

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
CONSENT AGENDA REQUEST**

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator

DATE: November 21, 2022

RE: Resolution: Exception to the County Personnel Administration Manual
Regarding Conflicts of Interest – Section 4

STATEMENT OF ISSUE:

OlyCAP is proposing to present Castle Hill employees with gift cards totaling \$35 in value – one for \$25 from Mo' Chillin Barbeque and one for \$10 from the Mean Bean. The motivation for the gifts is that Castle Hill employees have been adversely affected by the lengthy construction period for the 7th Haven affordable housing project.

The adverse effects include reducing parking availability, noise, dust, safety concerns, among others.

ANALYSIS:

County employees are to avoid actual and perceived conflicts of interest. Section 4.1 of the County Personnel Administration Manual states that a conflict of interest may arise if an employee: "Accepts non-nominal (greater than \$25 in value) gifts from vendors, potential vendors or any third-party who does business with the county."

The \$25 nominal value limit has been in place for many years and will be adjusted for inflation in the next update to the personnel manual. In the mean-time staff recommends that the Board of County Commissioners grant an exception to the personnel manual in this case by approving the attached resolution.

Our Castle Hill employees have quietly and patiently coped with the construction just feet from the building in which they work. The small token of appreciation being offered by OlyCAP is not to influence future behavior, rather it is a kind gesture to thank our employees for enduring months of inconvenience.

FISCAL IMPACT:

None.

RECOMMENDATION:

That the Board of County Commissioners approve the attached resolution.

REVIEWED BY:


Mark McCauley, County Administrator

11/15/22
Date

**JEFFERSON COUNTY
STATE OF WASHINGTON**

IN THE MATTER OF GRANTING AN EXCEPTION }
TO SECTION 4 OF THE COUNTY PERSONNEL }
ADMINISTRATION MANUAL }

RESOLUTION NO. _____

WHEREAS, Olympic Community Action Programs (OlyCAP) has been constructing an affordable housing facility at Castle Hill immediately adjacent to the county building occupied by the county's Community Development and Public Health Departments and across the parking lot from the county's Public Works Department; and

WHEREAS, county employees have had to endure many inconveniences including reduced parking availability, noise, dust and safety concerns; and

WHEREAS, county employees have quietly and patiently endured these inconveniences; and

WHEREAS, OlyCAP wishes to present these county employees with gift cards totaling \$35 dollars in value; and

WHEREAS, the County Personnel Administration Manual, Section 4, states that county employees are to avoid real or perceived conflicts of interest and that a conflict of interest may arise if an employee: "Accepts non-nominal (greater than \$25 in value) gifts from vendors, potential vendors or any third-party who does business from the county."; and

WHEREAS, the \$25 limitation has been in place for many years, is obsolete, and will be increased to account for inflation; and

WHEREAS, the proposed \$35 gift is an expression of gratitude by OlyCAP for employees enduring the inconveniences construction has caused and is not intended to influence future behavior;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Commissioners hereby grants an exception to the County Personnel Administration Manual in the case of OlyCAP presenting \$35 gifts to Castle Hill employees adversely affected by the construction of the 7th Haven affordable housing facility and authorizes said employees to accept said gifts.

APPROVED this _____ day of _____, 2022.

SEAL:

ATTEST:

Carolyn Gallaway,
Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Heidi Eisenhour, Chair

Kate Dean, Member

Greg Brotherton, Member