

SKAMANIA COUNTY BOARD OF COMMISSIONERS
Skamania County Courthouse
240 NW Vancouver Ave. Lower Level, Room 18
Stevenson, WA 98648
Agenda for June 16, 2020

Due to COVID-19 the public may only attend Board of Commissioner meetings by telephone. Please call in using one of the numbers below and entering the Meeting ID number when prompted.

1 346 248 7799 US 1 312 626 6799 US
1 646 558 8656 US 1 669 900 9128 US
1 253 215 8782 US
1 301 715 8592 US

Meeting ID: 813 4248 1018

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<https://us02web.zoom.us/j/81563667095> - Audio only from your computer

WRITTEN PUBLIC COMMENTS ACCEPTED AND ENCOURAGED BY MONDAY PRECEDING THE MEETING AT NOON. If you wish written comments to be listed on the agenda, they need to be submitted to the Clerk of the Board by noon on Thursday preceding the Tuesday meeting, otherwise they will be held for the following Tuesday. slack@co.skamania.wa.us

Tuesday, June 16, 2020

9:30 AM Call to Order,
 Pledge of Allegiance

Public Comments - (3 minutes) – Due to COVID-19, Telephone attendance only for public, call in using one of the numbers above, and entering the Meeting ID number when prompted.

Consent Agenda Items will be considered and approved on a single motion. Any Commissioner may, by request, remove an item from the agenda prior to approval.

1. Minutes of meeting for June 9, 2020
2. Liquor License application for added privilege for Carson General Store
3. Modification #5 for Stewardship Agreement with USDA Forest Service for noxious weed control in the Gifford Pinchot National Forest and in the National Scenic Area
4. Contract with National Institute for Jail Operations

Voucher Approval

Consider Approval of new job description for Real Estate Excise/Tax Revenue Deputy in the Treasurer's Office

Meeting Updates

10:00 AM Department Head reports

11:00 AM Workshop to discuss policies and procedures regarding re-opening County facilities to the public

Consider approval of a return to work policy following the guidance set forth by the Governor, the Department of Labor and Industries and the County Public Health Department

Note: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting, and may add and act on any item not included in the above agenda. Minutes are available at www.skamaniacounty.org on the Commissioners web page. If necessary, the Board may recess into executive session on scheduled meeting days.

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Tuesday, June 16, 2020

- 1:30 PM Title III Project Presentations
1:30 p.m. Sheriff's Search and Rescue
1:45 p.m. Skamania County EMS and Rescue
2:00 p.m. Underwood Conservation District – Firewise
2:15 p.m. North Country EMS
- 2:30 PM Board of EMS District #1
- 3:00 PM Financial Management Workshop to discuss CARES and FEMA funding
4:00 PM Workshop to discuss Title III applications

Thursday June 18, 2020

- 9:30 AM Interview for Gorge Commission Vacancy - Louise Johnston
10:15 AM Interview for Gorge Commission Vacancy – Terry Moroney
10:45 AM Interview for Gorge Commission Vacancy – Tamara Kaufman

Adjourn

BOARD OF SKAMANIA COUNTY COMMISSIONERS
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Minutes for Meeting of June 9, 2020

The Commissioners business meeting was called to order at 9:43 a.m. on June 9, 2020 at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Pledge of the Allegiance was led by Debi VanCamp, HR Administrator.

There was no public comment.

Commissioner Mahar moved, seconded by Commissioner Lannen and motion carried unanimously to approve the Consent Agenda as follows:

1. Set public hearing to consider Resolution 2020-22, Supplemental Budget #2 for 2020
2. Interagency agreement with Washington State Department of Commerce for Coronavirus Relief Funds for local government CFDA# 21.999
3. Washington State Military Department - Necessary documents for relief from COVID-19 Event - FEMA Public Assistance Grant Agreement and PA Supplemental Contracting Documents
4. Contract Amendment #3 with Connie Clark, BSN, MSN, ARNP to provide additional funding for family planning services for Public (Personal) Health and limited Behavioral Health programs
5. Contract with Northwest Pump for software, setup, training, and upgrades to the County's three fuel sites, for County management of fuel sites

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion carried unanimously to approve vouchers in the amount of \$122,588.22 with \$69,496.10 being Current Expense, covering warrants numbers 177033 through 177089.

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve payroll in the amount of \$594,704.43, of which Current Expense is \$366,564.85, covering warrants 42725 through 42746 and direct deposit 65139 through 65305.

The Board reported on meetings they attended. Commissioner Mahar mentioned a call with Commissioners and a site visit with a Community Development staff member. He also mentioned a Lower Fish Recovery Board meeting and a call where L&I discussed return to work guidelines. Commissioner Lannen mentioned a National Forest Counties and Schools Coalition call and concerns if SRS will get any attention now with the COVID-19 issues; that they are looking at other bills including fully funding PILT. He mentioned an FMO meeting, the budget provisos for the 2020 budget, supplementals from departments and a discussion with Kevin Waters of the EDC and potentially moving 10% of the CARES money to the EDC for small businesses. Commissioner Hamlin asked that the Board come to some methodology about selecting a Scenic Area representative by the end of the month and asked how we are going to conduct meetings once June 17th comes and the open public meetings proclamation expires. Kirby Richards, Community Health Director, joined the discussion and said we

may want to discuss meetings with the Health Officer in this afternoons Board of Health meeting. Tim Elsea, Public Works Director and Engineer mentioned that the Health Department is working on cleaning/disinfecting rules for public spaces. Debi VanCamp, HR Administrator, discussed a Facebook post she made concerning unemployment claims and asked the Board if they wanted her to send out the information to all users, to which they agreed.

The Board met for Department Head reports.

- Tamara Cissell with Community Health brought the Board up to date with what they are doing towards reopening their offices; that they hope to have all staff back in the office by June 22nd, but they will continue to offer remote services. Kirby Richards, Community Health Director reported that we submitted our Phase 3 application; that that details of Phase 3 came out in three separate phases and changes are being made on some things. She mentioned that masking will be required, not suggested and that employers are required to provide masks for their employees.
- Tim Elsea, Public Works Director/County Engineer suggested that we recommend everyone reads the guidelines for masks and familiarize themselves with it. He asked if we planned on having all offices open at the same time, or if we are going to stagger our openings, and asked how we are going to notify the public. The Board would like Tim to be the lead on a rough draft of a plan to reopen offices and that departments can expand on that as needed.

The meeting recessed at 10:47 a.m. and reconvened at 11:00 a.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met with Kevin Waters, Director of the EDC, for an update. Kevin mentioned that the EDC has been working on its loan program and working with delinquent tenant; that he wants the EDC to be a clean lender and to follow the policies it has in place. He mentioned their largest client is currently struggling, which is troubling. Kevin suggests that if the County decides to use some of its CARES money for small businesses, that we give the money to those who did not receive money the first go around with the State grant. Kevin also asked the Board to consider the School District for some of the CARES money because they could use chrome books for the students.

The meeting recessed at 11:52 a.m. and reconvened at 2:33 p.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Brownfield grant updates were cancelled.

The meeting recessed at 2:34 p.m. and reconvened at 5:30 p.m. with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Board met for a public hearing to take public comment and consider approval of Ordinance 2020-01, An Ordinance Amending Skamania County Code Title 2-Administration and Personnel, Chapter 2.56 – County-Owned Property Management Adding A New Section for Leasing Properties. A staff reported was given by Tim Elsea, Public Works Director. He reviewed policies for short, mid and long-term rentals rates with the Board. There was no public comment. Commissioner Lannen moved, seconded by Commission Mahar and motion carried unanimously to approved Ordinance 2020-01, An Ordinance Amending Skamania County Code Title 2-Administration and Personnel, Chapter 2.56 – County-Owned Property Management Adding A New Section for Leasing Properties.

The meeting recessed at 5:47 p.m. and reconvened at 10:00 a.m., Wednesday, June 10, 2020 for a tour of Skamania Lodge. They returned from the tour at 11:00 a.m. and reconvened the meeting in the Board Room at 11:33 a.m. to discuss re-opening County Facilities. Discussion included Labor and Industries Guidelines for all employees. Debi Van Camp, Human Resource Director will send to Elected Officials and Department Heads to disburse to all employees. Tim Elsea, Public Works Director will review all works spaces and provide a list of items needed to re-open to the public. The list will be attached to the policy that will be considered for approval next week.

The meeting adjourned at 11:43 a.m.

ATTEST:

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Commissioner

Commissioner

Clerk of the Board

Commissioner

Aye _____
Nay _____
Abstain _____
Absent _____



NOTICE OF LIQUOR LICENSE APPLICATION

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

License Division - P.O. Box 43098
Olympia, WA 98504-3098
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: <http://lcb.wa.gov>

RETURN TO: localauthority@sp.lcb.wa.gov

TO: SKAMANIA COUNTY COMMISSIONERS

UPDATED

DATE: 6/10/20

RE: APPLICATION FOR ADDED PRIVILEGE

UBI: 603-007-291-001-0001

APPLICANTS:

License: 406427 - 2S County: 30

Tradename: CARSON GENERAL STORE

CARSON GENERAL STORE, LLC

Loc Addr: 1162 WIND RIVER RD STE A
CARSON WA 98610

WATERS, JAMES T
1960-12-14

Mail Addr: PO BOX 161
CARSON WA 98610-0161

WATERS, DEBRA K
1965-03-21

Phone No.: 503-560-6241 STEVE WATERS

Privileges Upon Approval:

- DIRECT SHIPMENT RECEIVER-IN/OUT WA
- GROCERY STORE - BEER/WINE
- SPIRITS RETAILER

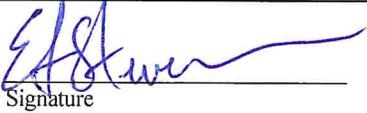
As required by RCW 66.24.010(8), the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI desk at (360) 664-1724.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do you approve of applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? | <input type="checkbox"/> | <input type="checkbox"/> |
| (See WAC 314-09-010 for information about this process) | | |
| 4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based. | | |

DATE

SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	<u>Noxious Weed</u>	
<u>AGENDA DATE</u>	Department <u>6/16/2020</u>	Signature
<u>SUBJECT</u>	<u>Noxious Weed Control 17-SA-11060300-026 MOD 5</u>	
<u>ACTION REQUESTED</u>	<u>Approval/Signature</u>	

SUMMARY/BACKGROUND

Modification 5 for Stewardship agreement between US Forest Service, NSA, and Skamania County (Noxious Weed).

FISCAL IMPACT

This modification includes an additional \$52,700 cash to cooperator for treatment of National Forest noxious weeds. This modification requires in-kind match of \$19,752.40 by the weed program of both county and state funds which are currently budgeted.

RECOMMENDATION

Approval.

LIST ATTACHMENTS

One copy to be scanned and emailed to Elizabeth.aceves@usda.gov



MODIFICATION OF GRANT OR AGREEMENT

PAGE OF PAGES
1

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 17-SA-11060300-026	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 5
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4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Gifford Pinchot National Forest 987 McClellan Rd (office) 501 E. 5 th St. Bldg 404 (mail) Vancouver, WA 98661	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Mt Adams Ranger District 2455 Hwy 141 Trout Lake, WA 98650
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6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Skamania, County of C/O Skamania County Noxious Weed Control Program PO Box 369 704 SW Rock Creek Drive Stevenson, WA 98648	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):
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8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Additional funding for continuation of project work
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: See Box 9
<input type="checkbox"/>	OTHER (Specify type of modification):

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

This modification is to add U.S. Forest Service funding in the amount of \$52,700.00. Technical proposal remains in effect and remains unchanged. All previously obligated funds will remain available.

The following provisions are updated in this modification:

A. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the Cooperator for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$52,700.00, as shown in the Financial Plan for this modification. The U.S. Forest Service shall make payment upon receipt of the Cooperator's monthly invoice. Each invoice from the Cooperator shall display the total project costs for the billing period, separated by U.S. Forest Service and the Cooperator's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Cooperator's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

1. Cooperator's name, address, and telephone number.
2. U.S. Forest Service agreement number.
3. Invoice date.
4. Performance dates of the work completed (start & end).
5. Total invoice amount for the billing period, separated by the U.S. Forest Service and Cooperator share with in-kind contributions displayed as a separate line item.



- 6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
- 7. Cumulative amount of the U.S. Forest Service payments to date.
- 8. Statement that the invoice is a request for payment by 'reimbursement'.
- 9. If using SF-270, a signature is required.
- 10. Invoice Number, if applicable.

The invoice shall be forwarded to:

EMAIL: SM.FS.asc_ga@usda.gov

FAX: 877-687-4894

POSTAL: USDA Forest Service
 Albuquerque Service Center
 Payments – Grants & Agreements
 101B Sun Ave NE
 Albuquerque, NM 87109

Send a copy to: Andrea Montgomery at Andrea.Montgomery@usda.gov

Change U.S. Forest Service Program Manager Contact from Jennifer DeShong to Andrea Montgomery:
 Andrea Montgomery
 Mt Adams Ranger District
 2455 Hwy 141
 Trout Lake, WA 98650
 Phone: 509-395-3414
 Email: Andrea.Montgomery@usda.gov

Change U.S. Forest Service Administrative Contact from De Ette Stoffleth to Jessica Clark:
 Jessica Clark
 987 McClellan Rd (office)
 501 E. 5th St. Bldg 404 (mail)
 Vancouver, WA 98661
 Phone: 360-891-5168
 Email: Jessica.Clark@usda.gov

10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input checked="" type="checkbox"/>	Revised Financial Plan Attachment A.5
<input type="checkbox"/>	Other:

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. SKAMANIA. COUNTY OF SIGNATURE <input type="text"/>	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE <input type="text"/>	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): RICHARD MAHAR		11.F. NAME (type or print): ANGIE ELAM	
11.G. TITLE: Chairman, Skamania County Commissioners		11.H. TITLE: Deputy Forest Supervisor, Gifford Pinchot National Forest	



11.I. SIGNATURE (Signature of Signatory Official)	11.J. DATE SIGNED	11.K. U.S. FOREST SERVICE SIGNATURE (Signature of Signatory Official)	11.L. DATE SIGNED
11.M. NAME (type or print):		11.N. NAME (type or print): LYNN BURDITT	
11.O. TITLE:		11.P. TITLE: Area Manager, Columbia River Gorge National Scenic Area	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: <p style="text-align: center;">Digitally signed by ANNE DOOLIN Date: 2020.06.02 11:24:06 -07'00'</p> <p style="text-align: center;">ANNE DOOLIN (Mod 5, 17-SA-11060300-026) U.S. Forest Service Grants & Agreements Specialist</p>	12.B. DATE SIGNED
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Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Attachment:

USFS Agreement No.:

Cooperator Agreement No.:

Mod. No.:

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	(e) Total	
Direct Costs						
Salaries/Labor	\$12,617.93	\$40,852.60	\$17,811.00	\$0.00		\$71,281.53
Travel	\$100.00	\$1,995.00	\$0.00	\$0.00		\$2,095.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Supplies/Materials	\$0.00	\$1,672.69	\$0.00	\$0.00		\$1,672.69
Printing	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Other	\$0.00	\$3,000.00	\$0.00	\$0.00		\$3,000.00
Other						\$0.00
Subtotal	\$12,717.93	\$47,520.29	\$17,811.00	\$0.00		\$78,049.22
Coop Indirect Costs	\$1,526.15	\$5,179.71	\$1,941.40			\$7,121.11
FS Overhead Costs	\$14,244.08	\$52,700.00	\$19,752.40	\$0.00		\$1,526.15
Total		Total Project Value:				\$86,696.48

Matching Costs Determination	
Total Forest Service Share = (a+b) + (e) = (f)	(f) 77.22%
Total Cooperator Share (c+d) + (e) = (g)	(g) 22.78%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor

Standard Calculation				
Job Description		Cost/Day	# of Days	Total
Botanist (CRG)		\$392.95	3.00	\$1,178.85
Biotech (CRG)		\$247.44	3.00	\$742.32
Seasonal (CRG)		\$140.12	3.00	\$420.36
Botanist (GP)		\$452.16	10.00	\$4,521.60
Biotech (GP)		\$287.74	20.00	\$5,754.80
Total Salaries/Labor				\$12,617.93

Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
Travel to Gorge: 40 mi at \$0.5/mi (CRG)	1	\$20.00	5.00	\$100.00
Total Travel				\$100.00

Subtotal Direct Costs

\$12,717.93

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs	Total
12.00%	\$12,717.93	\$1,526.15
Total FS Overhead Costs		\$1,526.15

TOTAL COST

\$14,244.08

WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days		Total
Program Coordinator	\$395.80	22.00		\$8,707.60
Partnership Specialist	\$372.70	30.00		\$11,181.00
Lead Natural Resource Worker	\$265.50	30.00		\$7,965.00
Natural Resource Worker	\$244.90	30.00		\$7,347.00
Natural Resource Aide	\$188.40	30.00		\$5,652.00

Total Salaries/Labor	\$40,852.60
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Travel

Standard Calculation

Travel Expense	Employees	Cost/Mile	# of Miles		Total
Vehicle Mileage		\$0.57	3500.00		\$1,995.00
					\$0.00

Total Travel	\$1,995.00
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Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item		Total
Glyphosate	5	\$20.00		\$100.00
triclopyr	6	\$78.00		\$468.00
aminopyralid	1	298.00		\$298.00
surfactant	6	20.00		\$120.00
marker dye	6	56.00		\$336.00
misc PPE	1	\$350.69		\$350.69

Total Supplies/Materials	\$1,672.69
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Other Expenses

Non-Standard Calculation

Cooperative Weed Management Area support	\$3,000.00
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Total Other	\$3,000.00
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Subtotal Direct Costs	\$47,520.29
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Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
10.90%	\$47,520.29		\$5,179.71
Total Coop. Indirect Costs			\$5,179.71

TOTAL COST	\$52,700.00
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WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
Program Coordinator	\$395.80	45.00	\$17,811.00

Total Salaries/Labor	\$17,811.00
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Subtotal Direct Costs

\$17,811.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
10.90%	\$17,811.00	\$1,941.40
Total Coop. Indirect Costs		\$1,941.40

TOTAL COST

\$19,752.40

COUNTY FACE SHEET FOR CONTRACTS/LEASES/AGREEMENTS

1. Contract Number: N/A

2. Contract Status: (Check appropriate box) Original Renewal Amendment

3. Contractor Information: Contractor: National Institute for Jail Operations
Contact Person: N. Warren
Title: Clerk
Address: P.O. Box 1115
Address: Midway, UT 84049
Phone: 801-810-5245

4. Brief description of purpose of the contract:
Online training academy for corrections officers.

Term of Contract: From: June 1st, 2020 to May 31st, 2021

5. Contract Award Process: (Check appropriate box)

General Purchase of materials, equipment or supplies - RCW 36.32.245 & 39.04.190

Exempt (Purchase is \$2,500 or less upon order of the Board of Commissioners
Informal Bid Process (Formal Quotes between \$2,500 and \$25,000)
Formal Sealed Bid Process (Purchase is over \$25,000)

This contract was awarded under RCW _____ or Skamania County Code _____
Please provide a summary of the competitive process by which this contract was awarded
Or the exemption and why it applies.

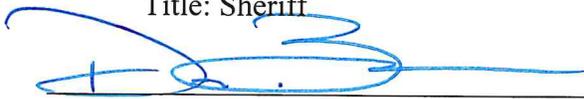
Public Works Construction & Improvements Projects – RCW 36.32.250 & 39.04.155 (Public Works, B&G, Capital Improvements Only)

Small Works Roster (PW projects up to \$200,000)
Exempt (PW projects less than \$10,000 upon order of the Board of Commissioners)

6. Budget Committed in Current Year: \$ 3,840.00
Amount Not Budgeted in Current Year \$ Source:
Total Non-County Funds Committed: \$ 0 Source:
Total County Funds Committed: \$
TOTAL FUNDS COMMITTED: \$ 3,840.00

7. County Contact Person: Name: David. S. Brown
Title: Sheriff

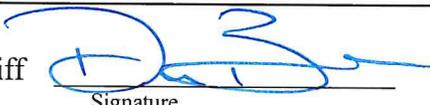
8. Department Approval:



Department Head or Elected Official Signature

9. Special Comments: _____

COMMISSIONER'S AGENDA ITEM COMMENTARY

<u>SUBMITTED BY</u>	Skamania County Sheriff	
	Department	Signature
<u>AGENDA DATE</u>	_____	
<u>SUBJECT</u>	Detention and Corrections Online Training Academy	
<u>ACTION REQUESTED</u>	_____ <u>Authorize contract</u> _____	

SUMMARY/BACKGROUND

On-Line training module for corrections

FISCAL IMPACT

\$3,840 and then \$1,845.00 annually

RECOMMENDATION

Authorize contract

LIST ATTACHMENTS

Email Instructions
Face Sheet
Contract x 2

EXECUTED on the day and year first written below.

SKAMANIA COUNTY SHERIFF



David S. Brown, Sheriff

Date: 6-8-20

BOARD OF COUNTY
COMMISSIONERS, Skamania Co., WA

Chairman

Commissioner

Commissioner

Approved as to form:

Prosecuting Attorney

ATTEST:

Clerk to the Board

Address for Notice:

David S. Brown, Sheriff
Skamania County Sheriff's Office
Post Office Box 790
Stevenson, WA 98648

TERMS AND CONDITIONS

The terms and conditions set forth, unless modified in writing by the National Institute for Jail Operations or its affiliates or parents ("NIJO" and/or "Seller"), shall govern all transactions between NIJO and AGENCY, identified below as "Organization", notwithstanding any conflicting term or condition of Organization's purchase, acknowledgement or any other document or communication to the contrary.

- 1. Term.** These Terms and Conditions between the parties of this agreement is one (1) year, beginning June 1, 2020. At the expiration of one (1) year, Organization may renew services at a rate to be negotiated between Seller and Organization.
- 2. Services.** NIJO currently provides users with access to a variety of online jail training resources, including the Detention and Corrections Online Training Academy (DACOTA), various hosted online training communications tools, systems, productivity and tracking software, personalized content and branded programming through its network of properties (the "Service"). NIJO shall render Services to Organization as set forth in Exhibits, Work Orders or such other documents outlining the scope of services to be provided. All Work Orders or purchase orders submitted by Organization are subject to acceptance by NIJO in its sole discretion. All Work Order or purchase orders submitted are not accepted until NIJO confirms such acceptance in writing. Nothing contained in any Work Order or purchase order or other correspondence shall in any way modify these terms and conditions or add any additional terms or conditions, all of which are hereby expressly objected to and rejected by Seller. Organization agrees not to reproduce, duplicate, copy, sell, resell or exploit for any commercial gain, any portion of the Service and its contents, use of the Service, or access to the Service and its contents other than utilizing the data provided by the Service. (See Agreed Services To Organization/Exhibit A). Organization should also rely on its own legal counsel to determine policies and procedures. Content and resources provided as part of these services by NIJO are to be used solely for training purposes and shall not be construed as legal advice. Users of these services and materials should consult legal counsel to determine how the laws of their individual jurisdiction affect the application of these services and materials to their individual circumstances.
- 3. Links.** The Service may provide, or third parties may provide, links to other World Wide Web sites or resources. Because NIJO has no control over such sites and resources, Organization acknowledges and agrees that NIJO is not responsible for the availability of such external sites or resources, and does not endorse and is not responsible or liable for any content, advertising, products, or other materials on or available from such sites or resources. Organization further acknowledges and agrees that NIJO shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, goods or services available on or through any such site or resource.
- 4. Organization Cooperation.** Organization shall cooperate and make its facilities, information, data and equipment available to NIJO in a timely manner for completion of Services. If Organization requires any security or authorization procedures for NIJO employees or contractors to access its facilities, systems and/or equipment, then Organization shall perform such procedures and provide necessary passes or otherwise for NIJO access. Organization is solely responsible for securing its property, systems, equipment, facilities, personnel and guests.
- 5. Payment.** Unless otherwise agreed in writing between NIJO and Organization, terms of payment for services rendered by NIJO are net fifteen (15) days from date of invoice. NIJO may require a completed credit application at its option. Seller shall not be required to make any shipment or render any services unless payment is made consistent with any terms NIJO has required for this order or any other orders from Organization. Unless otherwise agreed to by NIJO, all payments hereunder shall be in U.S. dollars. Any amounts owing hereunder and not paid when due shall bear interest at a rate of 1 ½% per month, which is an annual percentage rate of 18% per annum, applied to the adjusted previous balance from and after the due date thereof. Failure to pay any amount owing in full on the terms specified herein shall void all discounts given. Organization shall pay all of NIJO's costs and expenses (including attorneys' fees, court costs and other collections costs) incurred to collect any amounts owing Seller. Seller reserves the right to apply interest charges retroactively, whether or not they are shown on individual statements or invoices.
- 6. Taxes.** Organization shall be responsible for all taxes, duties or fees levied by any government authority as a result of the Products or Services hereunder, excluding NIJO's income taxes.



UNDER THIS AGREEMENT. ORGANIZATION ACKNOWLEDGES THAT THE FEES PAID BY IT REFLECT THE ALLOCATION OF RISK SET FORTH IN THIS AGREEMENT AND THAT NIJO WOULD NOT ENTER INTO THIS AGREEMENT WITHOUT THESE LIMITATIONS ON ITS LIABILITY.

- 14. **Non-Solicitation.** Each of the parties hereto agrees that, while NIJO's Services are being performed, and for a period of one hundred eighty (180) days following the termination of this Agreement, neither party will, except with the other party's prior written approval, solicit or offer employment to the other party's employees.
- 15. **Miscellaneous.** This Agreement and any dispute arising hereunder shall be construed in accordance with the laws of the State of Utah without regard to principles of conflict of laws. For the purpose of this Agreement, both parties consent to the personal jurisdiction of the state and federal courts located in the State of Utah. If any provision of Terms and Conditions is prohibited by law or held to be unenforceable, the remaining provisions hereof shall not be affected, and these Terms and Conditions shall continue in full force and effect as if such unenforceable provision had never constituted a part hereof, and the unenforceable provision shall be automatically amended to so as to best accomplish the objectives of such unenforceable provision within the limits of applicable law. Any waiver of a provision of these Terms and Conditions must be in writing and signed by the party to be charged. A valid waiver hereunder shall not be interpreted to be a waiver of that obligation in the future or any other obligation under these Terms and Conditions. These Terms and Conditions constitute the entire agreement between the parties related to the subject matter thereof, supersedes any prior or contemporaneous agreement between the parties relating to the performance of work under a Work Order.

ACKNOWLEDGED AND AGREED BY ORGANIZATION

<u>6-8-20</u>		<u>DAVID S. Brown Sheriff</u>
Date	Skamania County Sheriff's Office(Organization)	Name/Title
_____	_____	_____
Date	NIJO / NIJO Representative (Seller)	Name/Title



(A) Agreed Services to Organization

DETENTION AND CORRECTIONS ONLINE TRAINING ACADEMY (DACOTA)

The National Institute for Jail Operations (NIJO) developed the Detention & Corrections Online Training Academy (DACOTA) to provide detention and correctional administrators, supervisors and line level officers with easy access to interactive and engaging online jail training. DACOTA curriculum is based on applicable case law to ensure course content is defensible and current to what the courts will require of those who operate detention and correctional facilities.

To ensure the course material is taught and understood clearly, DACOTA incorporates videos, choice-based scenarios and other interaction requiring the involvement and comprehension verification of those being trained. Subjects are selectively taught by the most recognized and established detention and correctional experts in the United States. Most courses are one hour in length, unless otherwise noted. All NIJO DACOTA curriculum is currently approved for CJE and CJS officer certification levels by NIJO and the National Sheriffs' Association.

After each course, testing is provided as documented proof of completion and individual content comprehension. Certificates can easily be printed and administrations have the ability to access and print multiple reports for individuals and entire agencies.

Through its use, detention administrators can defend their facilities against lawsuits more successfully than any other online training previously available and save thousands of dollars in legal fees and labor. Additionally, the DACOTA platform may be used to allow the agency to add its own specific training outside the scope of the DACOTA curriculum library to increase training productivity and enhance administrative insight to the well-being of individual departments as a whole. Using this technology gives the Organization a substantial edge in successfully training its staff and defending itself against litigation.

This system accomplishes the following goals:

- **Legal-Based Principles.** Training is centered on what the courts of the land require, not "best practices" that are not defensible in court. References to the NIJO Legal-Based Jail Guidelines are included to material as appropriate so that agencies using them are unified with policies, procedures and training efforts.
- **Accessibility.** DACOTA training can be accessed anytime, anywhere to address immediate needs and issues or as an ongoing in-service training library.
- **Less Workflow Disruption.** Officers and staff can receive targeted, quality training regardless of shift time and location.
- **Training Documentation.** Individuals and agencies can manage and track the completion of each course for proof of completion. Testing is available for all courses. Certificates can be printed by individual user upon successful completion.
- **Maximize Time.** Self-directed online training typically reduces instructional time by 45%. Courses are general broken into one hour sessions to be effectively used as in-service and other agency required training.
- **Affordable Cost Savings.** The cost of live training, including travel and lodging expenses, staffing issues while out of office, and other labor concerns can be greatly reduced by using online training.



COMMISSIONER'S AGENDA MOTION ACTION ITEM

<u>SUBMITTED BY</u>	Human Resources Department	 Signature
<u>AGENDA DATE</u>	June 10, 2020	
<u>SUBJECT</u>	Real Estate Excise/Tax Revenue Deputy (Treasurer's Office)	
<u>ACTION REQUESTED</u>	Approve new job description and set salary range	

SUMMARY/BACKGROUND

The Treasurer's Office has proposed a reorganization of job duties due to upcoming retirements of current staff. A new job description for a Real Estate Excise/Tax Revenue Deputy has been prepared in draft form for approval.

FISCAL IMPACT

Funds for this position were approved in the adoption of the 2020 budget. Anticipated salary expense for 2020 is \$33,101.

RECOMMENDATION

Approve the Real Estate Excise/Tax Revenue Deputy job description and set the salary at Range 18.

LIST ATTACHMENTS

Red-Line Version of archived Investment Officer job description.
Proposed new Final Job Description for Real Estate Excise/Tax Revenue Deputy

MOTION

The Skamania County Board of Commissioners hereby approves the new Real Estate Excise/Tax Revenue Deputy job description and sets the salary to Range 20.

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

Chairman

Commissioner

Commissioner

Date:

ATTEST:

Clerk of the Board

Approve Agenda
Commissioner ____
Commissioner ____
Commissioner ____

SKAMANIA COUNTY JOB DESCRIPTION

**TITLE: R/E EXCISE/TAX/REVENUE
DEPUTY**

**FLSA STATUS: Non-Exempt
Approved: 06/2020
Revised:
Range: 16**

SUMMARY

Under the supervision of the Treasurer or Chief Deputy, this position is for duties related, but not limited to Real Estate Excise processing, property taxes and cashiering of daily revenue. Administrative and clerical duties related to the efficient operation of the department often in a confidential nature. An understanding of the departmental functions and procedures is required as well as individual initiative in carrying out assignments with minimal procedural instruction and supervision.

ESSENTIAL FUNCTIONS

Provides information and assistance to county employees, the general public, taxing districts and other agency personnel requiring thorough working knowledge and understanding of the laws, regulations, policies and procedures specific to departmental functions. Must be able to work with minimal direction and supervision.

Performs a full range of advanced secretarial and clerical tasks to relieve other staff and the Elected Official of routine and non-routine work including reception duties; drafting, preparation and distribution of correspondence; maintaining computer data files & uploads; creating special forms; ordering and tracking supplies; general billing and bookkeeping. Handles and processes all incoming calls and answers routine questions within the context of established policies and procedures. Maintains administrative functions, coordinates schedules, appointments, records, workflow and necessary paperwork.

Collect, compile and summarize program data. Process and maintain accurate records for annual reports and reviews. Process a variety of applications/permits for various departments. Responsible for the collection and accounting of cash.

Communicates in a professional and courteous manner, with other county employees, as well as the general public by phone, and or in person, regarding schedules, appointments, and charges. Provides information on department services and refers to other programs as appropriate.

Opens and distributes routine mail, including shipments for the department, logging in as necessary and following all shipping/receiving/storage instructions as necessary.

Performs records management duties such as researching and reviewing documents, processing and filing, archiving and recording.

Performs a significant amount of data entry and tracking from various sources requiring accuracy, consistency, good judgment and attention to detail. Updates and maintains computer files including data bases, spreadsheets, image files and other programs with current data.

Uses computer software and other specialized office equipment to prepare and complete routine forms, reports, correspondence, requisitions, tabulations and other materials. Proofreads documents for typing and format errors.

Maintains current knowledge of policies and procedures as they relate to safe work practices. Follows all safety procedures and reports unsafe conditions. Uses appropriate body mechanics to ensure an injury free environment

Contributes to the success of the organization by participating in quality improvement activities. Is a positive member of a team and cooperates in accomplishing department goals and objectives.

PERIPHERAL FUNCTIONS

Assists in the monthly billing and reconciliation of departmental programs.

Cross-trained to perform or assist in performing any and all the duties and responsibilities of other divisions within the department and/or other county departments.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern secretarial, clerical and general office procedures including English composition, spelling, and grammar, multiline telephones, use of standard office equipment, current software applications (i.e., Microsoft Word/Excel), creation of templates, spreadsheets and database management.

Knowledge of bookkeeping, fee collections, and records management/retention procedures.

Knowledge and competency in the use of terms used in various department programs.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge of applicable federal, state and local rules, policies, procedures and regulations of the department and organization and management of programs.

Skill in effective organization and time management.

Skill in active listening and gathering pertinent information for the staff's response to said inquiries, from the public, other departments or outside agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill and accuracy in data entry.

Skill in communicating with the public in a courteous, friendly and effective manner.

Ability to identify problems, conduct research and communicate results to general public and clients or refer individuals to appropriate department(s).

Ability to discern where discretion and confidentiality are required.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to understand and promote the mission of the department; participate in departmental training; effectively and efficiently carry out the policies and procedures and strive for personal excellence in the programs and duties of the department.

Ability to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals in a courteous, respectful, and effective manner.

Ability to provide professional and efficient customer service and maintain effective communication with the general public, staff members, volunteers, and other departments and agencies under varying circumstances.

Ability to prepare and maintain accurate, clear and concise files, reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt, and improve office systems, procedures, and work methods. Handle multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department.

EDUCATION AND EXPERIENCE

Applicants for this position are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned.

Must be able to obtain any required licenses or certificates essential to the position.

WORKING CONDITIONS

Work is performed approximately 100% in an office environment. Sitting for extending periods of time may be required with extensive Computer usage.

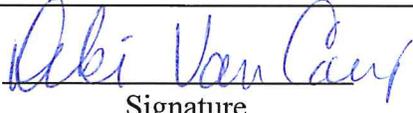
PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, reaching, twisting, and the ability to lift to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, sex, national origin, age, disability, marital status, creed, political beliefs, sexual orientation, veteran's status or any other protected status under federal or state statute.

COMMISSIONER'S AGENDA ITEM

SUBMITTED BY	<u>Human Resources</u>	
	Department	Signature
AGENDA DATE	June 16, 2020	
SUBJECT	Return to Work Policy from COVID 19	
ACTION REQUESTED	Approve Return to Work Policy	

SUMMARY/BACKGROUND

Skamania County is entering Phase 3 of the Safe Start Washington to prevent the spread of COVID 19. It is the intent of Skamania County to follow the guidance set out by the Washington State Governor and the Washington State Department of Labor & Industry and the County Public Health Department.

FISCAL IMPACT

The revenues of the county will more than likely be decreased by the end of the year. We do not know to what extent.

RECOMMENDATION

Approve the Return to Work policy.

LIST ATTACHMENTS

Return to Work Policy

MOTION

The Skamania County Board of Commissioners hereby approves the Return to Work policy and agrees to follow the guidance set forth by the governor and the Department of Labor and Industries and the County Public Health Department.

**SKAMANIA COUNTY
BOARD OF COMMISSIONERS**

Chairman

Date:

Commissioner

ATTEST:

Commissioner

Clerk of the Board

**Approve Agenda
Commissioner _____
Commissioner _____
Commissioner _____**

SKAMANIA COUNTY

Return TO Work Guidelines – COVID -19 Pandemic

The County is in the process of transitioning employees on reserve status or working alternate assignments back to regular (or assigned) working status. While County facilities will remain closed to the public until the Stay Home- Stay Healthy order is lifted, the County has developed the following guidelines to ensure the safe return of employees to work.

Individual departments/offices may have established additional guidelines specific to their operations. Each department/office is considering the level of exposure risk for employees: high, medium, or low. Different positions will require different work practice or engineering controls and Personal Protective Equipment (PPE). While some departments/offices may be able to return to work all at once, other departments may have to stagger the return of employees or continue scheduling alternative work shifts. Your direct supervisor will contact you with the following information:

1. When you will transition back to work.
2. How you will transition back to work including alternate work assignments/scheduling, and possible remote work assignments and guidelines.
3. What PPE's you will be required to use.
4. What safety practices and engineering controls will be required to prevent or minimize exposure.
5. Department/Office specific guidelines.

Please contact your immediate supervisor with any questions, suggestions, or concerns you may have regarding these guidelines. Thank you for your cooperation and flexibility as we transition back to a safe work environment.

I. General Guidelines for All Employees:

A. **Practice compassion:** Some of us will get COVID-19 and not have any symptoms or might be contagious before we get symptoms. If you decide to wear a cloth face covering, it is to protect others from a potential virus you may carry. Wearing a cloth face covering in public places is an act of compassion.

B. **Pre-screening of employees before starting work:**

1. The following symptoms will be assessed prior to the employee entering the facility:

- a) Fever
- b) Cough
- c) Shortness of breath
- d) Difficulty breathing
- e) Chills
- f) Muscle aches
- g) Sore throat
- h) New loss of taste or smell
- i) Nausea
- j) Nasal congestion
- k) Other COVID-like symptoms as updated by the CDC.

2. Employees who come to work with a temperature of 100.4 degrees or higher, and/or with any of the above symptoms within the last 12 hours, shall:

- a) Put on a mask and return to their home or ER if indicated.
- b) Notify their supervisor by phone immediately.
- c) Follow up with their private provider to be evaluated for a potential COVID-19 and/or test. Employees may call the Skamania County Public Health Department at 427-3850 to schedule an appointment for Drive Through Testing.

- d) Employees will remain at home until their test results come back negative and/or 72 hours after symptoms have improved and they are fever free for 72 hours without taking fever-reducing medications.

C. Sick employees must stay home:

1. If you are sick, please contact your supervisor immediately and stay at home. Help keep your co-workers safe and healthy. This includes temporary/seasonal employees.
2. At this time, we do not require a doctor's note from employees who have been sick. Doctors may be very busy and not able to provide a note in a timely manner.
3. If you need to stay home to care for a sick family member, please do so. During this time, more workers may need to stay at home to care for sick children or other sick family members.
4. If employee is experiencing COVID like symptoms, employee will follow up with their private-provider to be evaluated for a potential COVID-19 and/or test and/or call the Skamania County Public Health Department at 427-3850 to schedule an appointment for Drive Through Testing. Employees will remain at home until their test results come back negative and/or 72 hours after symptoms have improved and they are fever free for 72 hours without taking fever-reducing medications. If test results are positive, the employee must remain isolated at home for 7 days or until their symptoms have improved and they are fever-free for 72 hours, without taking fever-reducing medications.

D. COVID-19-sick employee or family members:

1. Employees who have been sick with or without COVID-19 do not require a doctor's note. Medical certification for FMLA requests will be considered on a case by case basis.
2. If an employee has COVID-19:
 - a) Keep it confidential. This is required by the Americans with Disabilities Act (ADA).

- b) In collaboration with the Health Department, the County will inform close contacts of the sick employee that they may have been exposed to COVID-19.
 - c) The employee must remain isolated at home for 7 days or until their symptoms have improved and they are fever free for 72 hours, without taking fever-reducing medications.
 - d) Close contacts will be required to quarantine at home for 14 days past the last contact with the infected person.
3. Employees who have a family member at home with COVID-19 must notify their supervisor immediately.
- a) General Employees will:
 - (1) Stay home and quarantine/avoid public places for 14 days per instructions from the Health Department.
 - (2) Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.
 - b) Critical Infrastructure Employees (e.g., law enforcement and Corrections staff) will be evaluated on a case-by-case basis. If at all possible, they will be asked to quarantine the same as general employees. However, if there is a critical shortage, the Sheriff, in consultation with the Health Department, may require the employee continue to work if they are without symptoms and are complying with the following measures for 14 days after last exposure:
 - (1) Pre-screen: conduct temperature and symptom check daily before starting work.
 - (2) Conduct regular self-monitoring for symptoms at work and at home.
 - (3) Always wear a mask at work.
 - (4) Social distance: maintain 6 feet and social distancing as duties permit.
 - (5) Disinfect and clean workspaces.

- (6) Do not share headsets or phones, clean areas more frequently; don't share food or drinks.
- (7) Notify your supervisor and leave work immediately if you are sick.

E. Create social distancing in the workplace:

1. Employees are to follow DOH guidelines and must maintain social distancing by remaining at least 6 feet away from each other.
2. Employees unable to maintain 6 feet away must wear face masks.
3. Employees and supervisors should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
4. Departments/Offices may have to explore flexible worksites (separating desks, cubicles), teleworking, and flexible work hours (staggered shifts) to increase the physical distance among and between employees.
5. Employees should not use other worker's phones, desks, offices, or other work tools and equipment when possible. If an employee must use other worker's equipment, the employee should disinfect or sanitize the equipment before and after use.
6. Limit in-person meetings. Use phone conferences, Zoom, etc. when available.
7. If you must have an in-person meeting, meet in a large room, and maintain a distance of at least 6 feet from one another and it is recommended that you wear face masks. Meet for as short a time as possible.
8. Employees must stay 6 feet away during rest breaks and meal breaks. This may require staggered lunch breaks or limiting the number of employees in the lunchroom. Do not share food or utensils.

F. Practice good health habits:

1. Please stay home when sick, wash your hands frequently, and maintain physical distancing. Encourage your co-workers to read and comply with these helpful guides.
 - a) Cough or sneeze into the crook of your elbow or use a tissue. Wash your hands with soap and water or use hand sanitizer immediately after.
2. Employees should frequently and regularly wash their hands with soap and water for at least 20 seconds as needed including:
 - a) When coming to or leaving work.
 - b) When coming from and going to different worksites.
 - c) After sneezing and/or coughing—remember it's allergy season.
 - d) If soap and water are not around, clean your hands with a hand gel that has a least 60% alcohol in it. Make sure these supplies are always around and in multiple locations.
3. Employees should not touch their eyes, nose, and mouth with unwashed hands.

G. Cleaning and disinfecting the work environment:

1. While regular housekeeping services will continue routine cleaning of the work environment, employees are asked to assist to increase the frequency of cleaning and disinfecting commonly touched surface. At a minimum, stair handrails, elevator buttons, copy machine keypads, and door handles, telephones, computer keypads/mouse and other commonly touched equipment/areas should be wiped down with disinfectant mid-shift, and before the end of each shift. Employees need to take responsibility for disinfecting all high touch surfaces in their work area. Do not assume it is someone else's job or responsibility.
2. Gloves, disinfectants, and cleaning wipes will be provided for staff to clean work areas and any areas people may access to.
3. Employee should wipe down workstations, computers, copy machines, door handles and any areas of work before and after use.

4. Additional supplies of PPE's and disinfectants can be coordinated through the Public Works and Buildings and Grounds, Supervisors, or their designee, may request supplies by contacting the Public Works 3909 or Buildings and Grounds 3965.

DEPARTMENT NAME _____

SUBMITTED BY: _____

DATE: _____

LIST of THINGS NEED DONE BEFORE YOU CAN OPEN TO PUBLIC

Title III Summary 2019-2020

New Title III Funds for 2020/2021		\$ 174,185.49	Notes:		
Carry Over from 2019-2020	As of 6/11/20 (See notes)	\$ 50,561.72			
Total to Award (Approximate)		\$ 224,747.21			
Agency	Applied for 2020-2021	Approx. Carryover from 2019-2020 as of 6/10/20	2019/2020 Awards	Amount Spent as of 6/11/20	% of Amt Awarded was Spent
Skamania County Sheriff's Emergency Services	\$ 69,503.00	\$ 31,390.76	\$ 70,000.00	\$ 38,609.24	55%
North Country EMS	\$ 82,820.00	\$ 8,596.44	\$ 65,000.00	\$ 56,403.56	87%
Underwood Conservation District	\$ 32,264.04	\$ 4,414.79	\$ 28,546.08	\$ 24,131.29	85%
Skamania County EMS	\$ 45,882.00	\$ 3,018.12	\$ 30,000.00	\$ 26,981.88	90%
Fire District #1		\$ 3,141.61	\$ 10,000.00	\$ 6,858.39	69%
Total	\$ 230,469.04	\$ 50,561.72	\$ 203,546.08	\$ 152,984.36	75%

\$ 50,561.72

\$ 230,469.04

Total of Application Requests

\$ 224,747.21

Carryover and New Title III Funds

June 2020 reimbursements have not been processed - Carryover will change

\$ 5,721.83

Amount Short