

2023
ISLAND COUNTY COMMISSIONERS' WORK SESSION SCHEDULE
July 12, 2023

Meetings are available remotely. Those interested in attending the meetings by computer, tablet, or smartphone may use the following link: Join Zoom Meeting:
<https://tinyurl.com/ICWorkSession> **Meeting ID:** 957 0144 6335 **Passcode:** 969196
Dial by your location: +12532158782, 95701446335#, *969196# US (Tacoma)

9:00 a.m. Human Services
9:20 a.m. Public Works
10:20 a.m. Commissioners
10:35 a.m. County Administrator

NOON BREAK

1:00 p.m. Public Health
2:00 p.m. Planning and Community Development

The Board of County Commissioners meets in Work Session routinely on the first three Wednesdays of each month (unless otherwise scheduled). Work Sessions are held in the Annex Building, Board of County Commissioner's Hearing Room, #B102, 1 NE 6th Street, Coupeville, WA.

Work sessions are public meetings that provide an informal workshop format opportunity for the Board to review ongoing issues with individual departments and elected officials. This time is used for the Board to meet with other agencies, committees, and groups to discuss specific topics of mutual interest. Items are typically first reviewed at Work Session before being scheduled on the agenda for the Board's regular Tuesday business meetings.

Written public comment is welcomed and can be directed to the Clerk of the Board by submitting it to CommentBOCC@islandcountywa.gov or j.roll@islandcountywa.gov. If you have questions regarding public comment, you may call 360-679-7385. Written comments presented by members of the public are considered a public document and must be submitted to the Clerk of the Board.

Times for each department are approximate. Due to time constraints, a time slot scheduled for a specific department may be revised (earlier or later) as the Work Session progresses. Because of the workshop format and time sensitivity of certain items, topics and materials may be presented that are not included in a department's agenda. **If you are interested in reviewing those documents, please contact our office at 360-679-7354.**

NOTE: Audio recordings are posted within 48 hours of the meeting date. To listen to the recording visit the Island County website or [click here](#).

NOTICE: Persons requiring auxiliary aids/services should call Island County Human Resources at 360- 678-7919, 629-4522 Ext. 7919, or 321-5111 Ext. 7919 – at least 24 hours prior to the meeting.



ISLAND COUNTY HUMAN SERVICES

WORK SESSION AGENDA

DATE: 7/12/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Lynda Austin, Director

Amount of time requested for agenda discussion. 20 Minutes

Agenda Item No.: 1

Subject: Document Recording Fee and Consolidated Homeless Grant award recommendations

Description: Award recommendations to contract with community agencies that provide affordable housing, shelter, and services that benefit households experiencing homelessness, those at risk of homelessness, very low-income households and those with special needs requiring specialized services. Requesting BOCC to move contracts to consent.

Attachment: 2023 Request for Proposals, 2023-2024 Award Request Chart, 2018-2023 Document Recording Fee Revenue Tools.

Request: *(Check boxes that apply)*

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review Complete: ☐ In process

Budget Review Complete: ☐ In process

Agenda Item No.: 2

Subject: 2023 Work Plan update

Description: Updates on the 2023 Work Plan

Attachment: None

Request: *(Check boxes that apply)*

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

IT Review Complete: ☐ Not Applicable

Budget Review Complete: ☐ Not Applicable



Island County Human Services

2023-2025 Request for Proposals (RFP)

Homeless Crisis Response System

Affordable Housing for Low Income Households

Funding Period: July 1, 2023 – June 30, 2024

Proposals Due: 4:00 pm, April 26, 2023

Overview

Island County is seeking applications from qualified bidders experienced in implementing projects that provide affordable housing, shelter, and services that benefit households experiencing homelessness, those at risk of homelessness, very low-income households and those with special needs requiring specialized services.

Funding will come from the following fund sources:

- 1) Homeless Housing Grant Fund (2163) and
- 2) Affordable Housing Grant Fund (2060) and
- 3) Consolidated Homeless Grant (CHG)

Island County seeks proposals that align with the goals and objectives of the Island County 5 Year Homeless Housing Plan that ultimately seeks to design a continuum of housing and services making homelessness a brief and rare experience. This report is available here:

<https://www.islandcountywa.gov/Humanservices/Pages/Housing-Support-Center.aspx>

The needs of people experiencing homelessness in Island County or those at risk of becoming homeless are varied and many times complex. A client-centered approach to services is necessary to maximize resources and meet individuals' specific needs. Island County Human Services recognizes the increasing complexity of needs for many seeking services and the need to prioritize Supportive Housing in Island County. The county seeks creative and thoughtful proposals recognizing these challenges.

RFP Timeline

Request for Proposal (RFP) issued	April 10, 2023
Application Deadline	April 26, 2023
Application review process	April – Mid May
Applicants will be notified of conditional funding and fund sources*	Mid May
Contracts Developed & Finalized	Mid May - June 2023
Contract and Funding Start Date	July 1, 2023

Availability of Funds (Funding Period July 1, 2023 – June 30, 2024)

Projects that have been under contract with Island County Human Services over the past twelve months and that maintain or expand an existing service in Island County for persons experiencing homelessness or at risk of homelessness may be offered a two-year award. Applicants that receive these two-year awards will receive a contract with one year of funding that is renewable for an additional year. Year 2 funding (July 1, 2024-June 30, 2025) is NOT guaranteed and may be reduced or withheld due to funding availability, if performance is determined unsatisfactory, or for any reason at the direction of the Board of County Commissioners. Year 2 budgets will be requested by May 2024 for review and renewal.

Applicants that are applying for new programs that have not been under contract with Island County Human Services over the past twelve months, will be offered a one-year award. A short renewal application will be released by May 2024, to apply for Year 2 funding.

All applicants will need to complete and submit a budget for the July 1, 2023-June 30, 2024 funding period. Funding requested for Year 1 (July 1, 2023-June 30, 2024) must be used within that funding cycle. There is no carryover of unused funds into the next funding year. Applications should be submitted without regard to funding source; Island County will determine the funding source for each project.

Local Funds-Homeless Housing Grant Program (2163) – up to \$600,000

Engrossed Second Substitute House Bill (ESSHB) 2163 created the Homeless Housing Grant Program in Washington State on August 1, 2005. The law created a document-recording fee on certain documents, utilized by local jurisdictions to reduce homelessness. Administration of the grant funds shared between local governments and the state. Eligible uses of the funds are broad, as long as the program funded addresses homelessness through housing and or services for households at or below 50% Area Median Income (AMI).

State Funds-Consolidated Homeless Grant Program (CHG)

Prevention Deposit Assistance and Rapid Rehousing - \$90,000*
HEN - \$78,750*

**Commerce has not released final funding amounts for the 2023-2024 biennium. This number based on prior awards. Awards will be updated once the Washington state budget is enacted.*

The CHG combines state homeless resources into a single grant opportunity under the administration of the Washington State Department of Commerce. Program Guidelines are established by the Washington State Department of Commerce and Island County must adhere to these guidelines in administering this grant. CHG funds must serve Low Income Households (80% AMI or below), homeless or at risk of homelessness.

Eligible Activities for Homeless Housing Grant Program (2163) and Consolidated Homeless Grant Program (CHG):

1. Rental assistance and Rapid Rehousing programs serving homeless persons and families;
2. Operating costs for facilities that serve homeless persons and families;
3. Administrative costs;
4. Services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
5. Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
6. Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
7. Outreach services for homeless individuals and families;
8. Collection of Data on homeless persons served in the Homeless Management Information System (HMIS).
9. Rental and Furnishing of dwelling units for the use of homeless persons;
10. Costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
11. Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;

Local Funds-Affordable Housing for All Grant Program (2060) - up to \$100,000

The Affordable Housing for All Grant Program came about by the enactment of Substitute House Bill (SHB) 2060 that became law in Washington State on June 13, 2002. The law created a Document recording fee on certain documents that benefits very low-income households. (50% AMI and below).

An Inter-local agreement between Island County, the Cities of Langley and Oak Harbor, and the Town of Coupeville, establishing an Island County Housing Advisory Board, recommends no more than 25% of the Affordable Housing Fund surcharges to be dedicated for operating and maintenance cost. The remaining funds

for acquisition, construction or preservation/rehabilitation of housing projects or units within housing projects that are affordable to extremely low and very low-income households.

Eligible Activities for Affordable Housing Grant Program (2060)

1. Provide funding for operations and ongoing maintenance of emergency shelters (not including capital improvements);
2. Provide funding for operation and ongoing maintenance (not including capital improvements) of housing, including transitional housing that is eligible for WA State Housing Trust Fund grants. (Note that WA State Housing Trust Fund requires that facilities serve the target population for at least 40 years, and ongoing maintenance (not including capital improvements);
3. Provide funding for capital projects serving persons at or below 50% median income (AMI) for at least 25 years, including;
 - Acquisition of housing
 - Acquisition of land for future housing
 - Payment of soft costs (not bricks/mortar) associated with housing development
 - Provide funding to build new housing units including duplexes, multifamily housing, and single room occupancies and new single-family housing units.
 - Build emergency or youth shelters;
 - Provide funding to rehabilitate housing (repair/replace roofs, walls, electrical systems, doors, floors, cabinets, ceilings, bathrooms etc.).
 - Provide short-term rental/mortgage assistance consistent with requirements of the 2020 legislation.

Island County Priorities

Projects that are of the highest importance to the community are those that pro-actively and directly work to reduce the number of persons experiencing homelessness, create supportive and affordable housing and that work to reduce/eliminate racial disparities within the Homeless Crisis Response System in Island County. Projects that maintain, expand or create new capacity in the following project categories will be prioritized for funding (all categories are of equal priority), while seeking to maintain a proportional balance of funding between populations (chronically homeless, single adults, youth/young adults, families, newly homeless, seniors and veterans).

- Affordable Housing – Development and Preservation
- Permanent Supportive Housing- develop, purchase, master lease units and provide required supportive services
- Emergency Shelter
- Night by Night Shelter
- Transitional Housing and Services
- Rapid Rehousing
- Targeted Prevention Assistance
- Other supportive services such as intensive case management, outreach and day center

Reporting Requirements

All projects funded must participate with Coordinated Entry and the Island County Housing Support Center to ensure equitable access to all Island County residents. Current exception is for Victim Service Providers.

Grantees will be required to submit project progress and evaluation reports on a quarterly basis and a final report presented at the end of each funding cycle. *(Timelines provided in the contract with the county).*

Grantees should expect Island County to conduct in-person monitoring and client file review once during the grant cycle. Other contract monitoring will occur through review of HMIS data. Island County reserves the right to conduct additional assessment and contract monitoring at any time during the grant cycle.

All projects will also be required to participate in the Homeless Information Management System (HMIS) and will need to keep all project and client information up to date in this system. All Washington State Department of Commerce reporting requirements must be met on-time.

Application Instructions

All required Sections and Exhibits must be answered. Attachments are for reference only. The application is organized in the following manner:

1. Application Cover Sheet
2. Project Narrative
3. Agency Capacity and Experience
4. Budget Narrative
5. Budget Workbook for 2023 (Excel)

Additional Technical Submission Materials:

1. For Nonprofit organizations: Agency Certification of nonprofit Status: IRS 501(c)(3) letter;
2. An electronic copy of your agency's most recent Audited Financial Statements (unless already submitted within the last year). For agencies with multiple project applications, one audit will suffice for all applications; and
3. Current organizational chart that includes project staff and management.

Application Submission:

1. All applications must be hand delivered or submitted via email.
2. Answer each question fully, accurate information and complete forms are required. Ensure responses describe the specific proposed project, and not the agency's general mission. The more clearly the project and the services proposed are described, the better the application will be understood
3. Include only the specific supporting documentation required. Do not attach other materials.

A Housing Advisory Board RFP Review Committee will review the proposals. The RFP committee will then make a recommendation to the Board of County Commissioners. Island County reserves the right to negotiate or reject part of or the entire proposal recommended by the review committee.

Questions regarding the contents of this RFP should be directed to Emily Wildeman, Island County Housing Program Manager at e.wildeman@islandcountywa.gov or 360-678-7804.

All applications are due by **Wednesday, April 26, 2021 by 4 p.m.** **No late or incomplete applications will be considered**

Bring completed proposals to 105 NW 1st St. in Coupeville or email them to Emily Wildeman at e.wildeman@islandcountywa.gov. If emailing your proposal, you will receive an email confirmation within one (1) business day. If you do not receive a confirmation, please call Emily Wildeman at 360-678-7804.

Exhibit A

Additional Requirements Checklist – If Requested

The following are additional items that may be requested to assist in the evaluation of your application for funding. **Please do not provide this information at this time.** Should additional information be requested, only a single copy of the requested items will be required.

- Copy of current Business License
- Copy of IRS 501(c)(3) documentation
- Licensure/certification information: _____
- An organizational chart
- A list of applicant's Board of Directors, including names, addresses, occupation, officers, & meeting schedules.
- Job descriptions of key staff who will be involved in the program
- Agency's strategic plan, including mission and vision statement
- Board strategic planning documents, including mission and vision statement
- A copy of agency by-laws
- Staff orientation, training, and qualification procedures
- Agency personnel policies
- Insurance certificate documenting proof of insurance coverage Specified limits required and Additional Insured Endorsement naming Island County as an Additional Insured or equivalent.
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations
 - \$1,000,000 Personal Injury and Advertising Injury
 - \$1,000,000 Each Occurrence

Housing Advisory Board - 2023-2024 RFP Sub-Committee - Award Request Chart

Homeless Housing Funds (HHF): \$650,000

Consolidated Homeless Grant (CHG): \$190,750

Agency		Award 2021-2022	Award 2022-2023	Award Request	Award 2023-2024
CADA		\$ 40,000	\$ 83,000	\$ 40,000	\$ 40,000
CRC Stanwood Camano		\$ 9,020	\$ 9,020	\$ 15,469	\$ 15,469
Opportunity Council	HHF	\$ 241,757	\$ 252,696	\$ 418,765	\$ 214,075
	CHG	\$ 144,083	\$ 221,466	\$ 173,750	\$ 190,750
	TOTAL	\$ 385,840	\$ 474,162	\$ 592,515	\$ 404,825
Ryan's House for Youth		\$ 75,000	\$ 75,000	\$ 85,000	\$ 75,000
Spin Café		\$ 45,964	\$ 48,255	\$ 130,970	\$ 72,620
Whidbey Homeless Coalition		\$ 239,630	\$ 245,270	\$ 243,430	\$ 232,573
LIHI		\$ -		\$ 199,189	\$ 0
HHF TOTAL	HHF	\$ 651,371	\$ 713,241	\$ 1,132,823	\$ 649,737
	CHG	\$ 144,083	\$ 221,466	\$ 173,750	\$ 190,750
	TOTAL	\$ 795,454	\$ 934,707	\$ 1,306,573	\$ 840,487

Affordable Housing Funds (AHF): \$100,000

Agency		Award 2021-2022	Award 2022-2023	Award Request	Award 2023-2024
Housing Authority – Operations and Maintenance		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Housing Authority – Preservation		\$ 75,000	\$ 75,000	\$ 0	\$ 0
AHF TOTAL		\$ 100,000	\$ 100,000	\$ 25,000	\$ 25,000

Document Recording Fee Revenue Totals 2018 – 2023

Year	Fund 105 – Affordable Housing	Fund 106 – Homeless Housing
2018	\$109,818	\$672,816
2019	\$128,501	\$800,451
2020	\$162,701	\$1,030,937
2021	\$176,244	\$1,118,311
2022	\$109,535	\$714,283
2023 to date (6 months)	\$38,347	\$240,129



ISLAND COUNTY PUBLIC WORKS

WORK SESSION AGENDA

DATE: 7/12/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Connie Bowers, Director

Amount of time requested for agenda discussion. 60 Minutes

Agenda Item No.: 1

Subject: Broadband Grant

Description: To discuss a Broadband grant opportunity for North Camano Island.

Attachment: Memorandum, Executive Summary: Island County Commissioner – Rural Broadband Funding Application, North Camano Island Broadband Map, Draft Resolution

Request: *(Check boxes that apply)*

- | | |
|---|--|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input checked="" type="checkbox"/> Discussion |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review Complete: ☐ In process

Budget Review Complete: ☐ In process

Agenda Item No.: 2

Subject: 2023 Work Plan update

Description: Updates on the 2023 Work Plan

Attachment: None

Request: *(Check boxes that apply)*

- | | |
|---|--|
| <input type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input checked="" type="checkbox"/> Discussion |
| <input type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____ |

IT Review Complete: ☐ Not Applicable

Budget Review Complete: ☐ Not Applicable



Island County Public Works

Connie Bowers, P.E., Director and County Engineer

1 NE 7th Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: ConnieB@islandcountywa.gov | www.islandcountywa.gov

MEMORANDUM

July 12, 2023

TO: BOCC

FROM: Fred Snoderly/Assistant Public Works Director

RE: Broadband Grant Opportunities

Discussion of Broadband opportunities for Island County.

Providing Broadband services to underserved areas of Island County is paramount to closing the digital divide on health, education, health and workforce development and to progress towards economic opportunities.

Broadband services will provide internet accessibility to residents, students, government services, schools, libraries, health centers and to first responders for public safety.

Island County, in partnership with local internet service providers will apply for grants to fund the development of infrastructure needed to support access to affordable, reliable, high-speed internet on Camano and North Whidbey Islands.

A resolution from the board supporting grant opportunities is needed and a draft is attached.

Executive Summary: Island County Commission – Rural Broadband Funding Application

Where: North Camano Island, Island County

Project Description: The Washington Community Economic Development Board has a limited amount of funding to support rural broadband projects. Island County is an eligible applicant for these funds. In accordance with the grant guidelines, Island County reached out to possible provider partners to implement the project. Ziply Fiber, the Local Incumbent Exchange Carrier, is a willing partner and can complete the project efficiently; the vast majority of fiber can be over lashed along existing copper lines.

The North Camano Island Broadband project will bring Fiber to the Premise (FttP), enabling 105 address locations access to 10/10 Gbps connectivity. The proposed project area includes the Eagles Island Airport, Industrial Park, farms and residences. According to the Federal Communications Commission's Broadband Data Collection (12-31-22), 75% of the locations in the project area are unserved (less than 25/3 Mbps).

Providing access to multiple gigabits to end users will bolster economic development opportunities, increase household access to online tools for education, healthcare and employment.

Locations in project area: 105

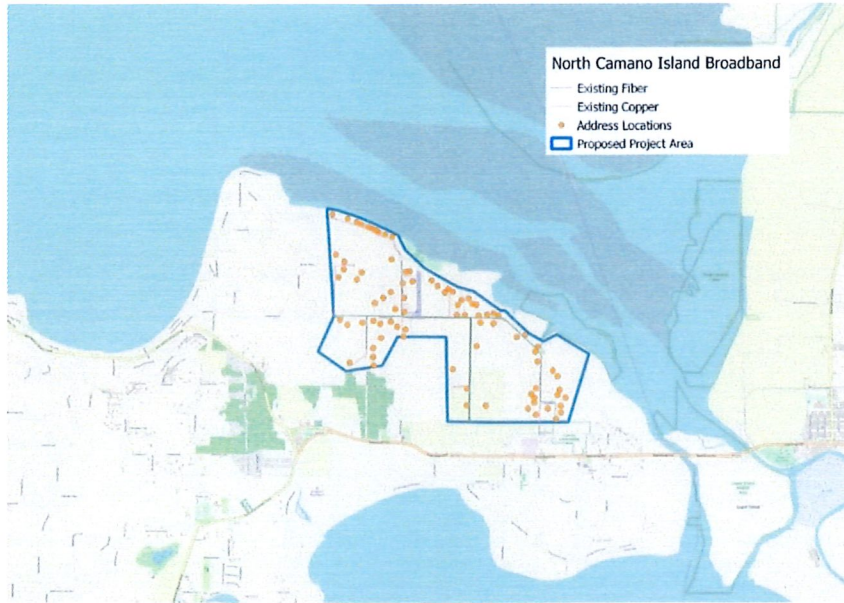
Total Project Cost: \$524,813

CERB Funding Request: \$314,888

Ziply Fiber Match: \$209,925

Submittal Timeline: July 17, 2023

CERB Decision: September 21, 2023



**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF APPROVAL TO
SUBMIT A GRANT APPLICATION TO
THE COMMUNITY ECONOMIC
REVITALIZATION BOARD FOR
FIBER BROADBAND SERVICE TO
NORTH CAMANO**

)
)
)
)
)
)
**RESOLUTION C-XX-23
R-XX-23**

WHEREAS the 2018 State Supplemental Capital Budget (2018: Chapter 298: ESSB 6095, Section 108) created the Community Economic Revitalization Board Broadband Infrastructure Program.; and

WHEREAS The Community Economic Revitalization Board (CERB) was authorized to make loans and grants to local governments to build infrastructure to provide high-speed, open-access broadband service to rural and underserved communities; and

WHEREAS Ziply Fiber is the Incumbent Local Exchange Carrier providing telecommunications services to address locations on Camano Island; and

WHEREAS Ziply Fiber pledges to contribute an in-kind and cash match total of \$ 209,925.00

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Island County Commissioners approves the following:

Submission of a CERB Rural Broadband grant application in partnership with Ziply Fiber. The proposed project will pass 105 addressable locations on North Camano.

ADOPTED this ____ day of _____, 2023

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY WASHINGTON**

Janet St. Clair, Chair

Jill Johnson, Member

Melanie Bacon, Member

ATTEST:

Jennifer Roll, Clerk of the Board



ISLAND COUNTY COMMISSIONERS

WORK SESSION AGENDA

DATE: 7/12/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: BOCC Staff

Amount of time requested for agenda discussion. 15 minutes

Agenda Item No.: 1

Subject: Public Meeting with local Builders

Description: Discussion pertaining to the steps needed to hold a public meeting with local builders regarding permitting timelines.

Attachment: None

Request: *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☐ None/Informational

☒ Discussion

☐ Signature Request

☐ Other: _____

IT Review Complete: ☐ Not Applicable

Budget Review Complete: ☐ Not Applicable



ISLAND COUNTY COUNTY ADMINISTRATION

WORK SESSION AGENDA

DATE: 7/12/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Michael Jones, County Administrator

Amount of time requested for agenda discussion. 1 hr 30 minutes

Agenda Item No.: 1

Subject: Multi-Department 2023 Work Plan updates for Quarter 2

Description: Updates to the Board on the progress of the 2023 Work Plans for Information Technology, Human Resources/General Services Administration, Budget/Risk, and Facilities.

Attachment: Quarter 2 Work Plan Memo

Request: *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☐ None/Informational

☒ Discussion

☐ Signature Request

☐ Other: _____

IT Review Complete: ☐ Not Applicable

Budget Review Complete: ☐ Not Applicable



Island County Administration

Michael Jones, MPA – County Administrator

P.O. Box 5000, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: Michael.jones@islandcountywa.gov | www.islandcountywa.gov

MEMORANDUM

June 30, 2023

TO: County Commissioners
Department Heads

FROM: Michael Jones, County Administrator

RE: Department Workplans – Quarter 2 Update

This memo is a brief update on the status of department workplans. The projects listed below are those items that were programmed for Quarters 1 and 2. We are holding Work Session agenda time on July 12 to review this. However, if there are specific items you would like a department head to review at the Work Session, please let them know in advance.

HR/GSA

- Salary Study of Non-Reps – On track for discussion with Board members in July. Will provide memo with analysis in early July and review as appointments allow.
- Work to update NeoGov and PCNs is ongoing and will run into Q3 as the Budget portion of the project took longer than anticipated. Most of the work for the Budget portion has been completed. Once fully completed and uploaded into ClearGov and Finance Enterprise, we can start with NeoGov changes to match the work.
- Coordinated on DEI management training to include personnel topics (not on work plan).
- HR has increased its involvement in the hiring process by reviewing applications and participating in interviews. We have done this, particularly when a department has requested our involvement at either stage.
- HR reached out to PEBB to analyze whether the County should consolidate all ancillary health and life insurance benefits under PEBB or stay with WCIF. That review is complete, and HR will report to the Board on this at an upcoming Work Session.

Budget/Risk

- Annual budget calendar – Completed.
- Develop budget book and Transparency in ClearGov – Currently under development. 2023 Budget Book link to be posted to the County website by the end of Q3. ClearGov Transparency module still under development.
- Budget automation in ClearGov – Three quarter work project – in progress.

- Revise financial management policy – In progress, working with County Administrator.
- Work to update NeoGov/ClearGov and PCNs. PCNs and position numbers have been updated. Programming in ClearGov has been completed. (GSA/HR).
- Quarterly Financial reports – Developed.
- Annual Plan of Safety Committee – Safety update to the Board provided.

Facilities

- ESPC/Energy Conservation/Admin Building – An Investment Grade Audit has been complete. A subsequent Energy Savings Proposal was voted to move forward by the BOCC pending a completed contract (currently under review) for the \$1M Building Electrification Grant awarded in late March. Millig Engineering scoped a campus-wide generator replacement strategy, which was presented to the BOCC in June.
- PW Building – Demo has been completed, and the Building Renovation Permit has been issued. Electrical engineering for the generator is nearing completion, and permitting has been issued for placement of the generator. Furniture has been ordered and moving services secured.
- Jail Electronics/Interior Improvements – Revised Bid Open scheduled for 6/10/2023. Law Library/PA Space Conversion – Bid awarded to Valdez Construction estimated completion August 28th.
- Prox Card System – All punchlist items have been completed.
- EV Charging Stations – PO issued to Siemens for Camano charging stations are on order and permitting is in work. WSDOT & Federal Grant applications being prepared for Coupeville campus with assistance from Merchant McIntyre.
- South Whidbey Family Resource Center will be receiving a new roof - estimated mobilization early July.

Human Services

- New Job Description/Housing Specialist – Complete, recruitment ongoing. Hired a part-time, temporary employee to complete a specific task on the job description.
- Youth Behavioral Health (Proviso) and Early Childhood Support was brought to Board of Health in March. Will be bringing additional discussion to the Board during Budget on status of Early Childhood Support programs following the retirement of a key employee.
- Still waiting for clarification on Medicaid Administrative Claiming revenue. Can present this information in budget presentation.

Administration

There is not an Administration work plan. This is an overview of key projects in progress.

- DEI Training – Training is in progress: 185 staff people trained to date.
- Language Access Plan – A draft was presented to BOCC in June. Working on implementation.
- Communication Plan – In review, to be presented to BOCC in July.

- Website Rework – Completed the roll over. Website work is never done because it's dynamic.
- County Administrator Job Evolution/Development – Resolution adopted by BOCC. No further work proposed at this time.
- Permit Timelines Reporting – First quarter 2023 report issued in June.

IT

- Website Migration – Completed.
- ECM – In progress, early stages. Working on a recommendation to minimize archived email and archived past employee drives.
- Conference Room AV – Completed.
- Access DB Conversion – In progress. Working with Chris Kelley to move Hydrogeology needs to GIS layer.
- Disaster Recovery – Little progress in second quarter due to key personnel workloads.
- Cell Phone Repeaters for Board Chambers – Completed.
- Accounting System Upgrade – Training is complete, teams are now testing changes. Upgrade scheduled for July.
- Intranet – working on a plan to migrate internal content to a new platform.

Planning

- 17.05A Shoreline Master Program, June code and text to Commerce for review 14-60 days, then to BOCC for approval.
- COMP PLAN – county-wide planning policy items discussed with jurisdictions take to Planning Commission.
- LONG RANGE TEAM – Interviewing to fill vacant positions.

Public Works

- Public Works Department re-build is ongoing.
 - Leadership Impact development completed for Senior Managers.
 - Leadership Impact development underway for Middle Managers.
- Relocate Public Works Campus, ongoing, providing timely response to project manager.
- Code Review Changes (Clearing and Grading, Stormwater, Complete Streets, Concurrency)
 - Initial draft of Clearing and Grading, Complete Streets and Concurrency code reviewed.
 - Request for qualifications for code consultants issued early June for Clearing and Grading, and Transportation Concurrency.
 - Developing a scope of work with a consultant to support development of a Complete Streets Policy.
- Resiliency Study
 - Identified that existing GIS layers should meet study requirements.
 - Established internal team.

- Exploring grant opportunities.
- Drainage Complaint Heat Map
 - First draft complete, expect to take to an August Work Session.
- Separated Trails Cost Benefit Study – not yet started.
- Campground Feasibility Study
 - Research completed, expect to take to a July Work Session.
- Sewer Feasibility Study
 - Met with retired consultant who had experience in this area.
 - Identified and reviewed previous studies.
 - Research completed, expect to take to an August Work Session.

Health

- Community Health:
 - COVID 19 branch has integrated into Community Health, working collaboratively with communicable disease staff to fulfill essential functions.
 - Comprehensive directory under development, working with community partners and Help Me Grow Washington. Supported PYC to develop resource directory and next step is promoting resource with community members and providers.
- Assessment:
 - A timeline for the Community Health Assessment (CHA) has been developed and a CHAB committee to support CHA activities has been formed. Staff are ensuring a focus on social drivers of health and the impacts of climate. Collaboration with departments underway, including Planning, Public Works, and Human Services.
- Environmental Health:
 - Hydrogeologist successfully recruited and on-boarded; integrating hydrogeology into key areas.
 - Undertaking fee study to assess the current fee structure and provide recommendations. Timeline developed and shared with Board.
- Natural Resources:
 - Natural Resources Manager Jennifer Schmitz, MS started May 8, 2023, and has completed on-boarding trainings to orient to work areas and workplan.
 - Integrating an environmental justice into the advisory board review process, focusing on the CFF CAB board. New CFF Coordinator starts in June.
 - WQS Mapping item has been on hold due to absence of NR Manager.



ISLAND COUNTY PUBLIC HEALTH

WORK SESSION AGENDA

DATE: 7/12/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Shawn Morris, Director

Amount of time requested for agenda discussion. 60 Minutes

Agenda Item No.: 1

Subject: 2023 Work Plan update

Description: Updates on the 2023 Work Plan

Attachment: None

Request: *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☐ None/Informational

☒ Discussion

☐ Signature Request

☐ Other: _____

IT Review Complete: ☐ Not Applicable

Budget Review Complete: ☐ Not Applicable



ISLAND COUNTY PLANNING & COMMUNITY DEV.

WORK SESSION AGENDA

DATE: 7/12/2023

To: Janet St. Clair, Chair
Board of Island County Commissioners

From: Mary Engle, Director

Amount of time requested for agenda discussion. 60 Minutes

Agenda Item No.: 1

Subject: 2023 Work Plan update

Description: Updates on the 2023 Work Plan

Attachment: None

Request: *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☐ None/Informational

☒ Discussion

☐ Signature Request

☐ Other: _____

IT Review Complete: ☐ Not Applicable

Budget Review Complete: ☐ Not Applicable