

GRAYS HARBOR COUNTY RESOLUTION NO. 2025- 011

A RESOLUTION of the Grays Harbor County Board of Commissioners (“Board”) adopting agency procedures for the Board, Board staff, and agenda management.

WHEREAS, the Board intends to provide guidance to Board members, Board staff, and County employees on matters involving Board procedures, focusing primarily on how agenda items are prepared, submitted, and completed; and

WHEREAS, the Board seeks to adopt the procedures described in the document titled “Agency Procedures for the Board, Board staff, and Agenda Management” (“Procedures”) which is attached to this Resolution as Exhibit 1; and

WHEREAS, the Board recognizes that County elective offices and County departments (collectively “Departments”) may need time to implement these Procedures and that unforeseen challenges may arise during implementation; and

WHEREAS, the Board expects that Departments and Board staff will cooperate in implementing these Procedures, and will make reasonable efforts to comply with the Procedures.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board that:

1. Adoption. The attached document marked as Exhibit 1 and titled “Agency Procedures for the Board, Board staff, and Agenda Management” is adopted.

2. Effective date. The Procedures take effect upon adoption of this Resolution (“Effective Date”) except that the Board will hold its first Non-Action Meeting on the first Tuesday of March 2025.

3. Implementation Period – waiver. For the time period beginning on the Effective Date and ending on April 15, 2025 (“Implementation Period”), to the extent that the Procedures require Departmental performance and that is rendered impracticable or impossible due to unforeseen circumstances discovered during the Implementation Period, the County Administrator may waive non-compliance with the Procedures.

ADOPTED this 11th day of February, 2025.

**BOARD OF COMMISSIONERS
GRAYS HARBOR COUNTY**



Vickie L. Raines, Chair, District 3



Georgia Miller, District 1

Attest:



Wendy Chatham, Clerk of the Board

Approved as to form:



Jon Beltran WSBA #45476
Chief Civil Deputy Prosecutor



Rick Hole, District 2

Exhibit 1:
Agency Procedures
for the Board, Board Staff, and Agenda Management

**GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS
AGENCY PROCEDURES
FOR THE BOARD, BOARD STAFF, AND AGENDA MANAGEMENT**

1. Definitions. Unless the context clearly indicates otherwise, the following words have the meanings assigned to them:

“**Action Meeting**” means a regular meeting that occurs during the second or fourth week of any given month.

“**Administrator**” means the County Administrator.

“**Board**” means the Grays Harbor County Board of Commissioners.

“**Chair**” means the Chair of the Board.

“**Clerk**” means the Clerk of the Board or other person designated by the Board to serve as the Clerk of the Board.

“**County**” means Grays Harbor County and its various departments and elective offices.

“**Department**” means a County department or elective office.

“**Non-Action Meeting**” means a regular meeting that occurs during the first or third week of any given month.

“**OnBase**” means the County’s agenda and document management system.

“**Procedures**” means these Agency Procedures for the Board, Board Staff, and Agenda Management.

2. Intent and scope. The Board intends to provide guidance to Board members, Board staff, and County employees on matters involving Board procedures, focusing primarily on how agenda items are prepared, submitted, and completed. Except as provided herein, matters concerning the conduct of Board meetings and public hearings are beyond the scope of these Procedures and are addressed in the Board’s Rules of Procedure for the Conduct of Meetings and Hearings.

3. Effectiveness and amendments. Unless otherwise provided by the Board, these Procedures are effective upon adoption by resolution. The Board may at any time and for any reason amend these Procedures by resolution.

4. Prior procedures. As to any matter addressed in these Procedures, these Procedures supersede all prior formal or informal procedures, practices, or customs adopted or used prior to the adoption of these Procedures.

5. Severability. In the event that a provision in these Procedures is inconsistent with an applicable law or regulation, the provision is deemed void.

6. Construction. These Procedures will be construed broadly to effectuate efficient County government.

7. Procedures for the Board and Board staff

7.1 Committee assignments. Except as provided by law or by this section, the Board shall assign one or more of its number to each of the various boards and committees on which a Board member sits.

7.1.1 Chair assignments. The Chair shall serve on the following boards and committees:

- (a) Grays Harbor County Law Library Board of Trustees,
- (b) County Finance Committee, and
- (c) County Canvassing Board.

7.1.2 Review. The Board shall review committee assignments at least once per calendar year.

7.2 Complaint regarding a Board member. If the Board receives a complaint regarding one Board member and the Board members who are not subject to the complaint decide to take action that ordinarily requires a motion and a vote, then the Board member who is the subject of the complaint shall recuse themselves from voting.

7.3 Correspondence. Board correspondence written or approved by a quorum will be on Board letterhead. Correspondence authored or approved by less than a quorum will be on letterhead bearing only one Board member's name.

7.4 Employee awards and recognition. For purposes of making an employee award or recognition, Board staff may collect Board signatures at or before the time of the award.

7.5 Press conferences. The Chair or a Board member directed either by the Chair or a majority of the Board may at a press conference convey a formal opinion or decision of the Board. The Clerk shall provide 24-hour notice to all Board members of any such press conference.

8. OnBase definitions and workflows

The County uses OnBase to verify agenda item pre-review and to manage Board meeting agendas. For an item to be placed on an agenda, it must be submitted to OnBase using the appropriate pre-review and workflow processes. Agenda items may take up to three weeks to process, beginning with pre-review and ending with approval and agenda placement.

8.1 Starting an agenda item. An OnBase agenda item must include an action taken by a Submitter and a Department Head, in addition to others such as Legal and Risk. The Submitter is the person creating the agenda item and the Department Head is the person approving the agenda item as the supervisor.

8.2 Additional review. An Additional Review may occur at any point in the workflow. OnBase allows a user to send an agenda item from their Workflow View to an additional reviewer outside of the designated workflow (not a Submitter, Department Head, or Workflow Approver). After Additional Review, the reviewer can only return the item to the Submitter or to the previous step in the workflow. An item sent to Additional Review will not be placed on the agenda until it is returned and subsequently completes the appropriate workflow.

8.3 Agenda item category. An OnBase agenda item must be assigned to a category based on the completed pre-review. The category directs the agenda item to Workflow Approvers for verification of approval with a date and time stamp. Once all the approvals are verified, the item will be placed on a Board meeting agenda (meeting type and date as requested by the Submitter). The categories available are as follows and include the following workflows:

8.3.1 The *Budget Request* category is used to request an adjustment to a department's budget, with either an increase or a decrease, that is not related to a purchase request.

Workflow: Submitter > Department Head > Budget Manager > Clerk of the Board

8.3.2 The *Contract/Agreement* category is used for any document binding the County to terms of any kind (not an employment agreement) including but not limited to the following examples: contract, scope of work, interlocal, memorandum of understanding, memorandum of agreement, facility use agreement.

Workflow: Submitter > Department Head > Budget Manager > Deputy Prosecuting Attorney > Risk Manager > Clerk of the Board

8.3.3 The *Employment Agreement* category is used for any document or agreement binding the County to terms of employment (non-union and/or exempt).

Workflow: Submitter > Department Head > Human Resources Manager > Budget Manager > Deputy Prosecuting Attorney > Risk Manager > Clerk of the Board

8.3.4 The *HR Action* category is used for any personnel action (not an employment agreement) including but not limited to a hire request or a promotion request.

Workflow: Submitter > Department Head > Human Resources Manager > Budget Manager > Clerk of the Board

8.3.5 The *IT Purchase* category is used for any purchase related to hardware or software to be used on County owned or licensed software, hardware, and servers.

Workflow: Submitter > Department Head > Budget Manager > Central Services Director > Clerk of the Board

8.3.6 The *Loans/Leases* category is used for any document binding the County to terms of a Loan or Lease agreement.

Workflow: Submitter > Department Head > Budget Manager > Deputy Prosecuting Attorney > Risk Manager > Treasurer > Clerk of the Board

8.3.7 The *Other Purchase* category is used for any purchase outside the authorized spending threshold of the Department.

Workflow: Submitter > Department Head > Budget Manager > Clerk of the Board

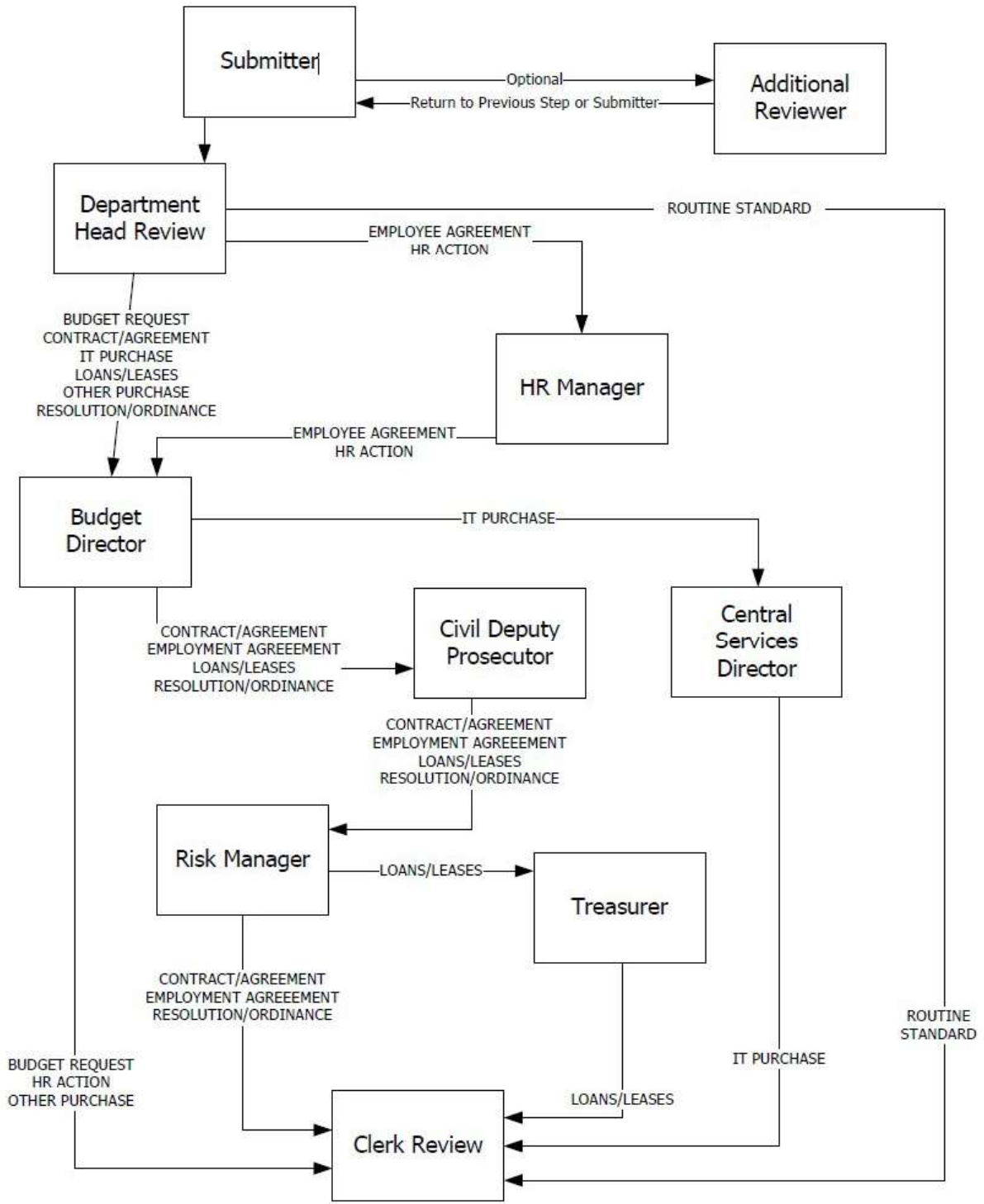
8.3.8 The *Resolution/Ordinance* category is used for any County resolution or ordinance.

Workflow: Submitter > Department Head > Human Resources Manager > Budget Manager > Deputy Prosecuting Attorney > Risk Manager > Clerk of the Board

8.3.9 The *Routine/Standard* category is used for any item that does not fall into one of the other categories. This includes routine reporting items and discussion items.

Workflow: Submitter > Department Head > Clerk of the Board

8.4 Return to submitter. Except as otherwise provided by the Board, a Workflow Approver may reject an item for placement by returning the item to the Submitter. A Department may appeal a rejection to the Administrator. If the Administrator rejects an item for placement or denies the appeal, then the Department may further appeal to their designated Department liaison, the Board, or both.



9. Procedure for Pre-OnBase

9.1 Applicability. These Procedures apply to contracts that require review by the Prosecutor’s Office (“Legal”) and by Risk Management (“Risk”).

9.2 Statement of the issues.

9.2.1 When departments submit contracts to OnBase, departments should provide sufficient time between the submission date and the target meeting date for Legal and Risk review. Lack of sufficient time has led to issues including but not limited to agenda errors and missed deadlines.

9.2.2 Some departments email contracts and supporting documents to Legal and Risk prior to submitting to OnBase. Review then takes place via email which in turn creates unnecessary public records.

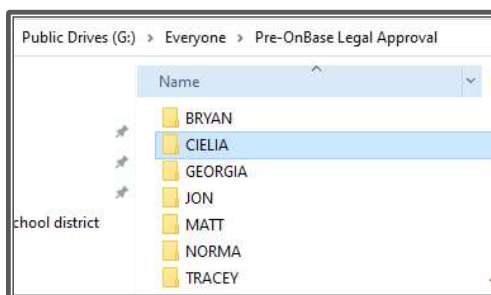
9.3 Intent.

9.3.1 By requiring departments to submit contracts to Legal and Risk prior to submitting to OnBase, the Pre-OnBase process is intended to give Legal and Risk sufficient time for review.

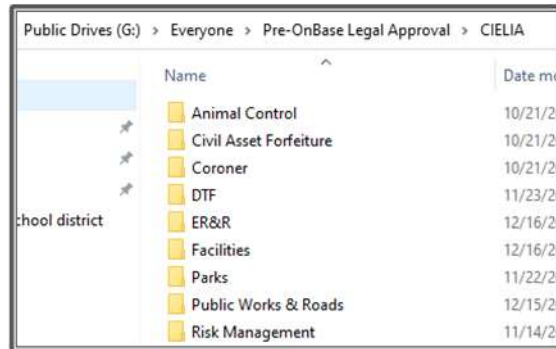
9.3.2 By allowing departments, Legal, and Risk to review contracts via shared folders, the Pre-OnBase Process is intended to minimize unnecessary or redundant emails and email attachments.

9.4 Process.

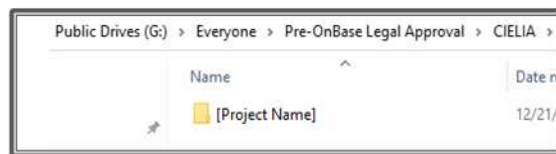
9.4.1 Each department has an assigned deputy prosecuting attorney (“Deputy”), and each Deputy has a Pre-OnBase folder in the (G:) drive. Click on your assigned Deputy’s Pre-OnBase folder.



9.4.2 Each Deputy's Pre-OnBase folder should contain subfolders for each of their assigned departments. Click on your department's folder.



9.4.3 In your department's folder, create a project folder for your contract.



9.4.4 Place your draft contract and all supporting documents in the project folder.

9.4.4.1 If your contract refers to other documents (exhibits, for example), then you must include such documents in the supporting documents.

9.4.4.2 If you are requesting an amendment to an existing contract, then you must include a copy of the original contract and copies of all prior amendments in the supporting documents. For purposes of this section, "copy" means fully executed or signed by all parties.

9.4.4.3 Send an email to your assigned Deputy that summarizes your request for review and include a hyperlink to the project folder. CC the Risk Manager.

9.4.4.4 Legal and Risk will review the contract and the supporting documents. Legal will notify you when the contract is approved for submission to OnBase.

9.4.4.5 Upon receipt of approval for submission to OnBase, submit the contract and the relevant supporting documents to OnBase.

9.5 Exceptions. Legal and Risk recognize that there may be situations in which time does not allow for the Pre-OnBase process. In such situations, obtain approval from Legal and Risk directly and prior to submitting your agenda item to OnBase.

10. Procedure for creating an agenda item

A Department requesting Board consideration or action shall complete an agenda item submission, which includes selecting the appropriate category for the item, completing a cover sheet, and submitting all supporting documents. The category workflow must be completed and supporting documents should be in PDF format.

10.1 Prepare your agenda item.

10.1.1 Gather the information required to complete the required cover sheet.

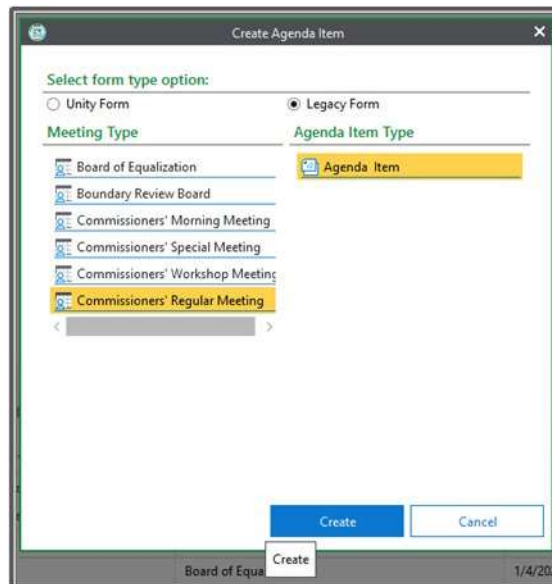
10.1.2 Prepare to attach all relevant supporting documents. If possible, limit document to one combined PDF rather than individual documents. Supporting documents in native formats (i.e. Word or Excel) could break the publishing process and may have to be removed from the agenda item; PDF is best.

10.2 Initiate agenda item submission.

10.2.1 Use the ribbon on the top of the page to select “New Agenda Item.”



10.2.2 Choose “Meeting Type.” Most submissions will be to a Regular meeting. Select “Agenda Item,” and then click the “Create” button.



10.3 Complete agenda item submission.

10.3.1 Select your “Owner Group.” It should appear at the top of the list:

Figure 10.3.1

The screenshot shows a web application window titled "New Agenda Item: Agenda Item". The interface includes a top navigation bar with "File" and "Agenda Item" tabs. Below this is a toolbar with icons for Save, Delete, Add From File, Add From OnBase, Add From Template, and Discussions. The main form area is titled "Agenda Item" and contains several dropdown menus: "Owner Group" (set to "Commissioners"), "Target Meeting" (set to "1/10/2023 - Commis"), "Agenda Item Type" (set to "Agenda Item"), and "Meeting Type" (set to "Commissioners' Reg"). The "Item Information" section is expanded, showing a "Complete Agenda Item Title" field with the text "Approve and E-Sign Interlocal Agreement with the City of Aberdeen for Fairy D". Below this is a "Full Explanation of Request" field with a detailed text block: "Please approve and authorize the chair to e-sign an interlocal agreement with the City of Aberdeen to further the Fairy Dust Clean up effort. The cyclone that dropped the fairy bomb continued to spread glitter far and wide for 72 hours. Aberdeen is buried in the deepest trenches of the shimmering fair glitter like dust. The term of this agreement is from 01-01-23 to 12-31-23." Other fields include "Agenda Item Category" (set to "CONTRACT/AGREEMENT"), "Prepared By" (set to "Wendy Chatham"), "Department", "Meeting Type", and "Meeting Date". At the bottom, there is a "Supporting Documents" section with a "Drop files to add as supporting documents" prompt.

10.3.2 Select your “Target Meeting” date.

10.3.3 Input your "Agenda Item Title." State the action you are requesting, why, and who is involved.

10.3.3.1 If the item is a resolution authorizing the expenditure of funds, then you must state the funding source.

10.3.3.2 If the item is a contract or a contract amendment, then you must include (1) the name of other party or parties to the contract (ex. the contractor), (2) the subject matter of the contract or amendment (ex. “for guardrail repairs”), and (3) the dollar value of the contract. Other details belong in the explanation.

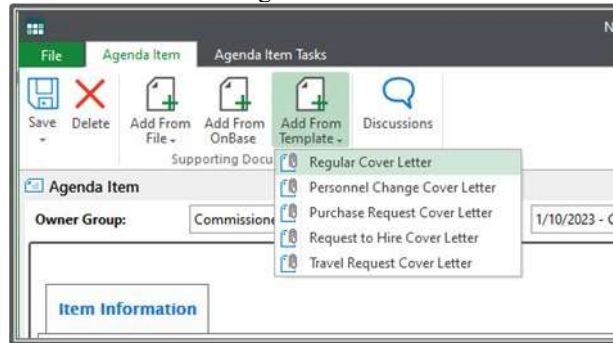
10.3.4 Input your agenda item “Explanation” with details, including terms, dollar amounts, and descriptions. This information is what is reviewed by each Board member prior to the meeting and is the baseline for minutes generated for permanent archival records. It may change from what you input to what is published in preparation for generating minutes.

10.3.5 Select an “Agenda Item Category.”

10.3.6 Input your name in “Prepared By” then “Save” the item before proceeding.

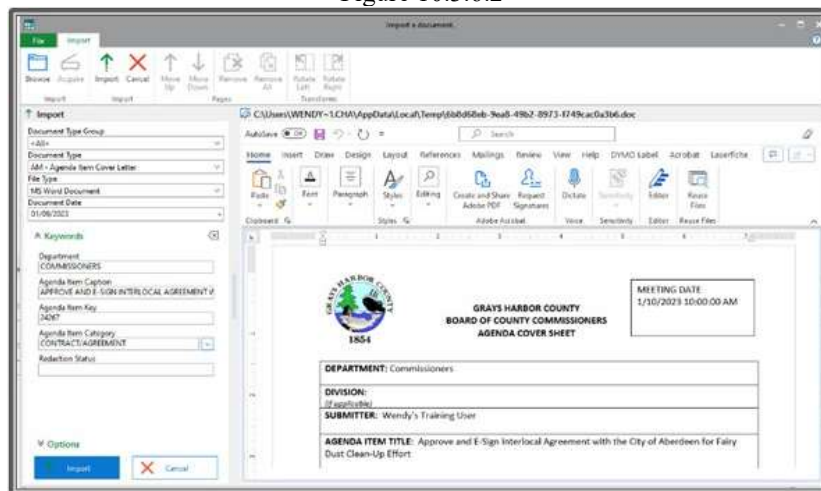
10.3.6.1 Use the ribbon menu within the agenda item to “Add From Template” a cover letter. The standard is “Regular Cover Letter,” but Personnel, Travel, and Purchase Cover Letters should be used when appropriate.

Figure 10.3.6.1



10.3.6.2 The cover letter *should* open in the “Import A Document” frame. If it does not open within the frame, find the Import window and click the “Import” button on the bottom left before navigating to Microsoft Word for editing.

Figure 10.3.6.2



10.3.7 You will be able to edit the Word document within the Import frame prior to clicking the “Import” button; however, if you click “Save” in Word prior to importing from the frame you may not be able to complete the upload.

10.3.7.1 If your cover letter does not open in the Import Frame (Figure 10.3.6.2) contact your administrator for settings configuration.

10.3.7.2 After the import, the cover sheet will open in Microsoft Word; proceed to make any further changes, then save and close the Word document.

10.3.8 Optional: After the cover sheet is attached, use “Add From File” to Import a supporting document.

10.3.8.1 If a signature is required, then the document requiring the signature should be included as a supporting document.

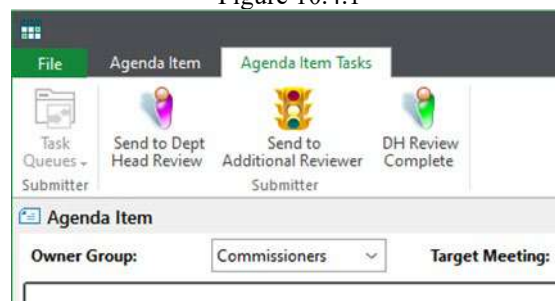
10.3.8.2 The Import process is the same for supporting documents as it was for the Cover Sheet Import (import before you save).

10.3.8.3 Tips: (1) A combined PDF document is best, (2) use button in ribbon vs. dragging and dropping the documents, and (3) click 2 green arrow import buttons for supporting documents.

10.4 Submit agenda item into workflow.

10.4.1 Use the “Agenda Item Tasks” tab at the top of the page to initiate the workflow. This tab will only appear after you “Save” the item. An import of a cover sheet will be required to see the “Agenda Item Tasks” tab and initiate the workflow.

Figure 10.4.1



10.4.2 Click on the pink person to initiate the workflow. Click on the “Additional Reviewer” if you want additional oversight before the department head reviews. If you are the submitter and department head, then use the green person to complete both submission and department review at the same time.

10.4.3 Save and close the agenda item – you are done.

11. Procedure for timing of agenda item submissions

11.1 Definitions.

“**Late Item**” means an item submitted after the deadline for OnBase submission provided in this section.

“**Walk-on Item**” means an item submitted after the deadline for publication provided in this section.

11.2 Deadline for OnBase submission. A Department submitting an item to OnBase shall:

- (a) Where applicable, have completed the Pre-OnBase approval process.
- (b) The deadline to submit a Non-action agenda item is Tuesday one week prior to the Non-action meeting. For example:

Target Meeting Date	Deadline for OnBase submission
Tuesday February 4, 2025	Tuesday January 28, 2025
Tuesday February 18, 2025	Tuesday February 11, 2025

- (c) The deadline to submit an Action agenda item is Tuesday two weeks prior to the action meeting. For example:

Target Meeting Date	Deadline for OnBase submission
Tuesday February 11, 2025	Tuesday January 28, 2025
Tuesday February 25, 2025	Tuesday February 11, 2025

This schedule is intended to allow the Board to discuss and consider a proposed action item at the Non-action Meeting occurring one week prior to the Action Meeting.

11.3 Deadline for publication.

11.3.1 Regular meetings. The Clerk shall publish a meeting agenda and agenda packet not later than Wednesday preceding the regular meeting.

11.3.2 Special and other meetings. The Clerk shall publish a meeting and agenda packet not later than 24 hours prior to a special meeting.

11.4 Late and Walk-On Items.

11.4.1 Late Items. A Department requesting placement of a Late Item shall complete the OnBase Agenda workflow and obtain approval from the Administrator.

11.4.2 Walk-on Items. A Department requesting placement of a Walk-on Item shall complete the OnBase Agenda Workflow and obtain approval from the Administrator and a Board member. If approved: (1) the approving Board member shall serve as the item's sponsor and (2) the Department shall at the Board meeting provide a detailed staff report.

11.4.3 Compliance. The County may not place a Late or Walk-on Item on an agenda where such placement results in a violation of any applicable law governing notice.

12. Procedures for Clerk

12.1 Processing and recording. The Clerk shall process each OnBase submission and where appropriate record it to OnBase Unity Client.

12.2 Agenda item placement. The Clerk shall place each properly submitted and approved item in its proper order on the Board's scheduled order of business.

12.2.1 Regular and special agenda items.

- Bid openings
- Hearings: supplemental budget, ROW road vacation resolution, road variance
- Agreements and amendments thereto
- Memoranda of agreement and amendments thereto
- Facility agreements
- Grants: terms of agreement
- Resolutions (except as provided herein)
- Ordinances
- Purchase requests
- Employee agreements
- Professional service agreements
- Brief discussion items
- Proclamations
- Awards

12.2.2 Consent agenda items.

12.2.2.1 Commissioners.

- Board appointments
- Minutes
- Grant applications and acceptances
- Certifications
- Use permits
- Letters of support
- Facility use requests
- Washington State Liquor Control Board applications and changes

12.2.2.2 Departments.

- Setting dates for bids or hearings
- Final long plat approvals
- Vacation by operation of law
- Surplus of equipment
- Requests to publish or solicit bids (ex. requests for proposals)
- Personnel requests: vacancy hire, new position hire, reclassification, promotion
- Budget resolutions or transfers
- Property transfer resolutions
- Notices to proceed or award (excluding contract execution by the Board)

- Contract closures
- Notices of vacancy for boards or commissions
- Requests for travel

12.2.2.3 Correspondence.

- Auditor and Coroner monthly reports
- Public Defense quarterly report
- Agency letters (ex. DNR timber)
- Annual reports (ex. PUD, BOE, Civil Service Commission)
- Claims and lawsuits
- County Law Library annual reports

12.3 Resolutions and ordinances. If the Board adopts the resolution or ordinance, then the Clerk shall assign to it an appropriate number, attest to it, file it, and maintain it.

13. Procedure for Board signatures

If a Department submits an item that requires the signature of one or more Board members, then the Department should bear in mind that signatures may affect the process for submission (i.e. Pre-OnBase) and the corresponding OnBase agenda item workflow.

The Clerk shall ensure that Board signatures are properly executed. Board staff shall timely process all item signatures.

13.1 Form of document. Each signature document must be submitted in its final form. Where applicable, the document should include signatures from all other signatories (ex. contractors, grantees, lessees). PDF format is preferred.

13.2 Method of signing. Signatures may be electronic or wet. If one signature is electronic, then all signatures should be electronic. If one signature is wet, then all signatures should be wet.

13.2.1 Electronic signatures.

13.2.1.1 Electronic signatures are strongly preferred. Unless required by law or requested by the Department, the Board may at its discretion sign documents electronically.

13.2.1.2 The Clerk will export PDF signature documents from OnBase to initiate signing by email. Each signatory will require an email or a signature request to be sent to the Clerk and the signature document must be submitted to OnBase in PDF format.

13.2.1.3 Once all signatures are obtained, recording and distribution begins. The average time to record an electronic document is 24 hours to four days after a meeting.

13.2.2 Wet signatures.

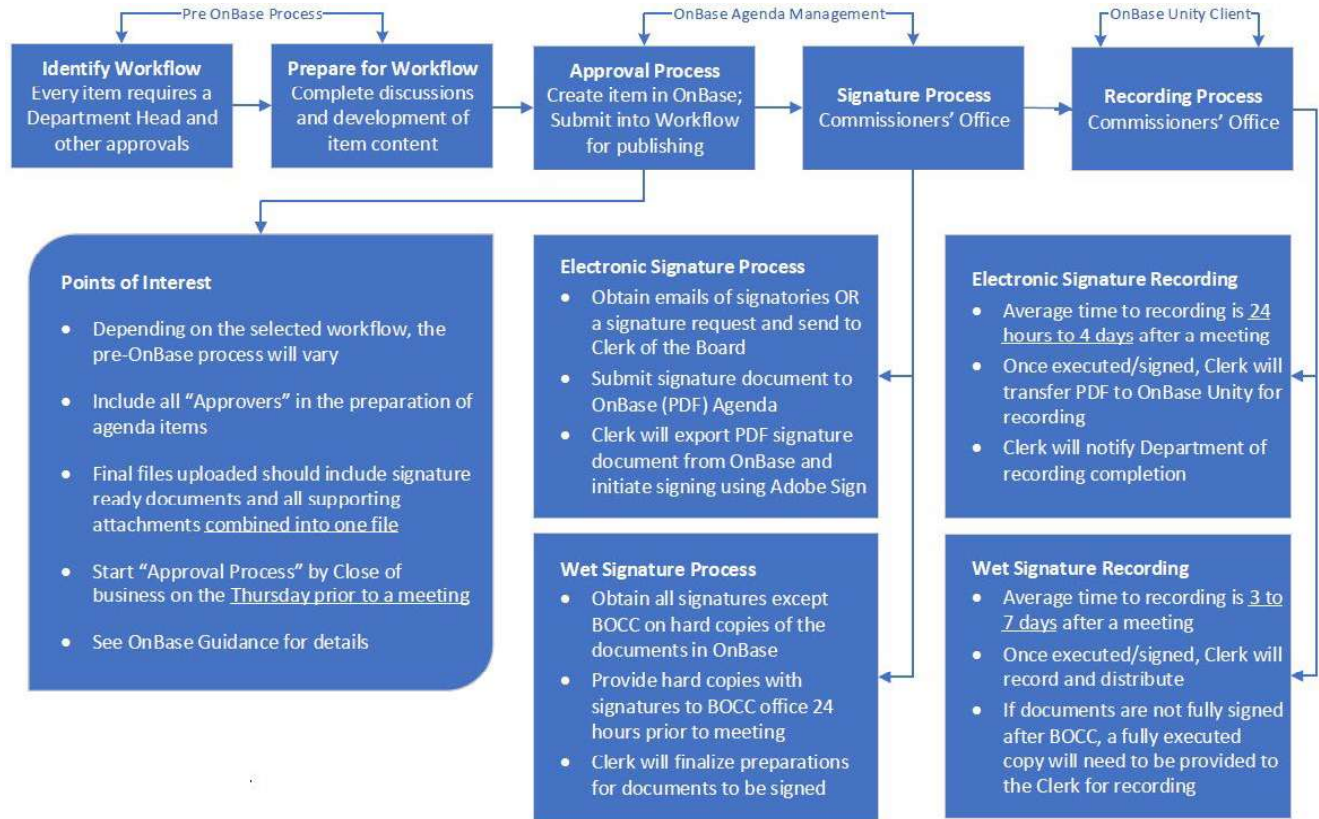
13.2.2.1 A Department requesting wet signatures shall not less than 24 hours before the meeting submit a hard copy of the signature document with other signatures affixed to Board staff. The hard copy is supplemental to and is not a substitute for the version submitted electronically to OnBase. Upon receipt, the Clerk shall prepare the document for signing.

13.2.2.2 Once all signatures are obtained, recording and distribution begins. The average time to record an electronic document is three to seven days after a meeting.

13.3 Opposing or absent Board member. If a document ordinarily requires a Board member's signature and:

- (a) a Board member opposed the action, then the Clerk shall on the opposing Board member's signature line mark "opposed."
- (b) a Board member was absent at the time of voting, then the Clerk shall on the absent Board member's signature line mark "absent" or "excused."

Exhibit 1: Agenda item from inception to recording flowchart



Note: Electronic signature requests initiated from (a) within the County will be sent by the Clerk and (b) outside the County must be sent to commish@graysharbor.us