

**084762**        **THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington on **Monday, September 20, 2021** at **9:00 a.m.** Arthur D Swannack, Chairman, Michael Largent (remotely) and Tom Handy (remotely) Commissioners, Maribeth Becker, CMC, Clerk of the Board (remotely) and Corey Mitzimberg, Deputy Clerk of the Board attended.

**9:00 a.m. - Call to Order/Board Business/BOCC Workshop.**

**Remotely:**    Bailey Wiedmer, Brandy Brown, Crystn Guenthner, Brandy Dean, Chris Skidmore, Cynthia Hayward, Fletcher Aukerman, Jessica Jensema, Jill Whelchel, Kelli Campbell, Lance Bishop, Mark Storey, Sandy Jamison, Sharron Cunningham, Bill Spence, Jacob Jones, and WC Gazette.

**084763**        1.     Letter to the Governor

**084764**        2.     Pullman Old City Hall Lease

**084765**        3.     The following items were discussed but no action was taken.

- Interoffice Mail
- Office Relocation Signage
- 2021 Interest Earnings
- Annual Medical Plan Review/Premiums
- ARPA Funds/Veterans Officer Position
- Take Home Vehicle Policy

- Port of Whitman/Broadband Letter

10:00 a.m. - Recess.

10:15 a.m. - Reconvene/Board Business Continued/Flag Salute.

**Present:** Mark Storey and Dean Cornelison.

**Remotely:** Bailey Wiedmer, Brandy Brown, Cynthia Hayward, Fletcher Aukerman, Jessica Jensema, Kelli Campbell, Sharron Cunningham, Lydia Fletcher and Bill Spence.

D084765A 4. Pledge of Allegiance.

D084766 4A. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to amend the agenda to add item #24A.

**Consent Agenda:**

084767 5. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to accept the consent agenda as presented.

084768 6. Treasurer's Wire Transfers and Check Report in the amount of \$27,183.66, General Claims warrants numbered 356790-356888 for \$915,607.32 and a Veterans' Relief warrant for \$4,730.81 approved.

084769 7. September 7, 2021 minutes approved.

084770-084773 8. Personnel change orders approved.

084774 9. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to adopt the Using County Identification Cards revised policy as presented.

**RESOLUTION NO. 084774  
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** the action of the adoption for the Whitman County Policy Using County Identification Cards,

**WHEREAS,** this policy has been updated;

**WHEREAS,** this action is necessary and in the best interest of Whitman County and its employees,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by this Board that the above is approved as the attached **POL-0480-HR USING COUNTY IDENTIFICATION CARDS.**

Dated this 20th day of September 2021 and effective as of September 20, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
BY: Corey Mitzimberg  
Deputy Clerk of the Board

\_\_\_\_\_  
Tom Handy, Commissioner

\_\_\_\_\_  
Michael Largent, Commissioner



COUNTY IDENTIFICATION CARDS

\_\_\_\_\_  
Policy: POL-480-HR • Effective Date: • Res. # 084774  
Cancels: Res # 075315 • Reference: None

This policy applies to all Whitman County employees, volunteers, and contractors, except those employees in the Sheriff's Office, unless otherwise stated in a collective bargaining agreement.

**1. ID Cards Provide Identification of County Employees**

Whitman County strives to ensure the safety of employees and the security of our facilities against any unauthorized access. For safety and security measures to be effective, it requires the cooperation of all County personnel, volunteers and contractors. Identification cards ensure recognition of authorized individuals.

Issued identification cards remain the property of Whitman County. In the event of disaster plan activation for County facilities, the identification card is the primary means of identification.

Any alterations to the design of identification cards shall be approved by the Chair of the Board of County Commissioners and the County's IT Director.

\* See provision three regarding service workers and volunteers hired on a regular basis.

**2. Information Technology Will Issue I.D. Cards**

Information Technology will issue identification cards upon request. Confirmation of an employee's identity may be required through the department or Human Resources. ID cards for employees leaving employment or changing positions shall be returned to IT.

**3. Individuals Must Wear I.D. Cards During Work Hours**

All employees, service workers, volunteers, and visitors in normally unauthorized areas, with the exception of uniformed law enforcement, shall wear I.D. cards during working hours unless the card would cause a safety hazard, as determined by the elected official/department.

Upon request, Information Technology will supply each department with the necessary number of ID cards. Each department is responsible for tracking, distributing and collecting cards from visitors, volunteers, service workers and temporary employees. Each individual shall check-in with the appropriate department to obtain an ID card. The cards shall then be returned to the department before leaving county property.

Service workers and volunteers hired on a regular basis will be provided an ID card. Each department is responsible for identifying regular service workers/volunteers and notifying Information Technology of the need for a photo ID.

**4. I.D. Cards Expire**

I.D. cards expire for the following reasons at which time they must be returned to Information Technology:

- Change in job title/position/department
- Leaving Whitman County employment
- Change in name
- Significant change in appearance

**5. Department Heads/Elected Officials and Employees are Responsible for the Proper Use of I.D. Cards**

Department Heads/Elected Officials are responsible for ensuring compliance with this policy and proper use of identification cards including:

- Ensuring employees are informed of and comply with the requirements of this policy;
- Establishing office policies and procedures specifying any conditions where, for employee safety, identification cards are not required to be worn;
- Ensuring that identification cards are available and visible;
- Ensuring all temporary employees, volunteers and contractors obtain cards from Information Technology and display them appropriately;
- Retrieving identification cards from individuals who leave employment and returning them to Information Technology.

Employees are responsible for complying with this policy, including:

- Reviewing and complying with the provisions of this policy;
- Wearing County-issued identification cards while on duty representing the County;
- Wearing, making available and presenting their identification card to staff upon request.

**6. Violators May Face Discipline Up to and Including Termination.**

This policy was created for the safety of County employees, customers and property. Therefore, violators of this policy may be disciplined up to and including termination.

Employees observing a violation should immediately report it to their Department Head/Elected Official or Human Resources.

**084775** 10. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign a lease between Steve L and Deborah A Warwick and Whitman County for office space in the Warwick Building.

**084776** 11. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to authorize publishing a public meeting notice for Budget Amendment #3.

**084777** 12. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the Old Pullman City Hall lease once received, after legal review for housing some County offices due to the McKinstry Phase 5 project.

**084778** 13. Commissioner Largent moved to sign a letter to Governor Inslee with other elected officials requesting a meeting with the Governor regarding Covid regulations. The motion died for lack of a second. Item 13 was discussed and it was noted each Commissioner had the individual right to sign the letter if they so desired.

**084779** 13A. The following Public Works related issues approved/updated:

**084780** 14. The regular meeting was recessed and the hearing convened by the Chairman for the Inland Power and Light Franchise.

Staff report provided by Public Works Director, Mark Storey as follows:

Whitman County Prosecutor Denis Tracy has reviewed and approved the franchise agreement. Mr. Storey stated this is a 25 year franchise agreement and recommends approval from the Board.

The hearing was opened to public comment.

There being no further comments the hearing was adjourned and the regular meeting reconvened.

**084781** 15. Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to approve the Inland Power & Light's Public Rights-of-Way Franchise Agreement. (A full copy of the franchise is available in the Commissioners' office.)

**FRANCHISE NO. 084781**  
**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**In the Matter of the Application of the Inland Power & Light Co., for a Franchise to locate, construct, operate and maintain poles, wires, underground cables and appurtenances over, under, along and across on certain County Road Rights of Ways herein mentioned for the purpose of transmitting and distributing electricity within the County of Whitman, State of Washington.**

**WHEREAS**, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Whitman County, Washington, hereinafter referred to as the "Board", has the care of county property and management of county funds and business; and

**WHEREAS**, the Inland Power & Light Co., hereinafter referred to as "Franchisee", has applied to Whitman County, Washington for a nonexclusive franchise to locate, construct, operate and maintain poles, wires, underground cables and appurtenances over, under,

along and across all County Road public rights-of-way within unincorporated Whitman County, Washington; and

**WHEREAS**, The Washington State Constitution, by and through its general grant of police power, and RCW Section 36.55.010 of the Revised Code of Washington authorizes counties to grant franchises for use of public rights-of-way; and

**WHEREAS**, pursuant to Chapter 187, State Session Laws of 1927 the Commissioners duly fixed the time and place for hearing the said application and due and timely notice of said hearing was given by posting and publication within the said county in the manner and for the period provided by RCW 36.55.040, and hearing on said application having been held in accordance with such notice and in the manner prescribed by RCW 36.55.050, testimony having been taken with respect to said application and Commissioners being fully advised in the premises and having determined it is in the public interest to grant said Franchise in the manner herein set forth; and

**WHEREAS**, a franchise is a legislative authorization to use public rights-of-way and actual construction and activities in the rights-of-way will be subject to administratively approved Right-of-way Permits after review of specific plans; and

**WHEREAS**, the Board has found it to be in the public interest to grant a franchise authorizing use of public rights-of-way for the purpose of transmitting and distributing electricity to be issued to the Inland Power & Light Co. by enactment of a Resolution;

**NOW, THEREFORE BE IT RESOLVED**, a franchise authorizing the use of public rights-of-way for the purpose of transmitting and distributing electricity is granted under the terms and conditions stated in the attached Exhibit "A".

ADOPTED this 20th day of September, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
BY: Corey Mitzimberg  
Deputy Clerk of the Board

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Tom Handy, Commissioner

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Michael Largent, Commissioner

**ACTION ITEMS:**

**084782**      **16.**      The following bids were received for Gordon Quarry, C.R.C.P, No. 174.

<b>BIDDER</b>		<b>AMOUNT</b>
Seubert Excavators	Cottonwood, Idaho	\$333,500.00
Shawnee Rock	Pullman, Washington	\$384,000.00
Deatley Crushing	Lewiston, Idaho	\$340,000.00
4-R Equipment, LLC	Bend, Oregon	\$442,500.00

The commissioners will make an award Monday, September 27, 2021.

**084783**      **17.**      Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** authorizing the signing of the Johnson Area Roads Overlay Project contract with Poe Asphalt, Lewiston, Idaho once received.

**DIVISION UPDATES:**

**D084783A 18.** The following division updates provided by Public Works staff.

**Engineering Division:**

**D084783B 18A.** Project Engineer, Dean Cornelison reported the Port of Wilma drainage facilities have been completed and Knife River Paving will begin paving the end of October with completion in November.

**D084783C 18B.** Mark Storey gave a Johnson Area Roads update.

**Maintenance Division:**

**D084783D 18C.** Public Works Director, Mark Storey said the 2020 Almota 4 Mitigation Wetland project is still in progress. Rather than eliminating the wetland, mitigation was decided on. This will create more wetland between the gate and the site.

**084784 18D.** Mark Storey shared the small works lighting retrofit and upgrade project was awarded to Arctic Lighting and Electric, Spokane Valley, Washington for \$69,882.00 before tax. This project will provide better and more energy efficient lighting in the County shops. Rebates through Avista Utilities and Inland Power and Light should fund \$50,000.00 of the project.

**D084784A 18E.** The small works Guardrail Project is planned to be completed this year to repair/replace guardrails burned in the fire.

**D084784B 18F.** Mr. Storey also reported the road department is starting to haul gravel and grading as weather allows.

**CORRESPONDENCE:**

**D084784C 19.** The following correspondence was received:

**084785 19A.** Notice was received from the Washington State Liquor and Cannabis Board advising of marijuana licenses due to expire 02/28/2022.

**084786 19B.** A letter was received from U.S. Department of Homeland Security FEMA Region 10 regarding a 30-day notification for proposed engineering models.

**084787 20.** Commissioners' pending list reviewed.

**D084787A 21.** Approved documents signed.

**11:00 p.m. - Recess.**

**11:30 p.m. - Reconvene/Board Business Continued/Executive Session.**

**Present:** Kelli Campbell.

**084788 22.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to go into executive session with the above individuals until 12:30 in accordance with RCW 42.30.110(1)(f) for matters related to Employee Complaints.

**12:30 p.m. - Recess.**

**1:30 p.m. - Reconvene/Board Business Continued.**

**Present:** Mike Berney of Palouse River Counseling and Greater Columbia Administrative Service Organization (ASO), Penny Martinez and Members of the Veterans Board.

**Remotely:** Bailey Wiedmer, Jessica Jensema, Kelli Campbell, Bill Spence and Kay Riebold.

**084789**        **22A.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to amend the agenda to add item #24B.

**084790**        **23.** Mr. Berney reviewed the ASO's meeting of August 5 and September 2, 2021.

**084790A**      **23A.** Briefing to review the regular Executive Committee (Board) meetings held on August 5, 2021, and September 2, 2021, of the Greater Columbia Behavioral Health Administrative Service Organization (GCBH-ASO).

**084790B**      **23B.**GCBH - ASO Issue:

- No executive sessions were needed at any of the meetings.

**084790C**      **23C.** GCBH - ASO Issue: Approval of warrants and vouchers

- Warrants and vouchers for June, July, and August were approved.
- State Fiscal Year 2021 has been closed.
- Financial Statements show the ASO is where it should be fiscally as of July 2021.
- Outcome: Whitman County voted in favor of the motions to approve. All votes were unanimous.

**084790D**      **23D.** GCBH - ASO Issues: State updates:

- The State contract for GCBH- ASO to provide Behavioral Health Services as of July 1, 2021, arrived and have been signed.
- All ASOs are working with the State around Involuntary Treatment Act (ITA) Court costs.
- One of the behavioral health programs for homeless individuals was increased from \$100,000 to \$1.3 million. In the past this funding has flowed through a large provider based in Yakima County. In the future some funding will be allocated to each County.
  - The Personnel Committee reviewed the draft job description for the contract manager for this funding, made some changes and is now recommending approval by the Executive Committee.
- Outcome: Whitman County voted in favor of the motion to approve the new job description. The vote was unanimous.

**084790E**      **23E.** GCBH - ASO Issues: ASO Updates

- At the August Executive Committee meeting there was a presentation by the ASO Clinical Director and extensive discussion around the new laws related to law enforcement in the State of Washington.
- The ASO will be audited by the Health Care Authority (HCA) and the Managed Care Companies (MCOs) the week of September 6<sup>th</sup>.
- No compliance issues in July or August.

**084790F**      **23F.** CBH - ASO Issue: Public Comment

- The Accountable Community of Health made a few announcements about several of their programs.

**084790G**      **23G.** GCBH - ASO Issue: Other Business:

- The new GCBH attorney reported the ASO had received a letter from the Department of Social and Health Services (DSHS) saying since GCBH-ASO was one of their contractors the ASO must follow and document compliance with the Governor's proclamation on vaccinations.
  - There was a very lengthy discussion on this issue, but the Executive Committee did not take a policy position due to an objection from one of the members who pointed out.
  - The topic had not been listed on the agenda.
  - Any direction by the Board of Whitman County Commissioners?



**084790H 23H. Other Issues:**

- Continued meetings with District Court regarding establishing a "Community Court".
- Other questions/concerns/direction from the Board of Whitman County Commissioners?

**084791 24.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to create a 3-year Veterans Service Officer position for Whitman County.

**084792 24A.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion and **carried** to sign the letter of support for the Port of Whitman's broadband project.

**084793 24B.** Commissioner Largent **moved** Commissioner Handy **seconded** the motion to sign the Temporary Emergency Leave in response to Shelter in Place/Stay at Home Order as presented for Non-Represented employees only. Human Resources Director Kelli Campbell shared she will reach out for Union approval for Represented employees and prepare for vote on October 4, 2021. Motion **carried**.

**RESOLUTION NO. 084793**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** updating the Whitman County Policy **Temporary Emergency Leave in Response to a Shelter-in-Place/Stay-at-Home Order Policy** for Non-Represented Employees only;

**WHEREAS**, the update includes quarantine or isolation as qualifying events due to a pandemic;

**WHEREAS**, this action is necessary and in the best interest of Whitman County and its Non-Represented employees,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Whitman County Commissioners, the **Temporary Emergency Leave in Response to a Shelter-in-Place/Stay-at-Home Order Policy** for Non-Represented Employees only is approved as attached.

Dated this 20<sup>th</sup> day of September and effective as of September 20, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

\_\_\_\_\_  
Arthur D Swannack, Chairman

\_\_\_\_\_  
Tom Handy, Commissioner

\_\_\_\_\_  
Michael Largent, Commissioner

ATTEST:

\_\_\_\_\_  
Maribeth Becker, CMC  
Clerk of the Board  
BY: Corey Mitzimberg  
Deputy Clerk of the Board



**Temporary Emergency Leave in Response to a Shelter-in-Place/Stay-at-Home Order or Pandemic Disease Outbreak**

Policy: POL-8001-HR • Effective Date: September 20, 2020 • Res. #  
Cancels: 083102 • Reference: None

This policy applies to all Whitman County employees unless otherwise stated in a collective bargaining agreement.

**1. Duration and scope of temporary emergency leave:**

This policy is effective upon the official order of the federal, state or local government to shelter-in-place/stay-at-home. It will cease having authority: once that order has expired or is rescinded; or upon termination by the Board of County Commissioners whichever comes first. Emergency leave will operate in cooperation with the parameters of the shelter-in-place/stay-at-home order.

The Board of County Commissioners (BOCC) may also activate this policy to respond to an emergency related to a pandemic disease outbreak (Outbreak) when such outbreak significantly affects our employee's ability to come to work due to quarantine/isolation requirements for themselves and/or dependent family members.

The Board of County Commissioners (BOCC) will periodically review the status of the stay at home/shelter-in-place order or Outbreak and its impact on county operations. The BOCC may suspend, modify or end the use of emergency leave prior to the end of the order or Outbreak as circumstances warrant. This may include, but is not limited to: financial hardship on the county; when the end of the order is unclear; when the disease outbreak lessens in significance, etc. The BOCC may also reinstate emergency leave as circumstances change under the order or Outbreak.

The Elected Official/Department Head is authorized to determine if employees work on site or telecommute. Should the federal, state or local government effect a shelter-in-place/stay-at-home order, paid emergency leave may be granted to eligible employees in accordance with this policy. It is meant to avoid penalizing employees who must remain at home due to such government orders and are unable to perform work on and off site as determined by the county or local Public Health Officials quarantine/isolation requirements.

**2. Parameters:**

1. Emergency leave is in addition to an employee's accrued sick and vacation leave.
2. Qualified employees cannot be required to use their accrued leave before emergency leave.
3. Emergency leave applies only for the duration of the shelter in place order or Outbreak.
4. Emergency leave is accessible if the employee is sent home in response to the order or Outbreak quarantine/isolation requirements and cannot telecommute. Being sent home includes circumstances where:
  - The elected official/department head determines the employee will not work on site or telecommute.
  - The employee is subject to a Federal, State, or local quarantine or isolation order related to the emergency.
  - The employee has been recommended by a health care provider to self-quarantine or isolate due to the emergency.
  - The employee is seeking medical treatment directly related to the emergency.
  - The employee is caring for an individual who is subject to a quarantine or isolation order as described above.
  - The employee is caring for a son or daughter whose school or place of care has been closed, or the childcare provider is unavailable and where the closure is directly related to the emergency.

5. Employees are responsible for notifying their supervisor of the need for emergency leave as soon as they become aware of the need or, in the case of unforeseeable circumstances, as soon as reasonably possible.

The elected official/department head may require a verification of the absences exceeding three work days. Depending on the nature of the emergency, the employee must be given at least thirty days to provide the verification. The reason for the verification is to verify the absence is an authorized purpose under this policy. The verification is not required to explain the nature of the condition and

The verification may not result in unreasonable burden or expense to the employee. If the employee believes it will result in being unreasonable, he/she may submit a written justification to the elected official or department head which explains why compliance is a problem. The justification must include: explanation that the leave is authorized under this policy; and an explanation of how the verification requirement is an unreasonable burden or expense.

The elected official/department head must review the written justification and consider alternatives within ten calendar days. Alternatives must include, but are not limited to: accepting the written justification provided by the employee; and ways to mitigate the employee's expense.

When possible, employees shall complete a leave request form as provided by each department.

6. Under emergency circumstances, employees may be called back to work depending on the need of the department except in the case of a quarantine/isolation requirement. If called back to work, the employee will no longer be on emergency leave and will be paid wages in accordance with Whitman County policy.
7. Emergency leave is in addition to any overlapping leave expansions set by the federal or state governments. It does not overlap with the benefits of such expansions. Emergency leave is not used if the same hour of work is already being paid for by another form of leave. Emergency leave may, however, be used instead of other emergency leave expansions.
8. Emergency leave is not permitted under the circumstances listed below. In these cases, regular pay or accrued leave banks will be accessed:
  - The employee is working on-site.
  - The employee performing telecommuting hours.
  - The employee is absent for a reason other than a shelter-in-place/stay-at-home order or quarantine/isolation requirement.
  - The employee is off work due to vacation or another reason unrelated to the emergency.
  - The employee is sick or has gone to the doctor for his/her self or a loved one for a reason not related to the current emergency.
9. Emergency leave is not an accrual or bank of leave. It is not subject to carry over or pay out.
10. Emergency leave may be used for no more than the employee's regular work day.

**3:00 p.m. - Recess.**

**D084793A THE BOARD OF WHITMAN COUNTY COMMISSIONERS** met in their Chambers in the Whitman County Courthouse, Colfax, Washington on **Monday, September 27, 2021** at **9:00 a.m.**

Arthur D Swannack, Chairman, Tom Handy, Commissioner (remotely) and Corey Mitzimberg, Deputy Clerk of the Board attended. Commissioner Michael Largent was unavailable.

**9:00 a.m. - Reconvene/Board Business Continued.**

**D084793B 25.** Approved consent agenda items signed.

**084794 26.** Treasurers Wire Transfers and Check Report in the amount of **\$265,759.65**, Payroll warrants numbered **356889-356900** for **\$467,882.08** and General/Veterans' Relief/Payroll warrants numbered **356901-356976** for **\$289,373.90** approved.

**084795-084804 27.** Personnel change orders approved.

**9:05 a.m. - BOCC Workshop.**

**Present:** Lance Bishop and Mark Storey.

**Remotely:** Bailey Wiedmer, Bill Tensfeld, Brandy Brown, Brandy Dean, Chris Nelson, Crystn Guenther, Cynthia Hayward, Fletcher Aukerman, Jacy Leach, Jessica Jensema, Jill Whelchel, Kelli Campbell, Sandy Jamison and Sharron Cunningham.

**084805 27A.** Commissioner Handy **moved** Commissioner Swannack **seconded** the motion and **carried** to amend the agenda to add item #27B and #27C.

**084806 27B.** Commissioner Handy **moved** Commissioner Swannack **seconded** the motion and **carried** to rescind the adopted Emergency Leave Policy for Non-Represented employees.

**084807 27C.** Commissioner Handy **moved** Commissioner Swannack **seconded** the motion and **carried** to adopt the Emergency Leave Policy for Represented and Non-Represented Employees, effective September 16, 2021.

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

**IN THE MATTER OF** updating the Whitman County Policy **Temporary Emergency Leave in Response to a Shelter-in-Place/Stay-at-Home Order Policy** for Non-Represented Employees only;

**WHEREAS**, the update includes quarantine or isolation as qualifying events due to a pandemic;

**WHEREAS**, this action is necessary and in the best interest of Whitman County and its Non-Represented employees,

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Whitman County Commissioners, the **Temporary Emergency Leave in Response to a Shelter-in-Place/Stay-at-Home Order Policy** for Non-Represented Employees only is approved as attached.

Dated this 20<sup>th</sup> day of September and effective as of September 20, 2021.

BOARD OF COUNTY COMMISSIONERS  
OF WHITMAN COUNTY, WASHINGTON

ATTEST:

\_\_\_\_\_  
Arthur D Swannack, Chairman

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Maribeth Becker, CMC  
Clerk of the Board  
BY: Corey Mitzimberg  
Deputy Clerk of the Board

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Tom Handy, Commissioner

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Michael Largent, Commissioner



**Temporary Emergency Leave in Response to a Shelter-in-Place/Stay-at-Home Order or Pandemic Disease Outbreak**

Policy: POL-8001-HR • Effective Date: September 20, 2020 • Res. #  
Cancels: 083102 • Reference: None

This policy applies to all Whitman County employees unless otherwise stated in a collective bargaining agreement.

**3. Duration and scope of temporary emergency leave:**

This policy is effective upon the official order of the federal, state or local government to shelter-in-place/stay-at-home. It will cease having authority: once that order has expired or is rescinded; or upon termination by the Board of County Commissioners whichever comes first. Emergency leave will operate in cooperation with the parameters of the shelter-in-place/stay-at-home order.

The Board of County Commissioners (BOCC) may also activate this policy to respond to an emergency related to a pandemic disease outbreak (Outbreak) when such outbreak significantly affects our employee's ability to come to work due to quarantine/isolation requirements for themselves and/or dependent family members.

The Board of County Commissioners (BOCC) will periodically review the status of the stay at home/shelter-in-place order or Outbreak and its impact on county operations. The BOCC may suspend, modify or end the use of emergency leave prior to the end of the order or Outbreak as circumstances warrant. This may include, but is not limited to: financial hardship on the county; when the end of the order is unclear; when the disease outbreak lessens in significance, etc. The BOCC may also reinstate emergency leave as circumstances change under the order or Outbreak.

The Elected Official/Department Head is authorized to determine if employees work on site or telecommute. Should the federal, state or local government effect a shelter-in-place/stay-at-home order, paid emergency leave may be granted to eligible employees in accordance with this policy. It is meant to avoid penalizing employees who must remain at home due to such government orders and are unable to perform work on and off site as determined by the county or local Public Health Officials quarantine/isolation requirements.

**4. Parameters:**

10. Emergency leave is in addition to an employee's accrued sick and vacation leave.
11. Qualified employees cannot be required to use their accrued leave before emergency leave.
12. Emergency leave applies only for the duration of the shelter in place order or Outbreak.
13. Emergency leave is accessible if the employee is sent home in response to the order or Outbreak quarantine/isolation requirements and cannot telecommute. Being sent home includes circumstances where:
  - The elected official/department head determines the employee will not work on site or telecommute.
  - The employee is subject to a Federal, State, or local quarantine or isolation order related to the emergency.

- The employee has been recommended by a health care provider to self-quarantine or isolate due to the emergency.
  - The employee is seeking medical treatment directly related to the emergency.
  - The employee is caring for an individual who is subject to a quarantine or isolation order as described above.
  - The employee is caring for a son or daughter whose school or place of care has been closed, or the childcare provider is unavailable and where the closure is directly related to the emergency.
14. Employees are responsible for notifying their supervisor of the need for emergency leave as soon as they become aware of the need or, in the case of unforeseeable circumstances, as soon as reasonably possible.

The elected official/department head may require a verification of the absences exceeding three work days. Depending on the nature of the emergency, the employee must be given at least thirty days to provide the verification. The reason for the verification is to verify the absence is an authorized purpose under this policy. The verification is not required to explain the nature of the condition and

The verification may not result in unreasonable burden or expense to the employee. If the employee believes it will result in being unreasonable, he/she may submit a written justification to the elected official or department head which explains why compliance is a problem. The justification must include: explanation that the leave is authorized under this policy; and an explanation of how the verification requirement is an unreasonable burden or expense.

The elected official/department head must review the written justification and consider alternatives within ten calendar days. Alternatives must include, but are not limited to: accepting the written justification provided by the employee; and ways to mitigate the employee's expense.

When possible, employees shall complete a leave request form as provided by each department.

15. Under emergency circumstances, employees may be called back to work depending on the need of the department except in the case of a quarantine/isolation requirement. If called back to work, the employee will no longer be on emergency leave and will be paid wages in accordance with Whitman County policy.
16. Emergency leave is in addition to any overlapping leave expansions set by the federal or state governments. It does not overlap with the benefits of such expansions. Emergency leave is not used if the same hour of work is already being paid for by another form of leave. Emergency leave may, however, be used instead of other emergency leave expansions.
17. Emergency leave is not permitted under the circumstances listed below. In these cases, regular pay or accrued leave banks will be accessed:
- The employee is working on-site.
  - The employee performing telecommuting hours.
  - The employee is absent for a reason other than a shelter-in-place/stay-at-home order or quarantine/isolation requirement.
  - The employee is off work due to vacation or another reason unrelated to the emergency.
  - The employee is sick or has gone to the doctor for his/her self or a loved one for a reason not related to the current emergency.

18. Emergency leave is not an accrual or bank of leave. It is not subject to carry over or pay out.

19. Emergency leave may be used for no more than the employee's regular work day.

**084808**      **28.** Commissioner Handy **moved** Commissioner Swannack **seconded** the motion and **carried** to award the bid for the Gordon Quarry project to Seubert Excavators, Cottonwood, ID in the amount of \$333,500.00.

**084809**      **29.** The following items were discussed but no action was taken.

- Pullman City Hall Lease
- Public Service Building Auditorium Use
- Moving Schedule Update
- Parking for Warwick Building
- Martin Hall Board Meeting Report
- Eastern Washington Council of Governments Meeting Report
- Public Works Update/Johnson Road/Right of Way/Minimum Price Purchases
- Palouse Empire Fair Campground Update/Fencing

**10:00 a.m. - Recess.**

**1:00 p.m. - Reconvene/BOCC Workshop Continued.**

**Present:** Bailey Wiedmer, Evon Jones, Jessica Jensema and Kelli Campbell.

**Remotely:** Lance Bishop.

**084810**      **30.** The following items were discussed but no action was taken.

- Employee Salaries
- Prosecutors Grant
- Health Insurance Rates
- Emergency Leave/Accruals
- Minimum Wage Increase

**2:45 p.m. - Adjournment.**

**D084810A** Commissioner Handy **moved** to adjourn the **September 20** and **September 27, 2021** meeting. Motion **seconded** by Commissioner Swannack and **carried**. The Board will meet in regular session, in the Whitman County Public Service Building Auditorium, Colfax, Washington, on **October 4, 2021**. The foregoing action made this **27th** day of **September 2021**.

ss/ TOM HANDY, COMMISSIONER  
ss/ MICHAEL LARGENT, COMMISSIONER

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MARIBETH BECKER, CMC  
Clerk of the Board  
By: Corey Mitzimberg  
Deputy Clerk of the Board

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ARTHUR D SWANNACK, CHAIRMAN  
Board of County Commissioners