

WEEKLY REVIEW



BENTON COUNTY BOARD OF COMMISSIONERS
June 30, 2020

This document is a weekly review of the Board of County Commissioners meeting, Tuesday, June 30, 2020. Information related to agenda changes, Consent Agenda, and Public Comment are on the [County website](#).

Main Topics Discussed

District Court Reorganization – Judge Terry Tanner & Karlee Ainsworth, Assistant HR Manager

District Court has reevaluated their needs and have determined that a reorganization needs to occur to reflect current job duties and responsibilities. There is no longer a need for Position 1291, a vacant Legal Process Assistant III position, and this position will not be filled the remainder of the 2019-2020 budget. This position will be unappropriated in the 2021-2022 budget cycle. Multiple positions are being upgraded due to the increase and/or change in job duties and responsibilities:

Old Title	Position #	Old Grade	New Title	New Grade
Legal Process Assistant IV	1282	7	Legal Process Assistant V	8
Legal Process Assistant III	1286	6	Legal Process Assistant IV	7
Legal Process Assistant III	1288	6	Legal Process Assistant IV	7
Legal Process Assistant III	1289	6	Legal Process Assistant IV	7
Legal Process Assistant III	1291	6	Not Filled & Unappropriated	N/A
Legal Process Assistant IV	1295	7	Legal Process Assistant V	8
Agency Clerk	1296	7	Legal Process Assistant V	8
LPA III/IV	1300	6/7	Legal Process Assistant IV	7
Clerk Assistant	1301	6	Legal Process Assistant IV	7
Clerk	1303	6	Legal Process Assistant IV	7
Court Recorder	1310	6	Legal Process Assistant IV	7
Clerk Assistant	1311	6/7	Legal Process Assistant V	8

These changes will result in no fiscal change to the remainder of the 2019-2020 budget but will result in a decrease of \$27,583 in the 2021-2022 budget. The Board moved and seconded to approve the resolution for the line item transfer to reorganize District Court. Motion carried.

Other Business: Award & Execution of Contract with Banlin Construction, LLC for Finance Tenant Improvement & Restroom Addition Project – Robert Blain, Director of Operations & Capital Programs

On June 23, 2020 three bids were received in response to Bid Call CB20-14 Finance Tenant Improvement and Restroom Addition. Banlin Construction, LLC was the lowest of the three bidders, at \$311,000.00. These improvements will consist of building out approximately 2,800 square feet of previously unfinished internal office and workspace with the Benton County Justice Center as well as reconfiguring a former office space into two new, multi-user restrooms. The completed office spaces will be utilized by County Finance and Facilities staff as well as provide for future growth and other workspaces. The Board moved and seconded to approve the resolution awarding the contract for CB20-14 Finance Department Tenant Improvement and Restroom Addition to Banlin Construction, LLC of Kennewick, WA and authorizing the execution of said contract. Motion carried.

Other Business: Mandating Masks in County Facilities – Matt Rasmussen, Deputy County Administrator

Previously, the County simply encouraged and strongly recommended the use of face coverings in County facilities but with the recent implementation of [Washington State Department Health Order 20-03](#), which mandates face coverings statewide effective June 26, 2020, County administrators felt it was necessary for the County to implement specific guidelines and restrictions relating to face coverings in Benton County facilities. The presented resolution will require all persons, including but not limited to employees, contractors, service providers, and members of the public, to wear a face covering when inside any Benton County facility, effective immediately. Specific exceptions were provided, including:

1. Employees, contractors, and service providers:
 - a. When working alone or when the job has no in-person interaction.
2. All persons:
 - a. When any party to a communication is deaf or hard of hearing and not wearing a face covering is essential to communication.
 - b. While obtaining a service that requires temporary removal of the face covering.
 - c. When necessary to confirm the individual's identity.
 - d. When federal or state law prohibits wearing a face covering or requires the removal of a face covering.
3. Children younger than five years old.
4. Persons with medical conditions, mental health conditions, or disabilities that prevent them from wearing a face covering. This includes, but is not limited to, persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

The Board moved and seconded to approve the resolution mandating that face coverings be worn by all persons when inside Benton County facilities. Motion carried.

Other Business: Corrections Department Grant Award – Chief Souza & Lieutenant Combs

On June 9, 2020, the Corrections Department presented the application to Washington State Health Care Authority's Request for Information for the Same Day Visit and Transportation Program, for grant funding up to \$200,000. The grant period is July 1, 2020 through June 30, 2021. This funding would assist individuals in the Medication Assisted Treatment (MAT) Program at the Benton County Jail to continue having access and transportation to treatment after their transition back into the community. Benton County Corrections Department was approved for reimbursable grant funding from the Washington State Health Care Authority in the amount of up to \$200,000 for a period of July 1, 2020 through June 30, 2021. **The Board moved and seconded to accept the grant award from Washington State Health Care Authority for the Same Day Visit and Transportation Program for Individuals Transitioning into the Community. Motion carried.**

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