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WHATCOM COUNTY COUNCIL
Finance and Administrative Services Committee

November 20, 2007

Committee Chair Sam Crawford called the meeting to order at 11:10 a.m. in the Council Chambers, 311 Grand Avenue, Bellingham, Washington.

Present:
L. Ward Nelson
Dan McShane

Absent:
None

Also Present:
Seth Fleetwood
Carl Weimer

SPECIAL PRESENTATION

1. COMMISSION AGAINST DOMESTIC VIOLENCE SAFETY AUDIT IMPLEMENTATION UPDATE BY DAVE MCEACHRAN, SUE PARROT, AND BRUCE VAN GLUBT (AB2007-250A)

Sue Parrot, Commission Against Domestic Violence Director, stated the Council asked for an update on the safety audit progress. The Commission received a second federal grant to encourage arrests. With those funds, they will work with the small cities to develop advocates within their criminal justice systems. She submitted information (*on file*).

Dave McEachran, Whatcom County Prosecutor, submitted information (*on file*). The purpose of the audit was to take a look at domestic violence cases, see how they're processed, and identify gaps for improvement. The auditors came up with findings. He read through the recommendations and progress from his handout. The audit was a good thing. It raised issues they've addressed. This will help with documentation.

Nelson asked about gap four. McEachran stated that gap had to do with dealing with the attorneys, if the attorneys didn't have direct contact. They were having contact with the domestic violence specialists, but not with the attorneys. They want to make sure the attorneys are involved. That is being addressed.

Nelson stated gap seven is being addressed with the Whatcom Exchange Network (WENET). Other gaps not included in the information are being handled through system changes. McEachran stated that is correct.

Nelson asked what they are doing about the lack of documentation regarding victim contacts and concerns, case progression, and decision-making. It's a concern if they aren't documenting the regards of the victims. McEachran stated the documentation wasn't what it should have been. The new software will allow notes in the files to do that.

Nelson asked if the notes include an action plan. McEachran stated they do. They will be able to make strategies for each case.

1 McShane asked how this review went overall. McEachran stated they agreed to the
2 audit. It allowed an outside group to look at all practices to make sure they are the best
3 possible. The audit showed areas where they can improve. They are making those
4 improvements. The audit was positive. Now, they have a couple of Excel spreadsheets and
5 databases. Through new software, they want to have all the information in one spot with
6 access available to all who need it.

7
8 Bruce Van Glubt, District Court Probation Administrator, referenced Council packet
9 information, which includes the Commission's response to the audit report. He read
10 through the gaps and progress for District Court Probation.

11
12 Crawford asked if there is a legal responsibility for victim notification. He asked if
13 doing notification through the advocate agency create a liability. Van Glubt stated he's not
14 aware of any legal obligation. The letter of notification is a courtesy. They aren't legally
15 obligated to do that.

16
17 Nelson stated it's good that they did the audit. He asked if there was discussion on
18 child advocacy. He asked who plays the role of child advocate in domestic violence. Van
19 Glubt stated he's not aware of it being addressed for District Court Probation. Probation
20 officers are mandatory reporters of child abuse. They have ongoing training to recognize
21 what might be child abuse. They call child protective services if a situation needs to be
22 addressed.

23
24 Nelson stated the gap is addressing what the children witness, how it affects their
25 futures, and preventing the cycle of domestic violence. Van Glubt stated some offenders
26 are ordered to go to parenting classes. One batterer treatment program includes an
27 element of good parenting skills. He's not aware of anything to address the specific needs
28 of the children. The audit report didn't discuss the children.

29
30 Parrot stated the issue of children comes up in terms of law enforcement response.
31 It wouldn't have come up in the probation report. Other work is happening with that issue
32 in the community. This issue is high on the commission's list for its strategic plan.

33
34 Van Glubt stated he was pleased with the results of the audit report. There were no
35 gaps relating to supervision or records. They are doing well.

36
37 Parrot stated she thanks the agencies that opened up to an audit and committed to
38 work on the recommendations.

39
40 McShane stated the audit raised issues about things that the District Court really
41 can't address. He asked if there are other ways to follow up on those gaps. Parrot stated
42 certain issues have to be addressed by the State. She hopes people will find other ways to
43 address those gaps.

44
45 McEachran stated felony probation issues should be handled through the State
46 legislature.

47
48
49 **COMMITTEE DISCUSSION AND RECOMMENDATION TO COUNCIL**

50
51 **1 ORDINANCE ADOPTING SUPPLEMENTAL BUDGET REQUEST #13 (AB2007-**
52 **444)**
53

1 Dewey Desler, Deputy Administrator, read the list of items in the request.
2

3 Crawford asked for an overview of the request from Superior Court. He asked if this
4 request is above the budgeted amount.
5

6 N.F. Jackson, Superior Court Administrator, stated this request is less than it has
7 been in the past years. The original shortfall was much larger. They used lapses from
8 other areas. There's no conflict contract shortfall. Most comes from the pro tempore
9 commissioners and guardian ad litem services, due to a 44 percent increase in juvenile
10 dependency filings. Now, they are in excess of 300 jury days more than last year. It's now
11 common to have three trials going at once.
12

13 Desler stated Superior Court often has statutory expenditures from the State. They
14 must make careful budget predictions. With the court's assistance, they are trying to
15 better-predict these costs. For instance, the court does not control juvenile dependency
16 filings, and it generates additional caseload requirements. Therefore, the County is
17 pursuing the court-appointed special advocates (CASA) program to provide a good service
18 to the community and to stabilize the financing requests.
19

20 There is a rise in conflict counsel. He described the conflict contract. Without
21 adequate conflict counsel, a case is dismissed. They're working on creating a second
22 County department to handle conflict counsel cases. They can budget for that and allow
23 more consistent projects. They're trying to reach a point where there are no supplemental
24 requests from the Superior Court in the future.
25

26 Jackson stated that the Superior Court comes back to the Council at this time every
27 year for these additional costs. These programs are directly planned to cap those costs
28 significantly.
29

30 McShane asked if they need to add an additional Court Commissioner. Jackson
31 stated they have some alternatives in mind. More people must be assigned to do
32 settlement conference in a domestic relations case, for example. That requires more time.
33 In general, the staff will first develop a scheme and propose it to the administration before
34 coming back to the Council.
35

36 ***Crawford moved*** to recommend approval to the full Council.
37

38 ***Motion carried unanimously.***
39
40

41 **COUNCIL "CONSENT AGENDA" ITEM** 42

- 43 **1. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO AN ADDENDUM**
44 **TO THE JAIL PHARMACY AGREEMENT BETWEEN WHATCOM COUNTY AND**
45 **HOAGLAND'S PHARMACY IN THE AMOUNT OF APPROXIMATELY \$198,778**
46 **(AB2007-447)**
47

48 ***Nelson moved*** to recommend approval to the full Council.
49

50 Nelson asked about increased costs that are occurring.
51

1 Wendy Jones, Chief of Corrections, stated they are looking for an updated copy of
2 the formulary. It's been updated. They are doing an evaluation and having a meeting with
3 the psych staff. A significant portion of the rising costs are do to psych medications.
4

5 ***Motion carried unanimously.***
6

- 7 **2. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO AN AMENDMENT**
8 **TO THE MEMORANDUM OF AGREEMENT BETWEEN WHATCOM COUNTY AND**
9 **THE WSU COOPERATIVE EXTENSION PROGRAM TO JOINTLY SHARE COSTS**
10 **FOR FACULTY POSITIONS IN THE AMENDED AMOUNT OF \$82,885 (AB2007-**
11 **448)**

12 ***McShane moved*** to recommend approval to the full Council.
13

14 *(Clerk's Note: End of tape one, side A.)*
15

16 Craig MacConnell, Cooperative Extension, stated this is a regular annual contract,
17 since 1917. It shares the personnel cost for four faculty positions in the county. It is an
18 increase of \$3,275, which is 3.75 percent.
19

20 Weimer asked if the water resource agent for Cooperative Extension ties in with the
21 County's water resource projects. MacConnell stated they will discuss the work plan in
22 January. The faculty will identify three major projects to work on.
23

24 Nelson stated the water resource agent did a good job educating the residents of the
25 watershed. Support Cooperative Extension in their efforts to educate the public on
26 stormwater.
27

28 ***Motion carried unanimously.***
29

- 30 **3. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO AN INTERLOCAL**
31 **AGREEMENT BETWEEN THE NORTHWEST INCIDENT MANAGEMENT TEAM**
32 **AND THE WHATCOM COUNTY SHERIFF'S OFFICE DIVISION OF EMERGENCY**
33 **MANAGEMENT FOR PARTICIPATION ON THE INCIDENT MANAGEMENT TEAM**
34 **(AB2007-449)**

35 ***Nelson moved*** to recommend approval to the full Council.
36

37 ***Motion carried unanimously.***
38

- 39 **4. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO A CONTRACT**
40 **BETWEEN WHATCOM COUNTY AND NORTHWEST YOUTH SERVICES FOR**
41 **CONTINUED IMPLEMENTATION OF THE TEEN COURT PROGRAM IN THE**
42 **AMOUNT OF \$18,500 (AB2007-450)**

43 ***Crawford moved*** to recommend approval to the full Council.
44

45 ***Motion carried unanimously.***
46

- 47 **5. REQUEST APPROVAL FOR THE EXECUTIVE TO AWARD BID #07-110 TO LOW**
48 **BIDDER TRI COUNTY OFFICE INTERIORS FOR THE SUPPLY AND**
49 **INSTALLATION OF MODULAR OFFICE FURNITURE IN DISTRICT COURT IN**
50 **THE AMOUNT OF \$107,136.44 (AB2007-451)**
51
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2 **McShane moved** to recommend approval to the full Council.

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4 **Motion carried unanimously.**

- 5
6 **6. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO AN INTERLOCAL**
7 **AGREEMENT BETWEEN WHATCOM COUNTY AND THE LUMMI NATION FOR**
8 **THE HAXTON WAY PEDESTRIAN AND BICYCLE SAFETY PROJECT IN THE**
9 **AMOUNT OF \$300,000 (AB2007-414)**

10
11 **Crawford moved** to recommend approval to the full Council.

12
13 **Motion carried unanimously.**

- 14
15 **7. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO A GRANT**
16 **AGREEMENT BETWEEN WHATCOM COUNTY AND THE WASHINGTON STATE**
17 **DEPARTMENT OF ECOLOGY FOR COORDINATED PREVENTION GRANT**
18 **ACTIVITIES TO INCLUDE THE OPERATION OF THE DISPOSAL OF TOXICS**
19 **FACILITY AND THE ENVIROSTARS PROGRAM IN AN AMOUNT UP TO**
20 **\$438,213 (AB2007-453)**

21
22 **Nelson moved** to recommend approval to the full Council. Pharmacy waste is a big
23 issue. He asked if this resource is available for pharmaceuticals.

24
25 Frank Abart, Public Works Department Director, stated he will find out. It's primarily
26 focused for household hazardous waste, not pharmaceuticals.

27
28 McShane stated medications are listed in the scope of work.

29
30 Nelson stated there isn't a mechanism for people to coordinate unless it's through
31 pharmacies. Take that issue back to the committee.

32
33 Crawford asked if pharmaceuticals are part of the medical waste stream.

34
35 Nelson stated they are not. There isn't a coordinated process for pharmaceutical
36 waste. Abart stated he would try to find out if they accept pharmaceuticals.

37
38 Nelson stated this program used to cost \$150,000 per year or more. He asked if
39 there has been any cost evaluation. Abart stated there has been a comparison to other
40 facilities. This facility is the collection leader in the state. There are also two alternate
41 facilities. There is a big local effort to get this material where it needs to be. Whatcom
42 County is cheaper. There has been discussion about charging businesses a higher rate. He
43 asked if the committee wants a report on the pharmaceuticals and a cost evaluation.

44
45 Weimer stated that if it's in the Comprehensive Plan, it will come forward then. If
46 not, it's not a dire issue. There may be other ways to control costs.

47
48 Nelson stated make sure they are clear on how pharmaceuticals are handled.

49
50 **Motion carried unanimously.**

- 51
52 **8. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO A CONTRACT**
53 **BETWEEN WHATCOM COUNTY AND COMPU-TECH INC. FOR TECHNOLOGY**

1 **UPGRADES TO THE SHERIFF'S AND PROSECUTOR'S RECORDS MANAGEMENT**
2 **SYSTEMS IN THE AMOUNT OF \$71,295 (AB2007-454)**

3
4 *Crawford moved* to recommend approval to the full Council.
5

6 *Motion carried unanimously.*
7

- 8 **9. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER INTO A GRANT**
9 **FUNDING AGREEMENT WITH THE WASHINGTON STATE DEPARTMENT OF**
10 **ECOLOGY TO PROVIDE SUPPORT FOR THE DRAYTON HARBOR SHELLFISH**
11 **PROTECTION DISTRICT IN THE AMOUNT OF \$75,000 (AB2007-455)**
12

13 *McShane moved* to recommend approval to the full Council.
14

15 Weimer asked if this went through the Drayton Harbor Shellfish Protection District
16 Advisory Committee, and if it is one of the advisory committee's high priority. He asked if
17 the committee believes this to be the best use of that money.
18

19 Erica Strobel, Public Works Department, stated this project is a stormwater retrofit
20 with the City of Blaine. The advisory committee has discussed this for the last couple of
21 years. The City of Blaine did a feasibility analysis for a particular type of stormwater retrofit
22 for reducing bacteria in the harbor. The advisory committee discussed it briefly at the last
23 meeting. They had a quick timeline to apply for the funds. The project received support
24 from the advisory committee.
25

26 *Motion carried unanimously.*
27

- 28 **10. REQUEST APPROVAL OF THE WHATCOM COUNTY HOUSING ADVISORY**
29 **BOARD RECOMMENDATIONS FOR FUNDING AND ENTERING INTO**
30 **CONTRACTS FROM THE 2060 OPERATIONS AND MAINTENANCE RFP# 07-88**
31 **IN THE AMOUNT OF \$100,000 (AB2007-456)**
32

33 *Crawford moved* to recommend approval to the full Council.
34

35 *Motion carried unanimously.*
36

- 37 **11. REQUEST APPROVAL FOR THE EXECUTIVE TO ENTER IN TO AN INTERLOCAL**
38 **AGREEMENT BETWEEN WHATCOM COUNTY AND THE CITY OF LYNDEN FOR**
39 **THE EAST LYNDEN SUBAREA ANNEXATION (AB2007-457)**
40

41 *McShane moved* to recommend approval to the full Council.
42

43 *Motion carried unanimously.*
44
45

46 **OTHER BUSINESS**
47

48 Dewey Desler, Deputy Administrator, stated the administration provided a copy of
49 the third quarter financial report. They can schedule a discussion if there are questions.
50 Whatcom County finds itself spending more money than it takes in. That trend will have to
51 be controlled.
52
53

1 **ADJOURN**

2
3 The meeting adjourned at 12:15 p.m.

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6 _____
7 Jill Nixon, Minutes Transcription

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9
10 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

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Dana Brown-Davis, Council Clerk



Sam Crawford, Committee Chair