



DRAFT

MINUTES

Regular Meeting – October 24, 2022, 9:00 a.m.

Jefferson County Courthouse – Commissioners’ Chambers
1820 Jefferson Street, Port Townsend, WA (Hybrid)

CALL TO ORDER: Chair Heidi Eisenhour, Commissioner Kate Dean and Commissioner Greg Brotherton were present. Chair Eisenhour called the meeting to order at the appointed time.

PUBLIC COMMENT PERIOD: Chair Eisenhour called for public comments, and one comment was received.

APPROVAL AND ADOPTION OF THE CONSENT AGENDA: The Commissioners discussed property tax valuations as it will affect the work of Board of Equalization (BOE) members, and noted they appreciate the work they do for the County. Commissioner Dean moved to approve the items on the Consent Agenda as presented. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

1. **ADVISORY BOARD REAPPOINTMENT** re: Jefferson County Board of Equalization (BOE); Three Year Term to Expire October 21, 2025; Member, Margaret Taylor
2. **MINUTES** re: Regular Meeting of October 10 and 17, 2022 and Special Meeting Minutes of October 4, 2022 (Jefferson County Marine Resources Committee Meeting)
3. **Payment of Jefferson County Payroll Warrants** Dated October 22, 2022 Totaling \$70,843.33 and A/P Warrants Done by Payroll Dated October 20, 2022 Totaling \$14,648.77 (Records of all claims submitted for payment along with A/P Warrants approved by the Payroll Services Manager are retained in the Jefferson County Auditor’s Office)
4. **Payment of Jefferson County Vouchers/Warrants** Dated October 17, 2022 Totaling \$1,388,035.85 (Records of all claims submitted for payment along with vouchers approved and signed by the Board of Jefferson County Commissioners are retained by the Jefferson County Auditor and Public Works Department.)

PUBLIC COMMENT PERIOD - Continued: Chair Eisenhour called for public comments, and three comments were received. The Commissioners responded to the comments and concerns raised during the Public Comment Period.

COMMISSIONERS’ BRIEFING SESSION: The Commissioners discussed the Board of County Commissioners’ (BOCC) calendar. October 31, 2022 there will be no BOCC meeting as it is a 5th Monday. They invited the public to come to the Courthouse to see how the various departments decorate their office for Halloween. November 14, 2022 there will be no BOCC meeting as Chair Eisenhour and Commissioner Dean will be attending the Washington State Association of Counties (WSAC) Fall Leaders Conference. It was also noted that today will be the last regular weekly Public

Health update. These updates will now be held on the third Monday of every month, starting in November 2022. The Commissioners discussed recent meetings they attended, and miscellaneous topics.

PROCLAMATION re: Proclaiming the Week of October 23-29, 2022 as Pro Bono Week and Recognition of the Work Volunteer Lawyers do through Clallam-Jefferson County Pro Bono Lawyers: The Commissioners read aloud the proclamation. Commissioner Dean moved to approve the proclamation as read. Commissioner Brotherton seconded the motion which carried by a unanimous vote. Clallam-Jefferson County Pro Bono Lawyers Bar President Rafael Urquia was present and stated it was an honor to speak before the Board of County Commissioners to discuss the importance of Pro Bono work. He noted that some of their clients experience 3-4 legal issues per year. He shared some statistics of the legal assistance provided to Clallam and Jefferson County residents, made possible by the program.

WEEKLY COMMUNITY UPDATE: COVID-19, Monkey Pox Virus (MPV) and Emergency Management Update: Public Health Officer Dr. Allison Berry provided information on the COVID-19 cases circulating in Jefferson County. Emergency Management Director Willie Bence provided an Emergency Management update. It was also noted that today will be the last regular weekly Public Health update. These updates will now be held on the third Monday of every month, starting in November 2022.

WORKSHOP re: CONTINUED DISCUSSION re: Open Public Meetings Act (OPMA) Guidelines for Boards and Committees: Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker reviewed the latest draft of the OPMA Guidelines with the Board. After discussion and edits to the draft document, Chair Eisenhower called for public comment and two comments were received. After further discussion and edits, Chief DPA Hunsucker agreed to incorporate edits and bring forward a revised draft document for potential approval during the afternoon session.

The meeting was recessed at 11:44 a.m. and reconvened at 12:02 p.m. with all three Commissioners present.

WORKSHOP re: Quarterly Elected Officials/Department Directors: Various Jefferson County Elected Officials and Department Directors met with the Board to discuss the following:

- Update on Human Capital Management (HCM) and Employee Self Service implementation
- Public Employees Relations Committee (PERC); employee engagement
- Update re: Interim Social Media plan
- Roundtable discussion and updates from the following departments:
 - Assessor
 - Sheriff's Office
 - Clerk's Office
 - Prosecutor's Office
 - Public Works
 - Treasurer's Office
 - District Court
 - Central Services

- WSU Extension
- Department of Community Development
- Miscellaneous topics
- Board of County Commissioners update
- Closing comments

The next Quarterly Elected Officials/Department Directors meeting will be held on January 23, 2023.

The meeting was recessed at 1:01 p.m. and reconvened at 1:31 p.m. with all three Commissioners present.

DISCUSSION re: In the Matter of Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic: Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker, Public Health Director Apple Martine and Human Resources Director Sarah Melancon were present to discuss the potential adoption of an updated temporary County policy regarding COVID-19 with the Board. Commissioner Dean provided feedback received on the draft policy from a recent County Covid Coordination meeting. After discussion, Chair Eisenhower called for public comments, four comments were received.

After further discussion, Commissioner Dean moved to approve **RESOLUTION NO. 49-22** re: Adopting a 13th Temporary County Policy Based on Emergency Response to the COVID-19 Pandemic. Commissioner Brotherton seconded the motion which carried by a unanimous vote.

WORKSHOP re: CONTINUED DISCUSSION re: Open Public Meetings Act (OPMA) Guidelines for Boards and Committees: The Commissioners resumed discussion on this topic, which was started during the morning session. Chief Civil Deputy Prosecuting Attorney (DPA) Philip Hunsucker reviewed the changes to the draft document that were incorporated from feedback received by the Commissioners and staff. The Commissioners continued review of the document and made additional changes. Chair Eisenhower called for public comments and one comment was received.

Commissioner Brotherton moved to approve the Open Public Meetings Act Guidelines for Boards, Commissions and Committees, as amended here today. Commissioner Dean noted this was a resolution. Commissioner Brotherton retracted his motion.

Commissioner Brotherton moved to approve **RESOLUTION NO. 50-22** re: Adopting Open Public Meetings Act (OPMA) Guidelines for Boards, Commissions and Committees, as amended here today. Commissioner Dean seconded the motion which carried by a unanimous vote. Commissioner Dean asked if Appendix I is adopted by reference? Chief Civil DPA Hunsucker replied that it is.

DISCUSSION re: Draft Comments as Part of the Scoping for the Pacific Northwest National Scenic Trail (PNNST) Draft Comprehensive Plan: Chair Eisenhower presented a draft comment letter to the Board. Assessor Jeff Chapman, was also present for discussion. After discussion, Commissioner Brotherton authorized the Chair to make amendments as discussed, and collect signatures and comments along. Commissioner Dean seconded the motion which carried by a unanimous vote. Once finalized, the letter will be sent to the Pacific Northwest Regional Forester's Office in Portland, Oregon.

ADDITIONAL DISCUSSION ITEMS: The Commissioners and County Administrator reviewed the following:

- Boards and Committees vacancies
- Commissioner Briefing Session – Continued
- Calendar Coordination

NOTICE OF ADJOURNMENT: Chair Eisenhower adjourned the meeting at 3:40 p.m. until the next regular meeting or special meeting as properly noticed.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

SEAL:

Heidi Eisenhower, Chair

ATTEST:

Greg Brotherton, Member

Carolyn Gallaway, CMC
Clerk of the Board

Kate Dean, Member