

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Week of November 10, 2014

Monday, November 10, 2014

9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session with Bill Kenny and Frank Pinter for a labor discussion from 9:00 a.m. to 9:35 a.m.

- 9:30 A.M. 9:38 a.m. Support Services – Bill Kenny
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- Third Party Administrator contract (L&I) and retro assessment for 2015 - They are prepared to put this on the meeting for next week. This year will be 33,000. Ok for agenda.
 - Status report on video arraignment - Bill Kenny gave a status report. Estimates came in higher than anticipated. The Swift & Certain funds are in Sheriff's special funds account now and could be transferred to REET 1. It was confirmed that the booths can be used for other things as well. Frank said the Undersheriff prefers to use Swift & Certain funds for this as well.
 - Thank you letter to Public Safety & Criminal Justice Task Force. Does Board want to invite the Chair, Kelley MacIntosh, to present the Task Force's recommendations at a Commission meeting? It was agreed that there be no formal presentation. Dawn Twiddy confirmed that thank you letters will be sent out.
 - .09 Funding request from the EDC for 2015 & 2016 - \$75,000 each year (\$68,000 in 2014). Request to circulate for comment pursuant to RCW 82.14.370.
Cmmr. Sheldon sees this as an increase.
Cmmr. Neatherlin said the Director needs to come in.
Cmmr. Jeffreys said this hasn't been justified.
It was decided to invite the Director of EDC to get more information and nothing will be circulated at this time.
 - Contract with Blue Collar Agency for Lodging Tax Tourism Development Services -
Cmmr. Jeffreys explained a contract for the discovery period for Blue Collar Agency and it was approved to place on the meeting agenda.

Commissioner Discussion:

Cmmr. Jeffreys has solicited for feedback regarding IT funding from county departments.
Cmmr. Neatherlin said he is impressed with Ross McDowell.
Cmmr. Jeffreys added that the candidates for WSU director have been narrowed down to two.

- 10:00 A.M. Public Health & Human Services – Vicki Kirkpatrick
Commissioners Jeffreys, Neatherlin and Sheldon were present.
The following items were reviewed:
- Thrive by Five contractor agreement was approved to be placed on agenda.
 - Reorganization including reclassification and salary range adjustments.
Vicki asked the Board to approve salary range adjustment for Debbie Riley & Lydia Buchheit due to their increased workload. Cmmr. Jeffreys said that the compensation piece needs to be discussed at a later time. Vicki said it's unfair to draw the line here because the two employees have taken on additional work. Cmmr. Sheldon said there are limitations and he feels this is not comprehensive approach and he cannot support this right now. Cmmr. Sheldon said this is why we have a Personnel Director and added this is hard to sort out and be equitable. Vicki said this impacts morale. She emphasized that sometimes additional work is added to employee's plates and she feels it's fair to compensate for additional workloads. Cmmr. Neatherlin suggested this does not move forward now but will be brought back up for a comprehensive look in January. He added that timing is a big issue.

Board of Mason County Commissioners' Briefing Meeting Minutes
November 10, 2014

10:30 A.M. BREAK

10:35 A.M. 11:55 a.m. Department of Community Development – Barbara Adkins
Commissioners Jeffreys, Neatherlin, Steve Bloomfield, Tom Davis were in attendance.
11:58 a.m. Cmmr. Sheldon joined the meeting.

- Expanding Code Pro was discussed.
- Planning Advisory Board appointment. Barbara said there is only one from District 2. The Commissioners requested to go back out for additional applicants.

~~11:00 A.M.~~ 11:08 a.m. Public Works - Loretta Swanson and Melissa McFadden
Utilities & Waste Management - Brian Matthews
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
The following items were reviewed:

- FEMA Mapping was discussed. The total investment for updating is \$5700 not including DCD or DEM. Frank needs to be alerted that costs that can't be quantified yet. Approved for the initial maps not to exceed \$6,000.
- Resolution for CRP 1997, Clifton Lane, sidewalk improvement project was discussed. Received \$68,000 from TAP. Ok to move to agenda.
- Hearing for amending Title 13 of the Mason County Code to add Chapter 13.32 "Latecomer agreements for utility facilities" and Title 15 of the Mason County Code revising Section 15.03.005 (Purpose and applicability) and Section 15.11.010, (Appeal of Administrative Determinations). There is already a hearing scheduled for this item.
- Adopt A Road Program - Warren Rally Sport would like to use Mason County Roads for Road Rally. Cmmr. Sheldon said this would be too much liability. The Board would like to know what type of rally this would be and request that this company write up a proposal to submit to the County.

Commissioner Discussion –

Frank explained what will take place at today's budget workshop.

It was decided to remove the Sheriff's office from today's workshop. Frank has informed the Sheriff. Frank added that he will have additional information for the Board.

Frank clarified that Public Health has asked for additional funding.

It was clarified that there is already a 1.68% COLA. Franks said numerous departments are asking for additional salary increases.

The Board agrees that any salary increased will not be discussed today (other than the 1.68% COLA).

11:55 p.m. Break for Lunch.

BREAK – NOON

2:00 P.M. 2015 Budget Workshop
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.

- Sheriff's office IT cost was discussed.
- State Auditor requirement for 1/3 payment back to ER & R for vehicles.
- Frank Pinter went over the budget projections and budget revisions. See Exhibit A.

Commissioner Discussion – there was no discussion.

Respectfully submitted,

Julie Almanzor, Clerk of the Board

Board of Mason County Commissioners' Briefing Meeting Minutes
November 10, 2014

Wednesday, November 12, 2014

9:00 A.M. 2015 Budget Workshop - Commission Chambers

Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Frank Pinter provided a budget recap. The 2014 beginning Current Expense cash balance is \$7,308,201 and after considering unanticipated additional expenditures and additional revenues, the projected Current Expense ending fund balance is \$7,236,825. Current cash balance is \$9,343,000 as of October 31 and considering the remaining two months of expenditures, the projected cash balance is accurate at the \$7.2M. For 2015, making revenue adjustments for an additional \$1,010,774 in revenues and the 1% property tax increase and new construction, estimated revenues are now \$27,346,500. After making adjustments for additional expenditures, the projected expenditures above the projected revenues are \$2,705,983.

Cmmr. Neatherlin asked why there is an additional \$17,000 for code enforcement in Community Development. Barbara Adkins responded that the additional cost could be absorbed in 2014 but not in 2015. Kathy Chausse stated the Permit Tech position reclassified to Code Enforcement and the salary is higher.

The software cost for the Prosecutor's office should come out of Technology Fund.

Will be paying a portion of the ER&R payment from Current Expense.

Confirmed the BOE stipend was projected at the \$100 per day, per member.

Public Defender Administrative Assistant position was discussed.

Commissioner Neatherlin and Jeffreys approved the changes.

The Commissioners recessed for 10 minutes.

- Sheriff

Mr. Pinter reviewed the Sheriff's 2015 budget request. The original request is \$4.2M above status quo budget as of June 2014 and after considering the 2014 budget adjustments made of \$464,000, the request is \$3.8M above the 2014 status quo.

Undersheriff Barrett stated their budget increase is due to operating cost increases. The staff increase request best reflects best practices and it is probably realistically a 3 to 5 year strategy to actually achieve. The jail cap is 150. The Sheriff's office is proposing to sit down with the Board and come up with a 3 to 5 year strategy. New hires for this year will be on probation until 2015. They need female correction officers now. One new position is for a weapons screening position. Judges have requested a person who can serve as a roving campus security between courtrooms (not just in courthouse). Request is for a total of three new correction officers, new FTE's, one would be designated for weapons screening. The private security contract would be terminated. The other two correction officers would be used to maintain the 150 population. Continue to contract for outside beds for the long-term inmates. Video arraignment will not reduce manpower but will bring staff use efficiencies, will still need staff for transport and there will be attrition issues to deal with. There was discussion of strategy for increasing deputies over next 3 to 5 years. Care & Custody budget depends on inmate's medical situation. They anticipate new inmates (50 to 60), so anticipate additional costs. The Undersheriff suggested they could throttle back the number and if needed next year, can request an adjustment in 2015, depending on needs.

Frank stated he estimates \$18 per day for Care & Custody. In the 2015 preliminary budget, it is budgeted at \$41 per day. Recommendation is to take 2014 budget baseline, add for up to 167 expected inmates, 35% increase to baseline.

Undersheriff Barrett stated they are recapturing where they were in 2007 with the inmate level at 150 to 160. Suggested they could reduce the request and revisit in 2015, based on need.

Cmmr. Neatherlin brought up the command staff increase of \$174,000.

Undersheriff Barrett stated their request includes a salary increase request for the Sheriff and this is a priority for their organization.

Cmmr. Neatherlin appreciates their argument, but he does but not support realigning salaries through the budget preliminary request process.

Cmmr. Jeffreys pointed out that Mason County needs a comprehensive salary review.

Cmmr. Neatherlin stated he doesn't see video arraignment as reducing manpower but should reduce having to continue to add to staff.

Undersheriff Barrett stated their priorities are the CBA increase, Care & Custody, Sheriff salary increase, additional records specialist (cited an increase in public records requests) and financial assistant person. Pointed out they are very reliant on volunteers. A deputy was assigned to IT earlier this year.

Cmmr. Neatherlin asked if the priority is a records specialist over a finance person and IT.

Cmmr. Jeffreys stated she is confused over the budgeted IT position in the Sheriff's 2015 budget. She asked if a deputy was hired to do both deputy and IT duties, and if so, why was the IT position still budgeted for in the 2015 budget?

Undersheriff Barrett explained that Jim Robinson (retired in 2012) used to provide the IT needs for the Sheriff's Office. His position was budgeted as a deputy. When Jim retired, the Sheriff and Undersheriff discussed with both the County Commissioners and the Civil Service Commissioners the need to remove the commissioned deputy position and reclassify it to a support staff Systems Technician position. This was approved by both Commissions in 2012. There was no change to the FTE count in the Sheriff's Office.

Ultimately the IT position was never filled due to a lack of qualified applicants.

In June of 2014 the Undersheriff discussed with the Civil Service Commissioners the need to again reclassify the Systems Technician position and restore it to a deputy position, with the explanation that they recently hired a deputy that has been able to perform the IT needs for their department. Again there was not a change to the FTE count in the Sheriff's Office. On June 19, 2014 the Civil Service Commissioners approved the Systems Technician budgeted position to be reclassified as a Deputy budgeted position.

Cmmr. Jeffreys asked if the position was filled with Deputy Hielman, and if so shouldn't the IT position listed in the 2015 budget be removed?

Undersheriff Barrett confirmed the position is filled by Deputy Heilman.

The Sheriff's office priorities were reiterated as the CBA increase, increase to Care and Custody, Sheriff salary increase, records specialist and financial assistant.

Undersheriff Barrett suggested if they receive two additional deputy positions, they could be budgeted to start mid-year.

They are still working through the IT issue for this year.

	Expenditures	Revenues
Auditor	9,630	Eliminate Chief Deputy Fix Salary Errors Add .5 Accounting Tech No Out of class pay for Sr Acct Techs
Department of Emergency Services	12,000 (11,000)	Add .5 Department Manager Reduce Homeland security grant (11,000) Reduce Homeland security grant Expenditures Do not include Building Rent
Facilities	45,000 12,000	Increase Utilities Correct Medical
H/R	33,000	Retro Insurance Premium
Clerk	4,000 19,044 9,000 19,000	Increase to Retirement Adj Medical Inc Jury Postage Increase Salary & Taxes
Central Ops		15,000 Increase Transfer from Auditors O&M
	(20,000)	Adjust Salary Line
BOE		4,218 Increase Postage and Copier costs 27,600 Increase Stipend
District Court	16,000	Increase DRS costs for Contracts to Employees
DCD	17,000 10,800	Add Code Enforcement Officer Add increase for Building Inspector
Probation	28,350	Add .35 Probation Volunteer Coordinator Trainee
Prosecutor	35,000 10,000 50,000	Increase Salaries Add Software Maintenance Costs Add Software Capital Costs
Child Support Enforcement	4,000	Add Salary Increases
Coroner	5,000	Increase Deputy Coroner On-Call
Public Defense	50,000	Add Admin Assistant

Treasurer

45,725

Add Cashier Position

6,239

Increase Postage

9,275

Increase Banking Fees

Non Departmental

116,224

Add 2nd if 1/3 Payment for Audit Finding

535,287

35,818

Parks & Trails

(575,000)

Transfer MCSR infield project to REET II

Board of Mason County Commissioners' Briefing Meeting Minutes
November 10, 2014

Discussion of campus security position and how it would work since we are in the city's jurisdiction. Undersheriff Barrett stated if a crime is in process, call 911 (no arrest authority but can contact campus security direct); pre-planned event that could have problems, can request the campus security be there (such as family law calendar). They anticipate having training in January as to how to respond when campus security is needed.

Cmmr. Jeffreys would like to recap the conversation on Monday with a full Board.

Discussion of using the Criminal Justice Working Team to work through a 3 to 5 year strategic plan.

- Public Health
Frank provided a recap of the 2015 request from Public Health.

Casey Bingham stated the Current Expense increase is for the Environmental Health dilemma desk staff at \$69,583 (indirect cost). This is the person who has been sitting in Building 3. There was discussion of relocating DCD to Building 8 to create a Permit Center so wouldn't need an additional person.

Recap on Monday, information will be made available prior to Monday.

Respectfully submitted,

Diane Zoren, Administrative Service Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffreys
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner