



MEETING OF THE EXECUTIVE COMMITTEE OF
THE WHATCOM COUNCIL OF GOVERNMENTS

Wednesday, July 8, 2020, 3:00-3:25 p.m.

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Access Code: 829-828-373

AGENDA

PAGES

- A. CALL TO ORDER AND ROLL CALL – Chairman Korthuis
- B. AGENDA APPROVAL*
- C. APPROVAL OF MINUTES*
Meeting of December 11, 2019
- 3-4
- D. CLAIMS*
May and June, 2020
- 5-6
- E. OLD BUSINESS (if any)
- F. NEW BUSINESS
- 7-9
 - 1. Amendment to WCOG Personnel Manual – Ron Cubellis*
 - 2. Other New Business (if any)
- G. EXECUTIVE DIRECTOR’S REPORT – Bob Wilson
- H. ADJOURN

* Action item



Notice to the Public Regarding Title VI of the Civil Rights Act of 1964

WCOG hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WCOG receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WCOG. Any such complaint must be in writing and filed with the WCOG Title VI Coordinator within one-hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the WCOG at no cost and are available on WCOG's website.

Aviso al Público Sobre Título VI de la Ley de Derechos Civiles de 1964

Por medio de la presente, el WCOG notifica de manera pública que la política del organismo es garantizar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Recuperación de Derechos Civiles de 1987, el Decreto Presidencial 12898 sobre Justicia Ambiental, el Decreto Presidencial 13166 sobre Dominio Limitado del Idioma Inglés, así como los estatutos y reglamentos relacionados en todos los programas y actividades. De acuerdo con lo estipulado en el Título VI, ningún individuo de los Estados Unidos de América deberá, con fundamento en su raza, color, sexo o nacionalidad, ser excluido de participar en, que se le nieguen los beneficios de, o ser víctima de discriminación en virtud de cualquier programa o actividad por el cual el WCOG reciba fondos federales.

Toda persona que se considere agraviada por una práctica discriminatoria e ilícita en virtud del Título VI tiene derecho a presentar una denuncia formal ante el WCOG. Cualquier denuncia de este tipo debe presentarse por escrito ante el coordinador del Título VI del WCOG en un periodo de 180 días naturales a partir de la fecha de la presunta discriminación. El WCOG pone a disposición del público los formularios de denuncia del Título VI de manera gratuita en su página web.

WHATCOM COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES – DRAFT
DECEMBER 11, 2019

ATTENDANCE

COMMITTEE MEMBERS Scott Korthuis (Vice Chairman), Lynden; Jack Louws (Secretary-Treasurer) and Satpal Sidhu, Whatcom County; Terry Bornemann, Bellingham; Bonnie Onyon, Blaine; Bobby Briscoe, Port of Bellingham

BOARD MEMBERS Carol Frazey, Whatcom County

STAFF Bob Wilson, Ron Cubellis

A. CALL TO ORDER

Vice Chairman Korthuis, acting as chairman, called the meeting to order at 3:01 p.m. with a quorum present.

B. PUBLIC COMMENT

No members of the public were in attendance.

C. AGENDA APPROVAL

MOTION: Mr. Louws moved, Mr. Sidhu seconded, to approve the agenda as presented.

MOTION PASSED

D. APPROVAL OF MINUTES OF MARCH 13, 2019

MOTION: Mr. Louws moved, Mr. Sidhu seconded, to approve the minutes of the meeting of March 13, 2019.

E. OLD BUSINESS

No old business was discussed.

F. NEW BUSINESS

1. Proposed 2020 WCOG Budget

Messrs. Wilson and Cubellis presented the final draft of the proposed 2020 Budget and answered questions posed by the members.

MOTION: Mr. Louws moved, Mr. Bornemann seconded, to recommend to the Council Board that it adopt the proposed 2020 WCOG Budget, as presented.

MOTION PASSED

G. ADJOURN

There being no further business, the meeting adjourned at 3:04 p.m.

Secretary-Treasurer

Robert H. Wilson, AICP
Executive Director

DRAFT

Whatcom Council of Governments

CLAIMS LISTING

May through June 2020

Date	Num	Source Name	Memo	Paid Amount
May - Jun 20				
05/01/2020	eft	ClubExpress	Communication Services	24.00
05/01/2020	LC 040320	Coconut Kenny's	Supplies	50.00
05/01/2020	LC 040320	Jalapenos	Supplies	40.00
05/01/2020	LC 040320	Edaleen Dairy	Supplies	50.00
05/01/2020	LC 040320	Haggen	Supplies	100.00
05/01/2020	LC 040220	Eltima	Office Equipment & Software	48.89
05/01/2020	RC 032420	Superior Press	Supplies	168.44
05/01/2020	RC 032720	Adobe Systems Inc.	Office Equipment & Software	322.79
05/01/2020	RC 032720	Amazon	Supplies	54.20
05/01/2020	RC 040120	Clearly Communications	Communication Services	169.91
05/01/2020	RC 040120	Google	Communication Services	71.61
05/01/2020	RC 040220	Intuit Payroll Service	Office Equipment & Software	19.57
05/01/2020	RC 040520	Comcast	Communication Services	319.15
05/01/2020	RC 040620	RemotePC	Office Equipment & Software	187.12
05/01/2020	RC 040920	Bellingham Herald (subscription)	Supplies	332.80
05/01/2020	RC 040920	Heroku	Communication Services	184.86
05/01/2020	RC 041020	Puget Sound Energy	Utilities	233.38
05/01/2020	RC 041320	American Planning Association	Professional Development	125.00
05/01/2020	RC 041520	Sanitary Service Corporation	Utilities	70.59
05/01/2020	MF 032420	MyFonts Inc.	Supplies	325.91
05/01/2020	MF 033020	Eltima	Office Equipment & Software	48.89
05/01/2020	MF 040120	Mailgun Technologies	Office Equipment & Software	6.68
05/01/2020	RC 040320	Amazon Web Services	Communication Services	404.55
05/01/2020	MF 041320	American Planning Association	Professional Development	125.00
05/01/2020	MF 041620	T-Mobile	Communication Services	25.00
05/01/2020	JM 041020	Amazon	Supplies	49.99
05/01/2020	JM 041220	Pendragon Software Corporation	Office Equipment & Software	100.00
05/01/2020	JM 041320	American Planning Association	Professional Development	125.00
05/01/2020	BW 032520	Seattle Times	Supplies	1.00
05/01/2020	BW 040420	ADT Security Systems	Utilities	72.89
05/01/2020	BW 042220	Seattle Times	Supplies	15.96
05/01/2020	ach	HSA Bank	HSA Fees	2,100.00
05/01/2020	ach	HSA Bank	HSA Fees	1,110.00
05/07/2020	2975	AES Inc.	Temp Agency	3,684.57
05/07/2020	2976	Bellingham Herald (legal notices)	Public Hearing Notices	88.78
05/07/2020	2977	Bruce's Janitor Service	Janitorial	625.00
05/07/2020	2978	BTC Leasing	Office Equipment/Software	449.18
05/07/2020	2979	Cascade Natural Gas	Utilities	79.39
05/07/2020	2980	Champion Building LLC	Rental	5,877.98
05/07/2020	2981	ESRI Inc.	GIS Software	7,717.70
05/07/2020	2982	IBI Group US	Professional Services	1,080.00
05/07/2020	2983	Lamar Companies	Printing	3,600.00
05/07/2020	2984	Parker Northwest Associates	Professional Services	3,793.00
05/07/2020	2985	Pitney Bowes	Postage	176.20
05/07/2020	2986	Puget Sound Energy	Utilities	163.12
05/07/2020	2987	Ricoh USA Inc.	Office Equipment/Software	230.98
05/07/2020	2988	US Bank	Purchase Card	3,562.84
05/27/2020	ACH	HSA Bank	HSA Fees	13.50
05/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1897893154	9,679.00
05/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1897893154	1,087.00
05/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1897893154	1,087.00
05/27/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -1897893154	0.00
05/27/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	8,605.23
05/28/2020		QuickBooks Payroll Service	Created by Payroll Service on 05/27/2020	49,009.58
05/28/2020	2989	AFLAC	Employee Paid Coverage	77.82
05/28/2020	2990	AWC-Additional Life	VOID: Moved to AWC's new pymt system	0.00
05/28/2020	2991	United Way	Employee Contributions	382.00
05/28/2020	ACH	WA Dept of Retirement Systems	PERS Contribution	5,286.25
05/28/2020	Ach	WA Dept of Retirement Systems	PERS Contribution	2,926.86
05/28/2020	Ach	WA Dept of Retirement Systems	PERS Contribution	3,229.62
05/28/2020	Ach	Mass Mutual	Retirement	990.00
05/28/2020	Ach	Mass Mutual	Retirement	919.09
05/28/2020	Ach	Mass Mutual	Retirement	1,251.86
06/01/2020	eft	ClubExpress	Communication Services	24.00
06/01/2020	RC 050220	Google	Office Equipment & Software	77.91
06/01/2020	RC 050120	Clearly Communications	Communication Services	169.91
06/01/2020	RC 050220	Intuit Payroll Service	Office Equipment & Software	19.57
06/01/2020	RC 050520	Comcast	Communication Services	319.15

Whatcom Council of Governments

CLAIMS LISTING

May through June 2020

Date	Num	Source Name	Memo	Paid Amount
06/01/2020	RC 050520	ACCO Brands	Supplies	32.33
06/01/2020	RC 050520	ACCO Brands	Supplies	25.01
06/01/2020	RC 051120	Heroku	Communication Services	184.90
06/01/2020	RC 051520	Excelceo	Professional Development	99.00
06/01/2020	RC 051720	Insightly Inc.	Office Equipment & Software	2,436.00
06/01/2020	RC 051520	Sanitary Service Corporation	Utilities	70.59
06/01/2020	RC 052020	Community Food Co-op	Supplies	11.72
06/01/2020	RC 052220	Amazon	Repair & Maintenance	18.47
06/01/2020	RC 051620	Amazon	Supplies	20.64
06/01/2020	MF 050120	Amazon	Supplies	51.61
06/01/2020	MF 050120	Mailgun Technologies	Communication Services	6.58
06/01/2020	MF 051420	SurveySparrow Inc.	Communication Services	87.00
06/01/2020	MF 051620	T-Mobile	Communication Services	25.00
06/01/2020	JM 051320	Pendragon Software Corporation	Office Equipment & Software	40.00
06/01/2020	BW 050420	ADT Security Systems	Utilities	72.89
06/01/2020	BW 052020	Seattle Times	Supplies	15.96
06/01/2020	MG 051020	Facebook Inc.	Communication Services	1.76
06/01/2020	MG 051820	Facebook Inc.	Communication Services	12.16
06/01/2020	MF 050220	Amazon Web Services	Communication Services	400.52
06/02/2020	ACH	HSA Bank	HSA Fees	1,950.00
06/02/2020	ACH	HSA Bank	HSA Fees	1,110.00
06/04/2020	ACH	AWC	Benefits	8,304.77
06/04/2020	ACH	AWC-Additional Life	Employee Paid Life Ins.	22.50
06/05/2020	2992	AES Inc.	Temp Agency	4,610.01
06/05/2020	2993	AMS Print and Mail Specialists	Printing	356.54
06/05/2020	2994	Bellingham Herald (legal notices)	Public Hearing Notices	111.94
06/05/2020	2995	Bruce's Janitor Service	Janitorial	625.00
06/05/2020	2996	BTC Leasing	Office Equipment/Software	449.18
06/05/2020	2997	Caliper Corporation	Professional Services	12,912.50
06/05/2020	2998	Cascade Natural Gas	Utilities	23.84
06/05/2020	2999	Champion Building LLC	Rental	5,877.98
06/05/2020	3000	Parker Northwest Associates	Professional Services	3,793.00
06/05/2020	3001	Puget Sound Energy	Utilities	148.90
06/05/2020	3002	Ricoh USA Inc.	Office Equipment/Software	212.66
06/05/2020	3003	Susan Horst	Expense Reimbursement	46.58
06/05/2020	3004	US Bank	Purchase Card	4,198.68
06/05/2020	3005	WA State Auditor's Office	Professional Services	9,896.25
06/05/2020	3006	Wilson Engineering LLC	Professional Services	1,520.00
06/26/2020	ACH	HSA Bank	HSA Fees	13.50
06/29/2020		QuickBooks Payroll Service	Created by Payroll Service on 06/25/2020	38,318.36
06/30/2020	3007	AFLAC	Employee Paid Coverage	77.82
06/30/2020	3008	United Way	Employee Contributions	344.00
06/30/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -799667154	7,578.00
06/30/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -799667154	827.08
06/30/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -799667154	827.08
06/30/2020	E-pay	Internal Revenue Service	Payroll Taxes QB Tracking # -799667154	0.00
06/30/2020	ach	Mass Mutual	Retirement	490.00
06/30/2020	ach	Mass Mutual	Retirement	606.44
06/30/2020	ach	Mass Mutual	Retirement	395.86
06/30/2020	ach	WA Dept of Retirement Systems	PERS Contribution	4,236.68
06/30/2020	ach	WA Dept of Retirement Systems	PERS Contribution	6,896.68
06/30/2020	ach	WA Dept of Retirement Systems	PERS Contribution	1,363.96
06/30/2020	ach	WA Dept of Retirement Systems	PERS Contribution	2,718.54
06/30/2020	3009	AWC	Benefits	555.84

May - Jun 20

248,399.58

The Council Board retroactively approves the payments made during May through June 2020, for the above listed claims in the total amount of \$248,399.58*

Board Officer

Title

Date



whatcom council of governments

MEMORANDUM

To: WCOG Executive Committee
From: Ron Cubellis, Deputy Executive Director
Date: July 1, 2020
Subject: Personnel Manual changes - Furloughs

In the wake of the state restrictions on gatherings and public instruction, it has become necessary for WCOG to implement a furlough policy. While most of our grant and contract funding comes in 1-3 year increments, it comes with scopes of work that must be fulfilled before seeking reimbursement for expenditures including staff salaries. Most of the planning staff have been able to work remotely or distanced properly in the office when necessary. But the Smart Trips staff has been unable deliver 90% of their program. The direct beneficiaries of the program are K-8 school children and small business. Both of which have been unavailable since early spring.

It is not necessary to have a furlough policy in place to enact temporary layoffs and reduced schedules. The need for WCOG to adopt a policy comes from our employee benefits administrator – the Association of Washington Cities. It is their policy that member entities have a furlough policy in place if benefits are to be provided during temporary schedule reductions.

The following pages show the proposed changes to the personnel policy with regard to furloughs.

SUGGESTED MOTION: Move to approve the Personnel Manual changes as presented.

3.11 VOLUNTEERS

WCOG may, from time-to-time, utilize volunteers to assist within the organization. All volunteer assignments will receive approval from the Executive Director prior to commencement. Volunteers may receive reimbursement for specific portions of their volunteer service, such as mileage reimbursement. A current employee may not volunteer in any capacity related to his/her paid position. While volunteer positions are unpaid, volunteers will be required to comply with many of the processes, policies and procedures required of regular employees and must sign the volunteer letter of understanding.

3.12 FURLOUGH

WCOG may need to implement a mandatory furlough for certain positions due to a financial emergency necessitating budget reductions. This policy provides general guidelines for identifying the impacted positions and the effect of a furlough on compensation and benefits.

Definitions

- Furlough day – Any day an employee is temporarily laid off without duties and without pay due to a financial emergency necessitating budget reductions.
- Furlough hour – Any hour an employee’s scheduled hours are temporarily reduced due to a financial emergency necessitating budget reductions.
- Furloughed employee – Any employee who has hours reduced or is temporarily laid off without duties and without pay due to a financial emergency necessitating budget reductions.

Applicability

- Furlough eligible positions. WCOG may subject certain positions to a mandatory furlough based upon the needs of WCOG.
- Furlough types. The furlough may for be a temporary layoff or a temporary reduction of hours.
- Length of furlough. WCOG retains the discretion to implement furloughs for a defined period of time for identified positions.

Pay considerations

- Mandatory furloughs are leave without pay. The terms and conditions describing overtime and compensatory time contained in the applicable WCOG policies will continue to apply for time worked. Mandatory furloughs will not count as hours worked toward the overtime threshold.
- Overtime is not permitted for the purpose of making up mandatory furlough time.
- Employees may not substitute paid leave for mandatory furlough days. However, sick leave that is being used for absences related to a Worker’s Compensation injury where the employee is still unable to return to work in a modified duty position will be provided by WCOG as paid leave for mandatory furlough days.

Benefit Considerations

- Service date. An employee’s benefits service date will not be changed due to mandatory furlough days.

- Leave benefits. An employee's eligibility to accrue leave benefits will not be affected by the implementation of mandatory furloughs.
- Insurance benefits. Insurance benefits will be unaffected by the mandatory furloughs. WCOG will continue to pay its portion of the premiums regardless of the furlough.

Recordkeeping and payroll considerations

- Mandatory furlough hours and days should be recorded as Other paid leave: Furlough.
- For full workweek furloughs. All employees, including FLSA-exempt employees, who are furloughed, are strictly prohibited from working during the furlough time. This includes, but is not limited to, checking email, returning telephone calls and performing any work while on furlough.
- For partial workweek furloughs. All non-exempt employees who are furloughed for a partial workweek are strictly prohibited from working during the furlough time. Exempt personnel must use their accrued leave during any partial workweek furlough for days in which they are furloughed. Alternatively, exempt employees may be converted to non-exempt during the week in which the furlough occurs. Such employees will be required to track their hours consistent with the requirements of non-exempt employees. During the period when FLSA-exempt employees are converted to non-exempt, they must comply with all recording keeping and wage and hour rules applicable to non-exempt employee (e.g., rest periods and meal periods, leave requests, pre-approval for overtime).