BE USED:** Operate a variety of office machines, including mobile devices, calculators, copy machine, computer (PC), fax machines, and other related office equipment.

**WORKING ENVIRONMENT / PHYSICAL ABILITIES:** Work is performed both within an office setting and out of the office at construction and inspection sites. Inspector is required to climb ladder, walk on scaffolding, enter crawl spaces under structures and operate a motor vehicle. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals. Must be able to lift up to 20 pounds.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of applicable federal, state, and local laws, codes, ordinances, regulations, policies, and procedures related to building plan review, inspection and code compliance.
- Knowledge of design and engineering principles and practices.
- Knowledge of report preparation and public records maintenance procedures.
- Knowledge of interpersonal skills.
- Knowledge of County organization, operations, policies, and objectives.
- **Ability to read, analyze and interpret complex codes and documents. Must be able to define problems, collect data, establish facts, and draw valid conclusions.**
- **Ability to establish and maintain effective working relationships with employees, public and private officials, and the general public.**
- Ability to read, interpret, apply, and explain regulations, codes, plans, policies, and procedures. Must be able to provide information and technical assistance to builders, engineers, architects, developers, and the general public.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to prepare clear and concise correspondence and written materials.
- Ability to understand and follow written and oral instructions without direct supervision.
- Ability to use tact and diplomacy in dealing with public.
- Ability to use initiative and independent judgment within established procedural guidelines and County regulations and policies.
- **Proficient with personal computers, mobile devices including tablets used for field inspection, email and document management, and permitting software.**

**EDUCATION AND EXPERIENCE:** Four (4) years journey-level experience in construction trades. A bachelor's degree or trade school certificate in structural engineering, construction technology, architecture, building inspection technology, or a related field, may substitute year-for-year toward the needed experience.

**LICENSES AND OTHER REQUIREMENTS:** Must successfully pass a background check and a driving record check. Valid driver's license and driving record acceptable to the County insurance carrier required. This position requires minimum possession of at least one (1) International Code Council (ICC) certification or have the ability to obtain certification within six (6) months of the date of hire. Preferred certifications include: inspector for residential, commercial, mechanical, plumbing, and general plans examiner

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**

# Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

## Approval Form

Position: Judicial Support Associate, Lead C      Date: 06/12/2023

Department: District Court

Pay Grade: 5, Full-time (40 hours/week); Courthouse Union; Benefits Apply

Union (Identify): \_\_\_\_\_ Courthouse Union \_\_\_\_\_      Non-Bargaining:

<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Additional	<input type="checkbox"/> Contract
<input type="checkbox"/> Regular Part Time	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary/Intermittent

This updated job description replaces the previous Judicial Support Associate, Lead C position. By adjusting and adding additional responsibility and requirements.

Major Change:

1. At least five (5) years' experience working in the court system, (2) years of which are court clerk/civil clerk; OR a combination of education, training, and experience in a closely related field is required.

HR-Approved Job Description Attached.

Reviewed:

\_\_\_\_\_  
Human Resources/Risk Manager

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BUDGET NOTES:



**Walla Walla County  
Position Description**

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**JOB TITLE:** Judicial Support Associate, Lead C

**DEPARTMENT:** District Court

**REPORTS TO:** Court Administrator

**PAY RANGE:** 5; Full time (40 hours/week); Courthouse union; Benefits apply

**JOB SUMMARY:** The Walla Walla District Court (WWDC) cover three (3) jurisdictions within the Walla Walla County. City of Walla Walla, City of College Place and the County of Walla Walla. The WWDC was established in accordance with state law and is the judicial branch of government for the county and two municipalities. The court is authorized to hear both criminal and civil matters.

The Judicial Support Associate, Lead C (JSAL-C) is responsible for financial record keeping, public records request and administrative procedures for District Court operations. This position requires significant knowledge of accounting functions, and court financial record keeping. The largest part of the JSAL-C's job is maintaining the court's financial integrity, by proper collections, receipting, deposits and accounting of revenue and expenditures from court activities. Along with the other court staff, the JSAL-C handles payments for fees, fines and court costs and performs at the required level of customer service when dealing with the public. The JSAL-C timely responds and processes all request for Public Records within the District Court. The JSAL-C will be the back-up to the administrative duties for the Court Administrator in their absence. The position maintains a high level of responsibility, confidentiality, and the ability to work with diverse group of people.

**SUPERVISORY RESPONSIBILITIES:** Limited supervisory responsibilities in the Court Administrator's absence.

**ESSENTIAL FUNCTIONS:**

- Establishes, maintains, and updates accurate and complete case files and records docket entries both on the written record as well as input said data into DISCIS software.
- In the absence of Court Administrator performs month-end reports on the JIS system; processing and submitting payroll; processing and entering bills into the Eden system; issuing checks for bail releases, assisting in yearly budget process, attend BOCC meetings as needed. etc.
- Researches, compiles and reconciles complex financial accounting and auditing activities.
- Works closely with Collection Agencies in assigning and timely pursuit of delinquent accounts. Post and reconciles checks received from Collection agencies.
- Clears defendant driving records with Department of Licensing and posts, disburses and refunds bail according to established court procedures.
- Works closely in person, by phone, and by mail, with clients to resolve delinquent financial accounts and resolve court related issues.
- Perform clerical operations of the court.
- Creates, maintains, and updates deferred prosecution files.

- Performs criminal background checks for the Armed Forces Agencies and I.N.S checks.
- Maintains and files all Search Warrants submitted by all jurisdiction.
- Oversees and assist Juror clerk's handling of the Juror process and juror contact.
- Public Records Request – responsible for the maintenance, retention and disclosure of records and documents; prepares responses to request for copies of records for court proceedings and other court records.
- Assist with answering phones, responding to customer's questions and assisting/helping customers at the front counter. Greets all customers who enter building and directs case participants to courtroom.
- Post/apply bail monies received from Sheriff's Office and/or paid at counter and advise jail for release of person incarcerated. Send court date notice to defendant and person posting the bail. Maintains and balances cash drawer at the end of each day.
- Interacts with defendants, victims, attorneys, law enforcement personnel regarding a variety of court related matters.
- Coordinates the records retention and management program, which includes the storage, documentation and/or destruction of all cases processed through the court system.
- Assists traffic and criminal clerks in the process of traffic and criminal citations, which includes receiving, recording, and processing payments of fines, bail fees, etc.
- Provide technical assistance and coordinate with County IT Department as needed.
- Assists in working on projects under direction of Court Administrator.

**EXAMPLE OF DUTIES:**

- Interacts with defendants, victims, attorneys, law enforcement personnel and others regarding a variety of court related matters.
- Trains and oversee the work of assigned staff that perform financial transactions for appropriate internal controls.
- Maintain WWDC web page, updating as necessary.
- Maintains confidentiality with highly sensitive information.
- Remains calm and professional throughout stressful court proceedings.
- Engages in peer training. Shares knowledge and courtroom processes/procedures with team members.
- Assists other Court staff as needed.
- Keeps current on changing court technology, policies and procedures.
- Assists in working on projects under direction of Court Administrator.

This job description in no way states or implies that these are the only duties to be performed by this employee. The JSAL-C will be required to follow any other instructions and to perform any other duties requested by Court Administrator and Judge.

**EQUIPMENT TO BE USED:** Operate a variety of office machines and equipment including computers (PC), printers, scanners, faxes, phones, copy machines, and any other related office equipment required to perform the functions of the position.

**WORKING ENVIRONMENT / PHYSICAL ABILITIES:** Work is performed in the usual office environment and in courtroom. Must possess the physical ability to sit for long periods of time while performing duties. Physical abilities required for this position are those typically

related to office operations including manual dexterity and visual acuity to operate personal computers and other office equipment; ability to lift twenty (20) pounds; access file cabinets and sufficient hearing and speech ability to communicate verbally. May deal with individuals who often have a low level of education, substance abuse issues, and mental health issues. Possible exposure to communicable diseases and illness from defendants and others in the courtroom, and court office.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of District Court practices and procedures.
- Knowledge of computer operations, computer literate and ability to operate all office machines.
- Knowledge of maintaining and revising WWDC webpage as needed.
- Knowledge of standard office practice and procedures.
- Ability to communicate effectively both orally and in writing in order to explain detailed policies and procedures and to deal with general public, other employees, law enforcement agencies, and attorneys using courtesy, tact and good judgment.
- Knowledge of Washington Civil Laws and procedures as well as criminal and traffic laws procedures.
- Knowledge of basic accounting procedures.
- Ability to enter information into a computer system accurately and in a timely manner.
- Ability to setup and maintain records and prepare related forms, documents, statements and reports according to law.
- Ability to work with minimum supervision.
- Ability to follow oral and written instructions.
- Ability to meet deadlines while dealing with interruptions.
- Ability to learn and clearly explain applicable laws and ordinances, procedures, and practices.
- Ability to exercise good judgment under stressful circumstances.
- Ability to work independently and as part of a team.

**EDUCATION AND EXPERIENCE:** High school diploma or equivalent required. At least five (5) years' experience working in the court system, (2) years of which are court clerk/civil clerk; OR a combination of education, training, and experience in a closely related field is required.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Driver's License. Must successfully pass a driving record check.
- Bilingual in Spanish preferred, but not required.
- Required to pass a criminal background check that will allow for access to all appropriate court and state information systems.
- File an Oath of Confidentiality with the State of Washington Administrative Office of the Courts.
- Must be able to supervise staff in the absence of Court Administrator.

Policy No.: 10.09.01

HR Effective Date: 6/12/2023

- Become a member of the National Center for State Courts (Institute for Court Management) and enroll in the Court Management Program (CPM).

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**

# Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

## Approval Form

Position: Infrastructure and Operations Manager      Date: 06/12/2023

Department: Tech Services

Pay Grade: 8, Full-time (40 hours/week); FSLA exempt; Benefits Apply

Union (Identify): \_\_\_\_\_ Non-Bargaining: X

- |                                            |                                      |                                                 |
|--------------------------------------------|--------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Regular Full Time | <input type="checkbox"/> Additional  | <input type="checkbox"/> Contract               |
| <input type="checkbox"/> Regular Part Time | <input type="checkbox"/> Replacement | <input type="checkbox"/> Temporary/Intermittent |

This updated job description replaces the previous Senior Network Specialist position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Pay grade moved from a 7 to a 8.
2. Supervises the technical staff in the successful fulfillment of IT service delivery commitments. Trains new staff, conduct performance reviews, provide leadership and coaching, including technical and professional development programs for team members.
3. Manages activities related to vendor relationships, contract and commercial terms and conditions, and product or service performance. Anticipates, identifies, monitors and mitigates risks associated with third- party providers of IT-related goods and services. Provides technical analysis in the purchasing of data processing equipment and software to optimize the procurement of cost-effective acquisitions.
4. See additional changes in attached job description.

HR-Approved Job Description Attached.

Reviewed:

\_\_\_\_\_  
Human Resources/Risk Manager

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BUDGET NOTES:

Walla Walla County  
Position Description

JOB TITLE: **Infrastructure and Operations Manager**

DEPARTMENT: Technology Services

REPORTS TO: Technology Services Director

PAY GRADE: **8**, Full-time (40 hours/week), FLSA Exempt, Benefits apply

JOB SUMMARY: This leadership position provides reliable, secure, cost-effective infrastructure capabilities used in the delivery of all critical data processes and services for the County. Primary leadership responsibility in directing the efficient operational functions while maintaining stringent security measures. Responsible for planning and managing computer operations and supervises production support, systems and database administration, network operations, PC/desktop support and customer service. Provide department leadership in the absence of the **Technology Services Director**.

SUPERVISORY RESPONSIBILITIES: This position has supervisory duties including employee performance reviews, but not including disciplinary actions. Work is performed independently under the direction of the Technology Services **Director**. If the **Director** is unavailable or absent, this person acts as the department supervisor.

ESSENTIAL FUNCTIONS:

**Leadership:**

- **Supervises the technical staff in the successful fulfillment of IT service delivery commitments. Trains new staff, conduct performance reviews, provide leadership and coaching, including technical and professional development programs for team members.**
- **Manages activities related to vendor relationships, contract and commercial terms and conditions, and product or service performance. Anticipates, identifies, monitors and mitigates risks associated with third- party providers of IT-related goods and services. Provides technical analysis in the purchasing of data processing equipment and software to optimize the procurement of cost-effective acquisitions.**

**Planning and Strategy:**

- **Develops operational plans that meet the architecture or technology needs of the IT infrastructure. Incorporate into the plans business priorities, strategies, goals, emerging technologies, industry trends and economic viability. Creates and manages the operational aspects of the IT budget.**
- **Reviews infrastructure security risk evaluations and compliance management processes. Leads technical team in infrastructure planning, engineering, and deployment to meet security and operational requirements.**
- **Assists and guides the disaster recovery planning team in the selection of recovery strategies and the development, testing and maintenance of disaster recovery plans.**

**Operations:**

- **Maintain all enterprise IT infrastructure within and across organization boundaries. Represent the Information Services Department on infrastructure security and operational issues impacting both internal and external customers.**
- **Manages and coordinates operational components of security incident management, including detection, response and reporting. Manages the day-to-day activities of threat and vulnerability management, identify risk tolerances, recommend treatment plans and communicate information about residual risk.**
- **Ensures audit trails, system logs and other monitoring data sources are reviewed periodically and comply with regulatory policies and audit requirements. Designs, coordinates and oversees security testing procedures to verify the security of systems, networks and applications, and manages the remediation of identified risks.**

**EXAMPLE OF DUTIES:**

- Work consists of supervisory duties, administration and a high level of user and system support of computers including operating systems for Windows, Windows Server, networks, relational database management for Microsoft SQL Server databases, Lotus Notes and network management.
- **Actively maintain and monitor backup data and appliances.**
- Work requires expert operation of the county computer equipment and related peripheral equipment **including servers, security appliances, networking hardware and software**
- Assist in development of vendor contracts and department budget.
- **Maintaining internal controls that align with the Center for Internet Security's top 20 controls.**
- Work contacts include elected officials, department heads, consultants, contractors and other professionals in the computing industry, county employees and the general public.
- Complete projects within deadlines. Speed, accuracy and the ability to prioritize workloads are necessary to the operation of the Technology Services Department in its services to other county offices.
- Other duties as assigned by the **Technology Services Director**.

**EQUIPMENT TO BE USED:** Electronic computing devices, calculators, network testing equipment, printers and other devices normally associated with the computing industry.

**WORKING ENVIRONMENT AND PHYSICAL ABILITIES:** Work is primarily performed in an office setting but may occasionally require review of geographical locations in the county, travel to conferences and meetings, or work at other county facilities for projects or technology installations. On occasion, the incumbent may participate in maintenance, installation or upgrades that would require climbing a ladder and the ability to work at various heights, normally lower than 20 feet. Incumbent occasionally may be required to lift objects weighing up to 50 pounds.

**KNOWLEDGE AND ABILITIES:** Supervisory skills. **Expert** knowledge, ability, and experience with Windows Server, Windows operating systems, **Cisco networking equipment including switches, Routers, firewalls. Backup and recovery practices. Exceptional interpersonal skills and emotional intelligence.**

#### EDUCATION AND EXPERIENCE:

- A bachelor's degree in computer science, information systems, cybersecurity, network administration or closely related field; 5 years of extensive experience in managing infrastructure and IT operations including three years in a supervisory or managerial capacity.
- Experience and operation knowledge of information security management frameworks, such as, but not limited to: International Standards Organization (ISO) 2700x, U.S. Health Insurance Portability and Accountability Act (HIPAA), and Criminal Justice Information Systems (CJIS) Security Policy.
- An equivalent combination of education and experience which provide the applicant and the county with the necessary attributes for this position will be considered.

#### LICENSES AND OTHER REQUIREMENTS:

- Strong leadership capability, executing as appropriate in the areas of IT service management as it relates to the Information Infrastructure Library (ITIL) set of practices.
- Extensive knowledge of infrastructure planning and IT operations, security architecture design and deployment, vendor management, as well as system life cycle management.
- Strong budget planning, financial management and resource management skills.
- Expert knowledge of current and emerging technologies, technology directions and strategic application to business needs.
- Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects or diverse scopes in a cross-functional environment.
- Ability to improve operational efficiency and service delivery effectiveness across lines of business and changes to the infrastructure.
- Excellent oral, written and interpersonal communication skills, including the ability to explain technology solutions in business terms. In-depth knowledge and understanding of information security concepts, protocols, industry best practices and strategies.
- Must possess a valid driver's license.
- Must successfully pass a criminal history background check and a driving record check.
- Complete local Public Records Act training within four (4) weeks of being hired.
- Complete Criminal Justice Information System security training within sixty (60) days and submit to fingerprinting.
- Sign a Non-disclosure Agreement with Walla Walla County.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.



# Walla Walla County

☐ New Position

☒ Revised Job Description

☐ Job Description

## Approval Form

Position: Child Advocate Volunteer Coordinator Date: 06/12/2023

Department: JJC

Pay Grade: 5, Part time(32 hours/week); Courthouse Union; Partial Benefits Apply

Union (Identify): \_\_\_\_Courthouse Union\_\_\_\_ Non-Bargaining:

<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Additional	<input type="checkbox"/> Contract
<input type="checkbox"/> Regular Part Time	<input type="checkbox"/> Replacement	<input type="checkbox"/> Temporary/Intermittent

This updated job description replaces the previous Child Advocate Volunteer Coordinator position. By adjusting and adding additional responsibility and requirements.

Major Changes:

1. Making it a Part Time Position, 32 hours a week
2. Replacing Full benefits with partial benefits
3. Updated grant end date.

HR-Approved Job Description Attached.

Reviewed:

\_\_\_\_\_  
Human Resources/Risk Manager

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

BUDGET NOTES:

**WALLA WALLA COUNTY  
JUVENILE JUSTICE CENTER**

**JOB TITLE:** Child Advocate Volunteer Coordinator

**DEPARTMENT:** Juvenile Justice Center

**PAY GRADE:** 5; Part-time (32 hours/week); Courthouse Union; Partial Benefits Apply; Grant Funded

**REPORTS TO:** Work is performed under the general supervision of the Director of Corrections who reviews work for adherence to required standards, procedures, and department policies through written reports and conferences with the person in this position. Direct supervision of this position is performed by the Court Services Manager and Child Advocate Supervisor. This is a grant funded position. The current grant is funded through June 30, 2024.

**JOB SUMMARY:**

This position serves as the primary community outreach coordinator and volunteer recruiter for Walla Walla and Columbia Counties focusing on capacity-building of the volunteer program. Child Advocates are court appointed volunteer guardians ad litem who provide best interest advocacy to children who have experienced abuse or neglect and are involved in the dependency process under the Superior Court. The volunteer coordinator will collaborate with other program staff to provide pre-service training and orientation to new volunteers ensuring that all children involved in the dependency system are assigned a trained advocate who can provide culturally appropriate best interest advocacy and timely permanency planning. The volunteer coordinator will function as a community liaison representing the court program and the county through individual contacts, community events, and local media.

**SUPERVISORY RESPONSIBILITIES:** May provide oversight and supervision to child advocate volunteers as assigned by the program supervisor.

**ESSENTIAL FUNCTIONS:**

- Execute and expand volunteer recruitment plan to include direct community outreach, conducting a minimum of five public information sessions annually, maintaining program website and social media, and presenting to community groups.
- Develop and execute volunteer retention and appreciation programs and events
- Promote community awareness of the child advocate program and issues impacting children through public presentations, social and local media campaigns, and annual events such as "April is Child Abuse Prevention Month."
- Build and maintain community relationships to increase community support for volunteering and provide retention support for volunteers by contacting local business and service organizations.

- Complete interviews and reference checks for prospective advocates. Assist with quarterly pre-service training of new volunteers to ensure the competence of new advocates who will provide direct service to children in the dependency system who have experienced abuse or neglect.
- May supervise a caseload of volunteers, as assigned by the program supervisor; provide guidance, supervision, and support to the child advocates who in turn, provide direct advocacy to child victims of crime, abuse, and neglect.
- Support the volunteers in creating their initial case plans and calendars, as well as developing on-going strategies for high-quality advocacy for children, including reviewing volunteer reports for content, grammar, and a focus on the best-interest of the child.
- Attend court hearings and trials to provide support to child advocate volunteers.
- Participate in local and in-state trainings and meetings, as needed.
- Participate as directed in the support of the three Problem Solving Courts: Family Treatment Court, Juvenile Therapeutic Court and Adult Recovery Court.
- Participate as directed in the support of adult Superior Court pretrial urinalysis collection and monitoring.

**EXAMPLE OF DUTIES:**

- The volunteer coordinator will initially focus heavily on building upon and executing a recruitment plan for the program that expands capacity and diversifies the volunteer base. Components of this plan will include marketing and community outreach.
- As part of a team, provide and track pre-service training, volunteer orientation and regular continuing education opportunities for child advocate volunteers. Examples of training include developing best-interest recommendations, writing effective reports, and testifying in court, childhood trauma and Adverse Childhood Experiences, local resources for victims of abuse and neglect, and other related topics.
- May supervise a caseload of child advocate volunteers, as assigned by the program supervisor, providing on-going assistance and consultation from the opening of a case to its closing debrief.
- Perform the duties of a child advocate when necessary or assist with the duties of a child advocate.
- May be directed to perform a variety of duties in other areas deemed necessary by the Director in the normal course of operation of the department.
- Assist the department with the continual development of the Walla Walla Child Advocate program.
- Collects urinalysis specimens from and completes required documentation on Problem-Solving Court participants and adult Superior Court presentence defendants.
- Report failure to appear for UA appointments to the Court or its designee.
- Assists with the facilitation of Electronic Home Monitoring of Problem-Solving Court participants and adult Superior Court presentence defendants. This includes instructing defendant, onsite at JJC, on the rules and expectations for Electronic Home Monitoring conditions, installing EHM unit on defendant onsite at JJC.
- Report participant compliance with court-ordered conditions to Treatment Court Coordinator and Adult Recovery Court Community Supervision Officer.
- Document necessary case management data into Problem-Solving Court database(s), including MADDI and DCCM.

**EQUIPMENT USED:** General office equipment, automobiles, and other items necessary to perform this job including the CASA Manager database. The person must be familiar with MS Office, Power Point and Windows® programs.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:**

Activity involves working both in an office setting and externally in the community. Requires travel in the bi-county area of Walla Walla and Columbia Counties. Position is subject to a flexible work schedule as deemed necessary by the department. The duties require sitting, standing, walking, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting, requires a sense of touch, finger dexterity, ability to grip with fingers and hands, and to lift and carry up to twenty (20) pounds.

**KNOWLEDGE AND ABILITIES:**

- Ability to professionally communicate with, support and empower volunteers to be effective in their roles.
- Possess effective oral and written communication skills in communicating with program staff, current and prospective volunteers, judicial officers, professionals, and community members.
- Ability to work cooperatively with different types of personalities.
- Excellent organizational skills with the ability to work independently while meeting established deadlines.
- Demonstrate knowledge of, and empathy for, low-income and diverse population groups.
- Knowledge of the child welfare System preferred.

**EDUCATION AND EXPERIENCE:** A bachelor's degree from an accredited college or university. Two (2) years related experience providing community outreach or working with volunteers, families or children preferred. A bilingual skill in Spanish is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid driver's license.
- Complete Washington State Association of Child Advocates core training within three months of employment.
- First Aid and CPR certification must be obtained within six months of employment and maintained during employment.
- Ability to work a flexible schedule.
- Must successfully pass a thorough background investigation, criminal history check and a driving record check.

*Subnote: Employees assigned to this classification are designated to render first aid assistance in the regular course of their work. Classification is designated as a high exposure classification as defined under the occupational health and safety act in Washington Administrative Code governing Washington Industrial Health and Safety Act for bloodborn pathogens protocol.*

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT  
FOR EMPLOYMENT.**

**2:00 PROSECUTING ATTORNEY**

**Gabriel Acosta/Jesse Nolte**

- a) Miscellaneous business for the Board
- b) Possible executive session re: acquisition of real estate (pursuant to RCW 42.30.110(1)(b)), and/or litigation or potential litigation (pursuant to RCW 42.30.110(1)(i))
- c) Possible action re: pending or potential litigation

## 2:15 COUNTY COMMISSIONERS

- a) Executive session re personnel (pursuant to RCW 42.30.110(g)) to review the performance of a public employee to complete employee personnel evaluations
- b) Discussion and possible action regarding contract for animal control/animal shelter services with Blue Mountain Humane Society
- c) Miscellaneous or unfinished business to come before the Board

**- A D J O U R N -**

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

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