



## SCA Board of Directors AGENDA

June 20, 2018 10:00 AM  
Tukwila City Hall – Hazelnut Room  
6200 Southcenter Blvd, Tukwila

- 1) **Call to Order** **Mayor Amy Walen, President**
  
- 2) **Public Comment**
  
- 3) **Consent Agenda** **Amy Walen, President**
  - a. Minutes of the May 16, 2018 Board of Directors Meeting  
*Recommended Action: Approval of consent agenda* [Attachment 1](#)
  
- 4) **President’s Report** **Amy Walen, President**
  
- 5) **Executive Director’s Report** **Deanna Dawson, Executive Director**
  - a. Personnel Policies  
*Recommended Action: Approval of updated personnel policies* [Attachment 2](#)
  
- 6) **Treasurer’s Report** **Dana Ralph, Treasurer**
  - a. April 2018 Financial Report [Attachment 3](#)
  - b. May 2018 Financial Report [Attachment 4](#)
  - Recommended Action: Approval of April and May Financial Reports*
  - c. Approval of 2017 End of Year Financial Report [Attachment 5](#)
  - Recommended Action: Approval of 2017 End of Year Financial Report*
  - d. Recommended Reserve Levels for 2018 [Attachment 6](#)
  - Recommended Action: Approval of 2018 Reserve Levels*
  - e. Audit Updates
  - Recommended Action: Acceptance of DRS and L&I Audits* [Handout](#)
  - f. Banking
  - Recommended Action: Approve consolidation of SCA bank accounts*
  - g. SCA Payroll/Bookkeeping
  - Recommended Action: Approve termination of current contract for payroll processing services and retaining new payroll service/bookkeeper.*
  - h. County Budget Review

**7) SCA Bylaws and Board Policies Report**

**Hank Margeson, Ed Prince,  
Catherine Stanford**

**8) PIC Chair's Report**

**Ed Prince, PIC Chair**  
[Attachment 7](#)

- a. King County Land Conservation Initiative
- b. Homelessness
- c. Affordable Housing Task Force
- d. Medic One/EMS Levy
- e. Future Levies and Ballot Measures
- f. Upcoming Issues

**9) City Manager/Administrator Report**

**Debbie Tarry**  
[Attachment 8](#)

**10) Discussion Items**

**Deanna Dawson, Executive Director**

- a. Partner Forums
- b. SCA Sponsorships
- c. Regional Economic Development Alliance (REDA) Update
- d. Charter Review
- e. Legislative Committee
- f. September Networking Event
- g. SCA Lease
- h. 4 Culture Task Force
- i. 2018 Accomplishments
- j. Retreat Update

[Attachment 9](#)

**11) Upcoming Events**

- a. PIC Meeting – Wednesday, July 11, 2018 – 7:00 PM – 9:00 PM – Renton City Hall
- b. SCA Board of Directors Meeting – Wednesday, July 18, 2018 – 10:00 AM – 12:00 PM – Tukwila City Hall
- c. SCA Networking Dinner – Wednesday, September 5, 2018 – 5:30 PM – 8:00 PM Bellevue

**12) For the good of the order**

**13) Adjourn**



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## SCA Board of Directors DRAFT MINUTES

May 16, 2018 10:00 AM  
Tukwila City Hall, Conferencing Center  
6200 Southcenter Blvd, Tukwila

### 1) Call to Order

Vice President Leanne Guier called the meeting to order at 10:07 AM.

Members Present: Leanne Guier, Jeff Wagner, Dana Ralph, Hank Margeson, Bruce Bassett, Nancy Backus, David Baker, Debbie Tarry, Amy Ockerlander, Jim Ferrell.

Members Absent: President Amy Walen, Ed Prince, and Catherine Stanford.

SCA Staff Present: Deanna Dawson, Caitlin Magee

### 2) Public Comment

Vice President Guier asked if any member of the public had any public comment. Seeing none, this portion of the agenda was closed.

### 3) Consent Agenda

**Jeff Wagner, Covington, moved, seconded by, Amy Ockerlander, Duvall, to approve the minutes of the April meeting. There was no discussion. The motion passed unanimously.**

### 4) President's Report

Vice President Guier provided a report. Mayor Leanne Guier, Pacific; Councilmember Bruce Bassett, Mercer Island; and Mayor David Baker, Kenmore, attended the Seattle Chamber Intercity Study Mission in Denver. Mayor Baker commented on the excellent quality of speakers at the conference. Councilmember Bassett commented on the positive and beneficial experience of developing connections at the conference.

### 5) Executive Director's Report

Director Dawson provided a report. She reminded Board members that the retirement party for Renton City Manager Jay Covington will take place on Saturday, May 19, 2018. SCA will be recognizing Jay with a plaque for his many years of service to the cities of SCA.

Dawson provided an update on recent payroll errors with Paychex which has delayed the April Financial Report. The Finance Committee will meet prior to the next Board meeting in June, at which time an up to date financial report will be provided.

Dawson mentioned that the Bylaws and Board Policies Committee will have their first meeting on Monday, May 21, 2018.

Dawson informed the Board that SCA is in the process of purchasing new computers to replace outdated equipment.

Dawson reminded the Board that the next Networking Event will be on May 30, 2018 featuring Washington State Attorney General Bob Ferguson in Kenmore. Dawson reported that the Events Committee met and came up with a list of questions for the Q&A portion of the agenda and welcomed the Board to submit any questions that would like to be included. Dawson encouraged Board members to reach out to their constituents in Snohomish County and encourage them to attend the Networking Event.

Dawson reported that the September 2018 SCA Networking Event will feature a Legislative Preview rather than a Legislative Recap as has been held in past years. The City of Bellevue has asked to host the September Networking Event and is willing to cover additional expenses beyond normal costs. Board members were supportive of this request. Dawson noted that the Events Committee discussed which legislators to invite to the September Networking Event. Dawson asked Board members to submit the names of any legislators they would like to invite to speak at the September Event.

Dawson presented the idea of recognizing retiring legislators who had been particularly strong voices for cities at the SCA Networking Dinner in September or at the Annual Meeting in November. Board members agreed that Representatives Judy Clibborn and Joan McBride should be honored at the September event.

**Jeff Wagner, Covington, moved, seconded by Amy Ockerlander, Duvall, to approve honoring retiring legislators Judy Clibborn and Joan McBride at an SCA Networking Event. There was no discussion. The motion passed unanimously.**

Dawson reported that Governor Jay Inslee was invited to be the featured guest at the 2018 Annual Meeting in November.

Dawson reported that Governor Jay Inslee and Secretary of State Kim Wyman announced that they have secured funding for 2018 statewide ballot return postage, but this funding excludes King County. Dawson had reached out to the Governor's Office to express dismay that King County cities would not be reimbursed for their costs. The Governor's Office did note that a request for funding for reimbursement would be made in the next legislative session. Members did not see value in pursuing the matter further at this time.

Dawson updated members on the King County Comprehensive Solid Waste Management Plan, and the recent SCA partner forum on recycling.

Dawson provided an update on the Land Conservation Initiative. SCA was informed that there will be an additional two cents added to the Parks Levy which is up for renewal in 2019 to fund the initiative. This item will be brought to the Public Issues Committee in June. Board members discussed the Parks Levy and asked for additional information to be provided.

## **6) PIC Chair's Report**

Vice President Guier and Director Dawson reported on the May 9, 2018 PIC meeting.

Vice President Guier reported that the PIC Nominating Committee made a recommendation to PIC on an appointment to the Domestic Violence Initiative Regional Task Force. PIC recommended that the Board approve appointing Des Moines Councilmember Traci Buxton to the Member seat and Enumclaw Councilmember Anthony Wright to the Alternate seat on the Domestic Violence Initiative Regional Task Force.

**Leanne Guier, Pacific, moved, seconded by Hank Margeson, Redmond, to appoint Des Moines Councilmember Traci Buxton to the Member seat and Enumclaw Councilmember Anthony Wright to the Alternate seat on the Domestic Violence Initiative Regional Task Force. There was no discussion. The motion passed.**

Dawson reported that there was pre-PIC workshop on the Affordable Housing Task Force. Councilmember Hank Margeson, Redmond, reported on the Pre-PIC workshop discussion.

Dawson reported on other topics discussed at the May PIC meeting including a discussion on the EMS Levy, the Sewer Rate and Capacity Charge Proposal, an update on Future Levies and Ballot Measures, and Upcoming Issues. There was an informational item on the Medicaid Transformation Project.

Director Dawson provided an update on upcoming Pre-PIC Workshops which include a training by Ann Macfarlane of Jurassic Parliament in June and an update on PSRC Vision 2050 in July.

Dawson reported on the One Table regional initiative. SCA will be putting together a briefing on the homelessness analysis related to local homelessness investments and services produced by consulting firm McKinsey & Company.

Dawson reported that a small working group will be put together to evaluate the structure of All Home. Board members agreed that Director Dawson should participate in the process on behalf of SCA. Dawson asked Board members to provide feedback and recommended changes from city staff on the structure of All Home.

## **7) City Manager/Administrator Report**

Debbie Tarry provided a report on the May 9, 2018, 2018 City Managers & Administrators meeting. A presentation on the Buildable Lands Law was presented by King County Demographer and Buildable Lands Coordinator Chandler Felt. King County Assessor John Wilson gave a presentation on the taxpayer transparency tool and increase in property taxes.

## **8) Discussion Items**

Director Dawson provided a report on the success of the SCA Partner Forum on recycling held on April 27, 2018. Dawson also reported on a meeting with the Master Builders Association to host a forum on affordable housing.

Dawson provided an update on the Regional Economic Development Alliance (REDA). REDA has filed papers for incorporation and is conducting a search for a CEO. Dawson provided an update on private and public organizations that have contributed funds to REDA. SCA has not yet reached the \$50,000 contribution amount and will continue to seek funds from member cities to secure a seat on the REDA Executive Board. Dawson asked the Board for recommendations on who should represent SCA on the REDA Board.

**Jeff Wagner, Covington, moved, seconded by Amy Ockerlander, Duvall, to appoint Mayor Nancy Backus, Auburn, to the Regional Economic Development Alliance Executive Board. There was no discussion. The motion passed.**

Mayor Jeff Wagner, Covington, acknowledged the success of the SCA Partner Forum on recycling.

Dawson referred to the Board Retreat Summary report that is included as a recurring monthly item.

Dawson reported on the SCA leadership meeting with King County Executive Dow Constantine. Topics discussed in the Executive Committee meeting focused on the One Table regional initiative, behavioral health, and land use issues.

#### **9) Upcoming Events**

A list of upcoming SCA events was included in the packet.

SCA will host a Networking Dinner on Wednesday, May 30, 2018 at the Inglewood Golf & Country Club in Kenmore, featuring Washington State Attorney General Bob Ferguson. The next PIC meeting will be held on Wednesday, June 13, 2018 at Renton City Hall. The next Board of Directors meeting will be held on Wednesday, June 20, 2018 at Tukwila City Hall.

#### **10) For the good of the order**

Mayor Amy Ockerlander, Duvall, reported that the City of Duvall appointed a new Councilmember at their meeting last night.

#### **11) Adjourn**

The meeting adjourned at 12:08 PM.



SOUND **CITIES** ASSOCIATION

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## SCA PERSONNEL HANDBOOK

**Sound Cities Association**  
6300 Southcenter Blvd Suite 206  
Tukwila Washington 98188  
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Revised ~~March 22, 2017~~ June 20, 2018

## TABLE OF CONTENTS

NO.	POLICY TITLE	PAGE
	SCA Mission, Vision, Values	4
	Employee Acknowledgment Form	5
	<b>EMPLOYMENT</b>	
101	Nature of Employment	6
102	Employee Relations	6
103	Equal Employment Opportunity	6
104	Outside Employment	7
	<b>EMPLOYMENT STATUS &amp; RECORDS</b>	
201	Employment Categories	7
202	Access to Personnel Files	8
203	Personnel Data Changes	8
204	Performance Evaluation	9
	<b>EMPLOYEE BENEFIT PROGRAMS AND LEAVE POLICIES</b>	
301	Overview	9
302	Education Benefits	9
303	Vacation Benefits	10
304	Personal Leave	12
305	Holidays	12
306	Insurance	13
307	Employee Assistance Program (EAP)	15
308	Workers' Compensation Insurance	15
309	Retirement	16
310	Sick Leave Benefits	16
311	Family Leave	17
<del>312</del>	<del>Domestic Violence Leave</del>	<del>18</del>
313	Bereavement Leave	19
314	Jury Duty	19

	<b>TIMEKEEPING/PAYROLL</b>	
401	Timekeeping	20
402	Paydays	20
403	Resignation	20
404	Pay Deductions and Setoffs	21
	<b>WORK CONDITIONS &amp; HOURS</b>	
501	Safety	21
502	Work Schedules	21
503	Communications	22
504	Use of Phone, E-Mail, Internet Access, and Mail Systems	22
505	Backup and Recovery	23
506	Smoking	23
507	Rest and Meal Periods	23
508	Overtime	23
509	Use of Equipment	24
510	Driver's License Requirements	24
511	Business Travel Expenses	24
512	Use of SCA Charge Cards	25
	<b>EMPLOYEE CONDUCT &amp; DISCIPLINARY ACTION</b>	
701	Employee Conduct and Work Rules	25
702	Drug and Alcohol Use	26
703	Sexual and Other Unlawful Harassment	27
704	Attendance and Punctuality	28
705	Personal Appearance	28
Addendum A	SCA Whistleblower Policy	29

## **SCA Mission**

To provide leadership through advocacy, education, mutual support and networking to cities in King County as they act locally and partner regionally to create livable vital communities.

## **SCA Vision**

Capitalizing on the diversity of our cities to lead policy change to make the Puget Sound region the best in the world.~~To be the most influential advocate for cities, effectively collaborating to create regional solutions.~~

## **SCA Values**

SCA aspires to create an environment that fosters mutual support, respect, trust, fairness and integrity for the greater good of the association and its membership. SCA operates in a consistent, inclusive, and transparent manner that respects the diversity of our members and encourages open discussion and risk-taking.

EMPLOYEE ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of and reviewed this handbook.

I understand that I am an at-will employee, and as such my employment is subject to termination by either party at any time. Nothing in these policies shall be interpreted as creating an employment contract or modifying this at-will relationship. I further acknowledge that I understand that these policies may be modified at any time.

I understand that I should consult the Executive Director regarding any questions not answered in the handbook.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (TYPED OR PRINTED)

## **EMPLOYMENT**

### **101 NATURE OF EMPLOYMENT**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with SCA.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor SCA is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, SCA reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized by the Executive Director of SCA.

### **102 EMPLOYEE RELATIONS**

SCA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Executive Director.

### **103 EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SCA will be based on merit, qualifications, and abilities. SCA follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status.

SCA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the work place are encouraged to bring these issues to the attention of the Executive Director or the President of the Board of Directors. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. For further information, please refer to SCA's whistleblower policy.

#### 104 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with SCA. All employees will be judged by the same performance standards and will be subject to SCA's scheduling demands, regardless of any existing outside work requirements.

SCA employees shall not receive compensation from or on behalf of any SCA member except those specifically authorized by the SCA Executive Director and Board. Other fees and honorariums extended shall have the approval of the SCA President and be reported at the next regular SCA Board meeting.

If SCA determines that an employee's outside work interferes with performance or the ability to meet the requirements of SCA as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with SCA.

Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict with the best interests of SCA or interfere with the employee's ability to perform his/her assigned SCA job. Examples include, but are not limited to, outside employment which:

1. prevents the employee from being available for assigned work;
2. is conducted during the employee's work hours;
3. utilizes SCA telephones, computers, supplies, credit, or any other resources, facilities or equipment;
4. is employed with a firm which has contracts with or does business with the SCA; or
5. may reasonably be perceived by members of the public or member cities as a conflict of interest.

Employees may not receive any income or material gain from individuals outside SCA for materials produced or services rendered while performing their jobs.

#### **EMPLOYMENT STATUS & RECORDS**

##### 201 EMPLOYMENT CATEGORIES

It is the intent of SCA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and SCA.

The following are the employee categories that are used throughout this Handbook:

**Regular Full-Time Employee:** Any individual who is employed to work forty (40) hours per workweek on a continuing basis.

**Regular Part-Time Employee:** An employee who is employed to work less than forty

(40) hours per workweek, on a continuing basis.

**Temporary/Employee:** An employee working a full or part-time schedule for a specified project or period of less than one year.

**Volunteers:** An employee who normally receives no compensation for work performed, such as an intern.

In addition, each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by SCA management.

#### 202 ACCESS TO PERSONNEL FILES

SCA maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of SCA, and access to the information they contain is restricted. Although SCA is required to comply with valid court orders, discovery requests, and government requests directing it to provide information from an employee's personnel file, generally, only management personnel of SCA who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in SCA's offices and in the presence of an individual appointed by SCA to maintain the files.

#### 203 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify SCA of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, employees should notify the Executive Director and Administrative Services Manager.

## 204 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations should be conducted at least annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **EMPLOYEE BENEFIT PROGRAMS AND LEAVE POLICIES**

### 301 OVERVIEW

Eligible employees at SCA are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including contract stipulations and employee classification.

The following benefit programs are available to eligible employees:

- Auto Mileage, Parking, and Other Travel Expense Reimbursement
- Bereavement Leave
- Holidays
- Jury Duty Leave
- Medical Insurance
- Military Leave
- Pension Plan
- Personal Leave
- Sick Leave Benefits
- Vacation Benefits

Some benefit programs require contributions from the employee.

### 302 EDUCATION BENEFITS

SCA believes in the value of professional development for its employees, and with prior approval of the Executive Director, will reimburse employees for continuing education, training, and/or professional development programs consistent with the position description and needs of the organization.

303 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy unless otherwise stated in an SCA employment contract:

- Regular full-time employees
- Regular part-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

VACATION EARNING SCHEDULE

Full Time 1<sup>st</sup> thru 4<sup>th</sup> 10 days (80 hours) .03846 per  
Non-exempt years compensated hour

5<sup>th</sup> thru 9<sup>th</sup> 15 days (120 hours) .05769 per  
years compensated hour

10<sup>th</sup> & Succeeding 20 days (160 hours) .07693 per  
years compensation hour

Exempt 1st thru 4<sup>th</sup> 15 days (120 hours)  
years

5<sup>th</sup> & Succeeding 20 days (160 hours)  
years

Part-Time Earned on the same schedule as full-time nonexempt employees,  
pro-rated on basis of actual hours worked.

*Effective January 1, 2018 for current employees, and for all new employees hired after March 23, 2017:*

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VACATION EARNING SCHEDULE

Full-Time Non-exempt	1 <sup>st</sup> thru 4 <sup>th</sup> years	15 days (120 hours) .05769 per compensated hour
	5 <sup>th</sup> thru 9 <sup>th</sup> years	20 days (160 hours) .07693 per compensated hour
	10 <sup>th</sup> & Succeeding Years	25 days (200 hours)
Full-Time Exempt	1 <sup>st</sup> thru 4 <sup>th</sup> years	20 days (160 hours)
	5 <sup>th</sup> & Succeeding years	25 days (200 hours)
Part-Time		.05769 hours of vacation per compensated hour

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins upon employment with SCA. An employee's benefit year may be extended for any significant leave of absence except military leave of absence.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.

To take vacation, employees should request and receive approval from the Executive Director. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime.

Accumulation of vacation time shall be capped annually at the total of two years' accrual for each employee. Vacation time carryover in excess of that amount at year end (December 31st) will not be allowed.

Vacation accrual rates differing from those listed above may be approved in writing by the Board of Directors for certain employees.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Paid time off for vacation will not be counted as hours worked for the purposes of determining overtime. If a holiday falls in a scheduled vacation it will not be counted as a vacation.

### 304 PERSONAL LEAVE

~~Effective until March 23, 2017:~~

~~Each regular full-time employee is given credit for 5 days of personal leave at the beginning of each calendar year. Personal leave is intended to be used in segments of no less than 4 hour segments. The request for personal leave must be approved by the Executive Director. No credit for personal leave is provided during the period in which an employee is on leave without pay.~~

~~Effective for new employees hired on or after March 23, 2017 and for all current employees as of January 1, 2018:~~

~~This section shall be deleted. The vacation schedule (above) is adjusted to accommodate deletion of the personal leave provisions.~~

### 305 HOLIDAYS

SCA will grant holiday time off to all employees on the holidays listed below:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- The Day after Thanksgiving
- Christmas Day
- Floating Holiday (see below)

SCA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday). Part-time employees averaging at least 20 but less than 30 hours per week shall be entitled to holiday pay at 50%. Part-time employees averaging at least 30 but less than 40 hours per week shall be entitled to holiday pay at 75%. Temporary employees and part-time employees working an average of less than 20 hours per week shall not be entitled to holiday pay.

As a part of the recognized holidays previously listed, employees will receive one floating holiday in each anniversary year upon completion of a 90 day introductory period. The floating holiday shall be 8 hours for employees working 40 hours per week. The floating holiday shall be

six hours for employees working at least 30 but less than 40 hours per week. The floating holiday shall be four hours for employees averaging at least 20 but less than 30 hours per week. Temporary employees and part-time employees working an average of less than 20 hours per week shall not be entitled to a floating holiday. This holiday must be scheduled with the prior approval of the Executive Director.

If an employee's religious beliefs require observance of a holiday not included in the holiday schedule, the employee may, with the Executive Director's approval, take a day off using vacation, compensatory time, a floating holiday, or leave without pay. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### 306 INSURANCE

SCA will contribute to a health insurance program as established by the Executive Director (subject to approval through the budget process by the Board), for employees. Coverage begins the first day of the month following the start of employment. If an employee begins employment on the first day of the month, coverage will begin on that date. Some insurance benefits may require the employee to pay a copay or a portion of the premiums. SCA reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

SCA provides insurance coverage to employees and their dependents and spouses and qualified same- and opposite-sex domestic partners and their children, as described below.

A Qualified Domestic Partnership (QDP) is one in which two people are registered as domestic partners with the Secretary of State for the State of Washington and meet the following criteria:

- both persons share a common residence,
- both persons are at least eighteen years old,
- neither person is married to someone other than the domestic partner and neither person is in a domestic partnership with another person,
- both persons are capable of consenting to the domestic partnership,
- the persons are not more closely related to one another than second cousins as determined by the rules of civil law, for example, neither person is a sibling, child, grandchild, aunt, uncle, niece or nephew to the other person, and
- both persons are of the same sex or if the partners are of opposite sex, one of the persons is at least age 62.

~~Effective until March 31, 2017~~

~~SCA will pay 100% of the medical, dental, and vision premiums for employees and their dependent children, and 80% of premiums for the employee's spouse or domestic partner. An employee shall be required to provide SCA with a notice of termination of marriage/domestic partnership upon dissolution of a marriage or termination of a domestic~~

~~partnership, within thirty days of termination of the marriage or domestic partnership. A marriage or domestic partnership shall be deemed terminated as provided under state law. An employee whose spouse/domestic partner is covered under SCA's plan shall be required to provide SCA with a notice of termination of marriage/domestic partnership upon dissolution of a marriage or termination of a domestic partnership, within thirty days of termination of the marriage or domestic partnership. A marriage or domestic partnership shall be deemed terminated as provided under state law.~~

*Effective April 1, 2017:*

For employees working 40 hours per week, SCA will pay 100% of the medical, dental, and vision premiums for the employee.

SCA also offers coverage for dependent children of employees working 40 hours per week. SCA will pay 100% of the medical, dental, and vision premiums for dependent children for whom employees elect coverage, subject to the limitations regarding double coverage below.

If a spouse/domestic partner of an employee is offered coverage through their employer, the spouse/domestic partner must enroll in their employer's medical plan. Failure to enroll the spouse/domestic partner in the employer's medical plan shall require the employee to pay 100% of the spouse/domestic partner's premium for coverage on SCA's plan. If the spouse/domestic partner is not offered coverage through their employer, SCA will pay 80% of the medical, dental, and vision premiums for the spouse/domestic partner who elects coverage under SCA's plan, with the employee being responsible for the remaining 20%.

Employees that elect to double cover their spouse/domestic partner and/or dependent child(ren) will be responsible for 100% of the monthly premiums for their spouse/domestic partner and/or dependent child(ren). "Double coverage" is when the spouse/domestic partner or dependent children are also covered under another employer group plan (i.e., spouse/domestic partner's benefit plan). Coverage under Medicare/Medicaid will not be considered "double coverage" for the purpose of this plan.

Employees wishing to cover their spouse/domestic partner and/or dependent child(ren) under SCA's plan shall provide a declaration stating whether the spouse/domestic partner and/or dependent child(ren) are covered under another employer group medical plan. If at any time during the plan year the spouse/domestic partner and/or dependent child(ren) become covered under another group medical plan, the employee is obligated to inform SCA of the change in coverage. Failure to timely inform SCA of a change in coverage may result in the employee being obligated to reimburse SCA for benefits provided. Additionally, providing false information in the declaration and/or failure to timely update SCA of changes in changes in coverage may result in disciplinary action up to and including termination.

An employee whose spouse/domestic partner is covered under SCA's plan shall be required to provide SCA with a notice of termination of marriage/domestic partnership upon dissolution of

a marriage or termination of a domestic partnership, within thirty days of termination of the marriage or domestic partnership. A marriage or domestic partnership shall be deemed terminated as provided under state law.

For salaried employees working at least thirty but less than forty hours per week, SCA will pay 100% of the medical, dental, and vision premiums for the employee. Spouse/domestic partner and dependent children are eligible for coverage, but employees are responsible for 100% of the premium.

Other part-time and temporary employees shall not be eligible for coverage under SCA's plan.

For employees covered under SCA's medical, dental, and vision plan (above), SCA provides a basic Life and Accidental Death and Dismemberment plan, as well as a base Long Term Disability plan. Voluntary Accident, Voluntary Term Life, and Voluntary Short Term Disability plans are available, at the employee's expense, to those eligible employees who wish to purchase these additional benefits

#### 307 EMPLOYEE ASSISTANCE PROGRAM (EAP)

SCA provides Employee Assistance Program (EAP) for employees. EAP is a voluntary program of professional and confidential counselling for employees whose job performance, health, or well-being are adversely affected by personal problems. Sick leave may be used for EAP appointments.

#### 308 WORKERS' COMPENSATION INSURANCE

All employees are insured in a state insurance program which is designed to protect them against medical costs from on-the-job accidents and injuries and for work time lost as a result of such accidents or injuries.

Employees who sustain work-related injuries or illnesses should inform the Executive Director and Administrative Services Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The Executive Director and Administrative Services Manager shall also be responsible for ensuring, as soon as physically possible, that the injured employee completes the Washington State Labor and Industries form for reporting the accident.

Neither SCA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by SCA.

### 309 RETIREMENT BENEFITS

SCA will contribute to the Washington State Public Employment Retirement System for all qualified employees.

Employees may also contribute to Washington State Deferred Compensation Program subject to requirements of- RCW 41.50.770 and WAC Chapter 415-501.

### 310 SICK LEAVE BENEFITS

SCA provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. ~~Eligible employee classification(s):~~

- ~~Regular full-time employees~~
- ~~Regular part-time employees~~

Regular full-time employees will accrue sick leave benefits at the rate of 12 days per year, ~~earned at a rate of four hours per pay period. (.04615 hours per hour worked).~~ Regular part-time employees will accrue sick leave prorated based on actual hours worked, ~~at a rate of .04615 per hours worked. All other employees will accrue one hour of paid sick leave for every 40 hours worked. Part-time and temporary employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).~~

Sick leave benefits are calculated on the basis of "benefit year," the 12-month period that begins when the employee begins employment at SCA. Paid sick leave can be used in minimum increments of one-half hour.

An employee is authorized to use paid sick leave for the following reasons:

#### Care of the employee or the employee's family member:

- Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:
  - Mental or physical illnesses, injuries, or health conditions;
  - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
  - The need for preventive medical care.
- For the use of paid sick leave for an employee's family member, family member is defined as:
  - A child
    - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
  - A parent:

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Commented [DD1]: Note-The state draft policies provide that *Employees are entitled to use their accrued, unused paid sick leave beginning on the 90th calendar day after the start of their employment. After this 90-day period, SCA will make accrued paid sick leave available to employees for use within one month after the date of accrual.*

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- Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child

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- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild; or
- A sibling.

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**Closure of the company or the employee's child's school or place of care:**

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- Employees may use their accrued, unused paid sick leave when SCA has been closed by order of a public official for any health-related reason; or
- When an employee's child's school or place of care has been closed by order of a public official for any health-related reason.
  - Please see the definition of "child" in the previous section.

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**To address issues related to domestic violence, sexual assault, or stalking:**

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- Employees may use their accrued, unused paid sick leave to:
  - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
  - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
  - Attend health care treatment for a victim who is the employee's family member;
  - Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
  - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
  - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

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- For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:

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- Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

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(i) An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a

~~mental or physical illness, injury, or health condition; or an employee's need for preventive medical care; (ii) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and (iii) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.~~

For purposes of this policy, "family member" means any of the following: (a) A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; (b) A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (c) A spouse; (d) A registered domestic partner; (e) A grandparent; (f) A grandchild; or (g) A sibling.  
An employee is authorized to use paid sick leave for absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

Employees who are unable to report to work due to illness or injury should notify the Executive Director before the scheduled start of their workday if possible. The Executive Director must also be contacted on each additional day of absence.

It is expected that, whenever possible, the scheduling of physician visit appointments will be done to minimize disruption of business requirements.

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Commented [DD2]: Note – included in current policies. Moved to a different location for clarity.

#### **Reasonable Notice for the Use of Paid Sick Leave**

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Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason. Such notice must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential.

**Note:** Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

#### **Reasonable Notice for Foreseeable Use of Paid Sick Leave**

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If an employee's absence is foreseeable, the employee must provide notice to the SCA Executive Director 10 days, or as early as practicable, before the first day paid sick leave is used.

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- If possible, notification should include the expected duration of the absence.

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#### **Reasonable Notice for Unforeseeable Use of Paid Sick Leave**

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If an employee's absence is unforeseeable, the employee must contact the SCA Executive Director as soon as possible before the required start of the work day.

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- As a best practice, and if circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave.
- In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice.
- If possible, this notification should include the expected duration of the absence.

**Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave**

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**Reasonable Notice for Foreseeable Use of Paid Sick Leave**

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An employee must give advance oral or written notice to the SCA Executive Director as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking.

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**Reasonable Notice for Unforeseeable Use of Paid Sick Leave**

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If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to the SCA Executive Director no later than the end of the first day that the employee takes such leave.

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**Note:** Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

**Verification for Absences Exceeding Three Days**

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If an employee has used paid sick leave for an authorized purpose for more than three (3) consecutive days during which the employee is required to work, the employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

**For care of the employee or the employee's family member, acceptable verification may include:**

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; or
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to SCA within 10 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

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**When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement:**

- A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:
  - An advocate for victims of domestic violence, sexual assault, or stalking;
  - An attorney;
  - A member of the clergy; or
  - A medical professional.

Verification must be provided in a timely manner. In the event that advance notice of the leave cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.

**In the event our business, or the employee's child's school or place of care, is closed by order of a public official for any health-related reason, acceptable verification may include:**

- Written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care.

Verification must be provided to SCA within 10 days of the first day an employee used paid sick leave for such purpose.

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**For any verification required, please note:**

- The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law.
- Any information the employee provides will be kept confidential.

**Unreasonable Burden or Expense for Verification**

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact the SCA Executive Director orally or in writing.

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The employee must indicate that the absence is for an authorized purpose, and explain why verification would result in an unreasonable burden or expense on the employee.

- If an employee chooses to put this in writing, options for doing so include, but are not limited to sending an email to the SCA Executive Director.

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Within 10 calendar days of receiving the employee's request, the SCA Executive Director will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

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- Possible options may include, but are not limited to:
  - Company-provided transportation;
  - Sharing the cost of getting a note from a medical provider;
  - Providing a note of explanation in lieu of other forms of verification; or
  - Exempting the employee from the verification requirement based on the explanation provided.

SCA may choose not to pay an employee for paid sick leave taken for such absences until verification is provided.

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An employee has the right to contact the SCA Board President if the employee believes the proposed alternative still results in an unreasonable burden or expense.

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If an employee is not satisfied with SCA alternatives, they may consult with the Washington State Department of Labor & Industries.

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Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)

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Call (toll-free): 1-866-219-7321

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Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)

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Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

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For absences exceeding three days, the employer may require verification that an employee's use of paid sick leave is for an authorized purpose. If the employer requires verification, verification must be provided to the employer within a reasonable time period during or after the leave. The employer's requirements for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law.

It is expected that, whenever possible, the scheduling of physician visit appointments will be done to minimize disruption of business requirements.

#### Rate of Pay for Use of Paid Sick Leave

- Employees must be paid their "normal hourly compensation" for each hour of paid sick leave used.
  - "Normal hourly compensation" is the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.

o Normal hourly compensation does not include tips, gratuities, service charges, holiday pay, or other premium rates.

• For employees who use paid sick leave for hours that would have been overtime hours if worked, SCA is not required to apply overtime standards to an employee's normal hourly compensation.

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• For employees not paid a uniform hourly rate, please see WAC 296-128-670 for more information on calculating normal hourly compensation for such employees.

Payment for the Use of Paid Sick Leave

• SCA must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee.

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o However, for absences exceeding three days that require verification, such payment must be made no later than the payday for the pay period during which verification was provided to the employer.

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~~Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.~~

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Carryover of Accrued, Unused Paid Sick Leave to the Next Year  
Carryover Requirements

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~~Unused sick leave benefits will be allowed to carry over into the following year. Unused sick leave benefits will be allowed to accumulate to a maximum of a total of 60 days worth of sick leave benefits.~~

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Commented [DD3]: Note – State law only requires carry over of 40 days.

~~SCA will not provide financial or other reimbursement for accrued and unused paid sick leave to any employee upon the employee's termination, resignation, retirement, or other separation from employment. When there is a separation from employment and the employee is rehired within twelve months of separation by SCA previously accrued unused paid sick leave shall be reinstated.~~

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Commented [DD4]: Note – these provisions have been updated, consistent with the draft new state law.

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~~SCA shall keep track of the amount of paid sick leave available to employees, and provide such information to employees upon request.~~

An employee who exhausts his or her sick leave may apply accrued vacation time or request an unpaid leave of absence.

Separation and Reinstatement  
Separation

- If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation.

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#### Reinstatement of Paid Sick Leave Hours Upon Rehire

- SCA must reinstate an employee's previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.
- Upon rehire, SCA must provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee.
- If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment.
  - If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for SCA will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

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#### Retaliation Prohibited by Law

- Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. SCA will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.
- SCA may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.
- If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact the SCA Executive Director, or the SCA Board President.
- If an employee is not satisfied with SCA's response, the employee may contact the Washington State Department of Labor & Industries.
  - Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)
  - Call: 1-866-219-7321, toll-free
  - Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)

- o [Email: ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

#### Required Notification

##### Initial Notification of Rights

- At the start of employment and upon adoption of revised policies SCA will provide employees with notice of their paid sick leave rights. This notice will include information regarding:
  - o An employee's entitlement to paid sick leave;
  - o The rate at which the employee will accrue paid sick leave;
  - o The authorized purposes under which an employee may use paid sick leave; and
  - o That retaliation by SCA for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act is prohibited.
- SCA will make this information readily available to all employees.

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##### Ongoing Notification

- At least once a month, SCA will provide notice to its employees of:
  - o The amount of paid sick leave accrued since notice was last made;
  - o The amount of paid sick leave reductions since notice was last made; and
  - o The total amount of unused paid sick leave available for use by the employee.
- [Note: SCA may satisfy these notification requirements by providing this information in regular payroll statements.]

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##### Contact Information

- Employees with questions about this paid sick leave policy may contact the SCA Executive Director.

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~~SCA will not count the use of paid sick leave time as an absence that may lead to or result in discipline against the employee, and will not discriminate or retaliate against an employee for his or her exercise of the to utilize sick leave.~~

#### 311 FAMILY LEAVE

Pursuant to provisions of the Federal Family and Medical Leave Act (FMLA) of 1993, an employee who has been employed by SCA for twelve (12) months and has worked at least 1,250 hours in the past twelve (12) months is entitled to up to twelve (12) work-weeks of unpaid leave per year to care for a child, spouse, or parent with a serious medical condition, or for serious personal illness. The twelve (12) weeks may be scheduled intermittently or used through part-time leave, when the basis for leave is medical difficulties. For purposes of

calculating leave availability, a rolling “12 month period” is a period measured backwards from the date you use any FMLA leave.

The employee will be required to use accrued and unused sick leave, vacation leave and/or compensatory time to offset loss of pay during the leave. Leave may be taken to care for a new child by birth, adoption, or foster care, or for a child, spouse, or parent with a serious illness, or for personal serious illness requiring inpatient or continuing treatment. An employee must give at least thirty (30) days notice when planning to take the leave, except in emergencies.

SCA will continue to contribute its portion of the medical insurance premiums during the leave. If the employee does not return to work, SCA may recover the premiums paid during the leave unless the failure to return is beyond the employee’s control. Vacation and sick leave accruals will not continue during any unpaid leave. Employees who return to work at the end of the twelve (12) weeks of leave will be returned to the same or an equivalent job at the same pay, however, employees remain subject to legitimate job changes or layoffs that would have occurred even if they had not been on leave.

Under Washington State law, employees are entitled to twelve (12) weeks of unpaid leave to care for a newborn child, in addition to time off for any period of actual disability with pregnancy or childbirth. SCA is not required to continue to pay its portion of medical insurance beyond the twelve (12) week FMLA leave entitlement.

### 3.12 DOMESTIC VIOLENCE LEAVE

~~An employee may take reasonable leave from work, intermittent leave, or leave on a reduced leave schedule for the following activities related to the employee or employee’s immediate family member being a victim of domestic violence, sexual assault, or stalking:~~

- ~~1. seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or family member;~~
- ~~2. seek treatment by a health care provider for physical or mental injuries or to attend health care treatment for a family member;~~
- ~~3. obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program;~~
- ~~4. obtain, or assist a family member in obtaining mental health counseling related to an incident in which the employee or the employee’s family member was a victim; or~~
- ~~5. participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or family member.~~

~~An employee who is absent from work for one of the reasons above may elect to use sick leave, vacation leave, compensatory time, or unpaid leave time. An employee must give advance notice of taking domestic violence leave. If the employee cannot give advance notice because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking, the employee must give notice no later than the end of the first day that the employee~~

~~takes leave. SCA may require verification that the employee is a victim and that the leave was taken for one of the permitted purposes.~~

### 313 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of a family member, the employee should notify the Executive Director immediately.

Regular full-time employees may receive up to three days of paid bereavement leave. Bereavement leave shall be prorated based on average hours worked per day for three days for regular part-time employees.

Bereavement pay is calculated based on the base pay rate at the time of absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the Executive Director's approval, use any available paid or unpaid leave for additional time off as necessary.

For purposes of this policy, "family member" means any of the following: (a) A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; (b) A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (c) A spouse; (d) A registered domestic partner; (e) A grandparent; (f) A grandchild; or (g) A sibling.

### 314 JURY DUTY

It is the policy of SCA to grant time off with pay to employees to respond to a valid summons for service on a jury or response to a subpoena to serve as a witness in court, where such service is related to general civic duty. In the event SCA decides such service would create an unusual hardship on the employee or a serious adverse impact on SCA's ability to perform needed services, SCA will file an appeal on behalf of the employee to postpone jury duty to future a date and/or request that the employee ask for a postponement of jury duty.

Upon completion of jury/court witness service, the employee must forward any money received from the court or party issuing the subpoena to SCA immediately upon receipt. The employee may retain expense money for meals, mileage and/or lodging.

SCA will continue to contribute to health insurance benefits for the full term of the jury duty absence.

### **TIMEKEEPING/PAYROLL**

#### 401 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee, and all part time employees. Federal and state laws require SCA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than seven minutes prior to their scheduled starting time nor stay more than seven minutes after their scheduled stop time without expressed, prior authorization from the Executive Director.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The Executive Director will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Executive Director must verify the accuracy of the changes by initialing the time record.

An exempt employee may not get paid for hours worked in excess of 40 hours in a week but may receive time off at the discretion of the Executive Director. Exempt employees should keep track of hours worked and leave taken.

#### 402 PAYDAYS

All employees are paid semi-monthly on the 15th and last day of the month. Each paycheck will include earnings for all work performed through the end of the period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

#### 403 RESIGNATION

Both the employee and SCA have the right to terminate employment at will, with or without cause, at any time. Although advance notice is not required, SCA requests at least two weeks written notice of resignation from nonexempt employees and four weeks of notice from exempt employees. Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses.

The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### 404 PAY DEDUCTIONS AND SETOFFS

The law requires that SCA make certain deductions from every employee's compensation. Among these are applicable federal, state, and local taxes. SCA also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." SCA matches the amount of Social Security taxes paid by each employee.

SCA offers programs and benefits beyond those required by law. PERS contributions are a requirement if the employee qualifies and cannot be substituted by another retirement program. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

#### **WORK CONDITIONS & HOURS**

##### 501 SAFETY

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Executive Director. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Executive Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

##### 502 WORK SCHEDULES

Work schedules for employees vary throughout our organization. The Executive Director will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

##### 503 COMMUNICATIONS

It is the intent of SCA to comply with the letter and the spirit of the Public Records Act (PRA). Employees are reminded that their communications may be subject to disclosure to and review

by the public. SCA employees should communicate in a manner that demonstrates common sense, and respect for the organization and its members. Communications on behalf of the organization that are unprofessional, disrespectful, or offensive will not be tolerated. Violations of this policy are considered serious and may result in disciplinary action including but not limited to termination of employment.

#### 504 USE OF PHONE, E-MAIL, INTERNET ACCESS, AND MAIL SYSTEMS

Personal use of SCA telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse SCA for any charges resulting from their personal use of the telephone.

The use of SCA-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

Computers, computer files, the e-mail and voice mail system, and software furnished to employees are SCA property intended for business use. Passwords must remain on file with the Executive Director and Administrative Services Manager. You may not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer, voice mail and e-mail usage may be monitored.

SCA strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, SCA prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images and cartoons is not allowed. Other such misuse includes, but is not limited to, slurs and other disrespectful terms relating to a person's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status or anything that may be construed as harassment or showing disrespect for others.

Employee computers have the ability to connect to the Internet. The Internet, like the rest of SCA's computer equipment is intended for business use. Employees are expressly forbidden to access Internet sites where potentially offensive material is located.

Use of SCA e-mail for personal correspondence is strongly discouraged. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

To prevent computer viruses from being introduced and/or transmitted throughout the SCA computer systems, all employees are prohibited from downloading or installing unauthorized software or programs. All software downloads will be done through the IT department.

Violations of this kind are considered serious, and may result in disciplinary action, up to and including termination of employment, and/or lead to other legal action.

In order to protect the integrity of our computer system from potential viruses, do not open attachment files e-mailed to you from unknown sources. If you do receive such a file, contact the Administrative Services Manager and/or IT for proper protocol immediately.

SCA computers and devices (including desktops, laptops, tablets, and any other equipment) is intended for use by SCA employees only. Use by an employee's family members, friends, or others is strictly prohibited for any purpose. Violations of this kind are considered serious, and may result in disciplinary action, up to and including termination of employment, and/or lead to other legal action.

#### 505 BACKUP AND RECOVERY

A full backup of the entire network is done on a nightly basis. All files should be stored on S drive so they are backed up. This ensures that inadvertently deleted or corrupted files can be restored from back-up and will not need to be recreated. It is the responsibility of the user to put files on the network for backup.

#### 506 SMOKING

In keeping with SCA's intent to provide a safe and healthful work environment, smoking in the work place is prohibited. This policy applies equally to all employees, customers, and visitors.

#### 507 REST AND MEAL PERIODS

Each workday, full-time nonexempt employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of 60 minutes in length each workday. Employees will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

#### 508 OVERTIME

The standard work week begins at 12:01 a.m. Sunday, and ends at 12:00 midnight the following Saturday. Work schedules for our employees are established within this framework. The normal work schedule for most employees is 8 hours a day, 5 days a week. The Executive Director will advise employees of the times their schedules will normally begin and end. When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work

must receive the Executive Director's prior authorization. . If work cannot be completed through volunteer overtime, overtime may be required.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the Executive Director may be subject to disciplinary action, up to and including possible termination of employment.

#### 509 USE OF EQUIPMENT

When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Administrative Services Manager and Executive Director if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

#### 510 DRIVERS LICENSE REQUIREMENTS

SCA employees are required to have a valid Washington State Driver's License as a condition of employment. An employee whose license is revoked, suspended, lost, or otherwise invalid shall promptly inform the SCA Executive Director.

#### 511 BUSINESS TRAVEL EXPENSES

SCA will reimburse employees for reasonable business travel expenses incurred while on assignments away from the SCA office. All business travel must be approved in advance.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by SCA. Employees are expected to limit expenses to reasonable amounts.

Employees, who are operating private cars while on SCA business, must have in their possession a valid driver's license and be insured to the State's minimum liability standards. Employees will be reimbursed at the mileage rate set annually by the Federal IRS. In the event of an accident, the employee's insurance will be primary accident coverage. Daily commute transportation expenses between the employee's residence and SCA office is a personal obligation of the employee and is not reimbursable by SCA. All other miles driven on official SCA business are reimbursable. Employees may be reimbursed for actual miles driven between

SCA's office and the remote meeting location, or the employee's residence and the meeting location, whichever is shortest.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Executive Director

When travel is completed, employees must submit completed travel expense reports within 30 days to ensure reimbursement. Reports should be accompanied by receipts for all individual expenses.

Employees should contact the Executive Director for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

#### 512 USE OF SCA CHARGE CARDS

SCA may issue charge cards to employees to cover authorized travel expenses and other purchases or acquisitions. The charge card users must submit fully itemized expense vouchers. The employee must repay any charge not properly identified or not allowed following an audit. If the amount owed is not repaid, SCA may withhold all funds that would be payable to the employee who used the charge card up to the amount of the disallowed charges. The card may not be used by any official or employee who has such charges outstanding, and it shall be surrendered upon demand of the Executive Director. The charge card may only be used for travel, training, local business meetings, meals, or SCA purchases and acquisitions. Personal Expenses are not allowed to be purchased on an SCA charge card, and cash advances are prohibited.

Employees using SCA credit cards are responsible for promptly reporting lost or stolen credit cards to the credit card company and SCA management.

#### **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

##### 701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, SCA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct that may result in

disciplinary, up to and including termination of employment (this list may be modified at any time):

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol and/or non-prescribed drugs and/or illegal drugs, which shall include drugs that are illegal under state and/or federal law;
- Possession, distribution, sale, transfer, or use of alcohol and/or nonprescribed and/or illegal drugs (which shall include drugs that are illegal under state and/or federal law) *in* the work place, while on duty, or while operating employer-owned equipment;
- Fighting or threatening violence in the work place;
- Boisterous or disruptive activity in the work place;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the work place;
- Excessive absenteeism or any absence without notice;
- Unauthorized absence from work station during the workday;
- Unauthorized use of telephones, mail system, computers, or other employer-owned equipment;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct.

Employment with SCA is at the mutual consent of SCA and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

#### 702 DRUG AND ALCOHOL USE

It is SCA's desire to provide a drug-free, healthful, and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on SCA premises and while conducting business-related activities off SCA premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol and/or non-prescribed and/or illegal drugs, which shall include drugs that are illegal under state and/or federal law. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the work place. Prescribed drugs

possessed and used must be prescribed for the specific use of that employee. Any employee using a medication that may cause drowsiness or other impairment should inform the Executive Director before beginning his/her shift.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Executive Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through their health insurance benefit coverage.

Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all SCA policies, rules, and prohibitions relating to conduct in the work place; and if granting the leave will not cause SCA any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the work place should raise their concerns with the Executive Director without fear of reprisal.

#### 703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

SCA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, or marital status will not be tolerated. Harassment includes unsolicited remarks, gestures, or physical contact; display or circulation of written materials or pictures derogatory to any gender or to racial, ethnic or religious groups; or basing personnel decisions on an employee's response to sexually-oriented requests.

Any employee who wants to report an incident of sexual or other unlawful harassment should report the matter to the Executive Director. For further information, please refer to SCA's whistleblower policy

Employees can raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or any member of management, who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

#### 704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, SCA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on SCA. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the Executive Director as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

#### 705 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image SCA presents to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult the Executive Director you have questions as to what constitutes appropriate attire.

Addendum A

**SCA WHISTLEBLOWER POLICY**

Pursuant to SCA Board Policy 304 (adopted 4/15/2009), if any employee reasonably believes that some policy, practice, or activity of SCA is in violation of law, a written complaint must be filed by that employee with the Executive Director or the President of the SCA Board of Directors.

It is the intent of SCA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of SCA and provides SCA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

SCA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of SCA or of another individual or entity with whom SCA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

SCA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of SCA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Employees will be required to sign a policy indicating receipt and understanding of this policy. Their signature also verifies that they have been provided with an opportunity to ask questions about the policy. The signed policy will become a part of their permanent employee file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**SOUND CITIES ASSOCIATION**  
**Financial Report & Balance Sheet**  
**April 30, 2018**

	2018 Approved Budget	April 2018	% of Budget	Balance
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
City Membership Dues	661,579	661,580	100.00	1
Regional Associate Membership Dues & Events Sponsorships	56,000	69,500	124.11	13,500
Event Registration Fees	27,000	12,300	45.56	14,700
Interest Income	2,900	698	24.07	2,202
<b>Total Income</b>	<b>747,479</b>	<b>744,078</b>	<b>99.54</b>	<b>30,403</b>
<b>Expense</b>				
<b>Staff</b>				
Salaries	481,500	127,644	26.51	353,856
Taxes	36,237	12,944	35.72	23,293
Benefits	130,960	38,259	29.21	92,701
<b>Office/Overhead</b>				
Rent	24,089	10,037	41.67	14,052
Office Insurance	500	-	0.00	500
Printing/Publications	5,500	2,598	47.24	2,902
IT	5,300	2,197	41.46	3,103
Phones	4,000	1,265	31.63	2,735
Credit Card, Banking, and Other Fees	150	-	0.00	150
Accounting & Payroll Processing Fees	4,000	6,000	150.01	-2,000
Legal	1,500	873	58.19	627
Office Supplies/Miscellaneous	2,500	629	25.18	1,871
<b>Event Expenses</b>				
Food/Beverage	18,700	4,224	22.59	14,476
PayPal Processing Fees	1,200	15	1.25	1,185
Other Meeting Expenses	1,100	193	17.50	908
<b>Board/Organizational Development</b>				
Directors & Officers Insurance	1,950	-	0.00	1,950
Awards/Recognitions	1,000	-	0.00	1,000
Retreats/Meetings/Conferences/Dues/Events	7,000	3,684	52.63	3,316
Consultants & Temporary Staffing	10,000	3,381	33.81	6,619
Contingency Fund	10,000	-	0	10,000
<b>Total Expense</b>	<b>747,186</b>	<b>213,943</b>	<b>29</b>	<b>533,243</b>

**SOUND CITIES ASSOCIATION**  
**Financial Report & Balance Sheet**  
**April 30, 2018**

**ASSETS**

**Current Assets**

**Checking/Savings**

Umpqua Bank - Checking (formerly Sterling)	570,996.24
Umpqua Bank - Money Market (formerly Sterling)	36,856.06
Umpqua Bank - Money Market	2,504.25

Harborstone Credit Union - Money Market	252,606.92
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Harborstone Credit Union - Savings	5.00
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HomeStreet Bank - Money Market	151,209.05
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Sound Credit Union - Savings	25.00
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Sound Credit Union - Money Market	40,114.82
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US Bank - Money Market	25,299.16
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US Bank - Checking	5.00
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<b>Total Checking/Savings</b>	<b>1,079,621.50</b>
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**Accounts Receivable**

1200 - Accounts Receivable	35,090.00
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<b>Total Accounts Receivable</b>	<b>35,090.00</b>
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**Other Current Assets**

1499 - Undeposited Funds	500.00
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<b>Total Other Current Assets</b>	<b>0.00</b>
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<b>Total Current Assets</b>	<b>1,114,711.50</b>
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**Fixed Assets**

1400 - Fixed Assets	8,052.49
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1481 - Leasehold Improvements	13,755.66
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1482 - Leasehold Improvement Accumulated Depreciation	-13,755.66
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<b>Total Fixed Assets</b>	<b>8,052.49</b>
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<b>TOTAL ASSETS</b>	<b>1,122,763.99</b>
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**SOUND CITIES ASSOCIATION**  
**Financial Report & Balance Sheet**  
**May 31, 2018**

	2018 Approved Budget	May 2018	% of Budget	Balance
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
City Membership Dues	661,579	661,580	100.00	1
Regional Associate Membership Dues & Events Sponsorships	56,000	69,500	124.11	13,500
Event Registration Fees	27,000	16,337	60.51	10,663
Interest Income	2,900	880	30.35	2,020
<b>Total Income</b>	<b>747,479</b>	<b>748,297</b>	<b>100.11</b>	<b>26,184</b>
<b>Expense</b>				
<b>Staff</b>				
Salaries	481,500	162,797	33.81	318,703
Taxes	36,237	16,433	45.35	19,804
Benefits	130,960	49,399	37.72	81,561
<b>Office/Overhead</b>				
Rent	24,089	12,044	50.00	12,045
Office Insurance	500	-	0.00	500
Printing/Publications	5,500	3,083	56.05	2,417
IT	5,300	2,317	43.72	2,983
Phones	4,000	1,595	39.87	2,405
Credit Card, Banking, and Other Fees	150	436	290.47	-286
Accounting & Payroll Processing Fees	4,000	6,246	156.16	-2,246
Legal	1,500	873	58.19	627
Office Supplies/Miscellaneous	2,500	834	33.37	1,666
<b>Event Expenses</b>				
Food/Beverage	18,700	11,236	60.08	7,464
PayPal Processing Fees	1,200	25	2.08	1,175
Other Meeting Expenses	1,100	578	52.50	523
<b>Board/Organizational Development</b>				
Directors & Officers Insurance	1,950	-	0.00	1,950
Awards/Recognitions	1,000	-	0.00	1,000
Retreats/Meetings/Conferences/Dues/Events	7,000	3,877	55.39	3,123
Consultants & Temporary Staffing	10,000	3,496	34.96	6,504
Contingency Fund	10,000	-	0	10,000
<b>Total Expense</b>	<b>747,186</b>	<b>275,269</b>	<b>37</b>	<b>471,917</b>

**SOUND CITIES ASSOCIATION**  
**Financial Report & Balance Sheet**  
**May 31, 2018**

**ASSETS**

**Current Assets**

**Checking/Savings**

Umpqua Bank - Checking (formerly Sterling)	530,996.24
Umpqua Bank - Money Market (formerly Sterling)	36,859.19
Umpqua Bank - Money Market	2,504.31
Harborstone Credit Union - Money Market	252,703.46
Harborstone Credit Union - Savings	5.00
HomeStreet Bank - Money Market	151,279.55
Sound Credit Union - Savings	25.00
Sound Credit Union - Money Market	40,125.04
US Bank - Money Market	25,275.87
US Bank - Checking	5.00
<b>Total Checking/Savings</b>	<b>1,039,778.66</b>

**Accounts Receivable**

1200 - Accounts Receivable	28,500.00
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**Total Accounts Receivable**

28,500.00

**Other Current Assets**

1499 - Undeposited Funds	195.00
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**Total Other Current Assets**

0.00

**Total Current Assets**

**1,068,278.66**

**Fixed Assets**

1400 - Fixed Assets	8,052.49
1481 - Leasehold Improvements	13,755.66
1482 - Leasehold Improvement Accumulated Depreciation	-13,755.66

**Total Fixed Assets**

8,052.49

**TOTAL ASSETS**

**1,076,331.15**

**SOUND CITIES ASSOCIATION**  
**Financial Report**  
**December 31, 2017**

	2017 Approved Budget	YTD Dec 2017	% of Budget	Balance
Ordinary Income/Expense				
Income				
City Membership Dues	634,763	635,030.71	100.04	267.71
Regional Associate Membership Dues & Events Sponsorships	47,500	58,500.00	123.16	11,000.00
Event Registration Fees	26,500	30,150.65	113.78	3,650.65
Interest Income	2,900	3,377.86	116.48	477.86
<b>Total Income</b>	<b>711,663</b>	<b>727,059.22</b>	<b>102.16</b>	<b>15,396.22</b>
Board Designated & Board Approved Reserve Transfers				
Employment Reserve (vacation payout)		5,394.56		
Undesignated Reserve (office remodel)		10,413.27		
<b>Total Board Approved Reserve Transfers</b>		<b>15,807.83</b>		
<b>Total Income &amp; Board Approved Reserve Transfers</b>		<b>742,867.05</b>		
Expense				
Staff				
Salaries	465,188	467,584.07	100.52	-2,396.07
Taxes	35,130	35,706.19	101.64	-576.19
Benefits	111,688	112,213.36	100.47	-525.36
Vacation Payout (employment reserve)	n/a	5,394.56	n/a	n/a
Office/Overhead				
Rent	23,359	21,412.16	91.67	1,946.84
Office Insurance	500	604.00	120.80	-104.00
Printing/Publications	5,750	6,234.47	108.43	-484.47
IT	5,850	8,173.13	139.71	-2,323.13
Phones	2,550	3,665.89	143.76	-1,115.89
Credit Card, Banking, and Other Fees	150	72.00	48.00	78.00
Accounting & Payroll Processing Fees	5,000	4,058.50	81.17	941.50
Legal	1,500	2,965.95	197.73	-1,465.95
Office Supplies/Miscellaneous	2,500	2,528.22	101.13	-28.22
Office Remodel (undesignated reserve)	n/a	10,413.27	n/a	n/a
Event Expenses				
Food/Beverage	19,500	24,527.92	125.78	-5,027.92
PayPal Processing Fees	1,000	848.72	84.87	151.28
Other Meeting Expenses	1,000	2,646.36	264.64	-1,646.36
Board/Organizational Development				
Directors & Officers Insurance	1,950	1,774.00	90.97	176.00
Awards/Recognitions	2,000	2,062.50	103.13	-62.50
Retreats/Meetings/Conferences/Dues/Events	12,000	8,566.25	71.39	3,433.75
Consultants & Temporary Staff	5,000	11,459.95	229.20	-6,459.95
Contingency Fund	10,000	0.00	0	10,000.00
<b>Total Expense</b>	<b>711,615</b>	<b>732,911.47</b>	<b>103</b>	<b>-21,296.47</b>
<b>Temporary Staffing</b>	exp			
Temporary staffing	2,496.80			
EW temp staffing	7,506.25			
	<b>10,003.05</b>			
<b>2017 Vacation Payout (Employment Reserve)</b>	exp			
KC vacation payout	3990.18			
DB vacation payout	1382.3			
AM vacation payout	22.08			
	<b>5394.56</b>			
<b>2017 Bonus (included in staff salaries, benefits &amp; taxes)</b>				
DD Bonus	5369	*includes retirement \$369		
EWJ Bonus	3180	*includes retirement \$180		
BP Bonus	6300	*includes retirement \$300		
	<b>14849</b>			

**SOUND CITIES ASSOCIATION**  
**Balance Sheet**  
**December 31, 2017**

ASSETS	
Current Assets	
Checking/Savings	
Umpqua Bank - Checking (formerly Sterling)	134,196.43
Umpqua Bank - Money Market (formerly Sterling)	36,843.94
Umpqua Bank - Money Market	2,504.00
Harborstone Credit Union - Money Market	252,233.54
Harborstone Credit Union - Savings	5.00
HomeStreet Bank - Money Market	150,936.43
Sound Credit Union - Savings	25.00
Sound Credit Union - Money Market	40,081.92
US Bank - Money Market	25,292.53
US Bank - Checking	5.00
<b>Total Checking/Savings</b>	<b>642,123.79</b>
Accounts Receivable	
1200 - Accounts Receivable	6,506.00
<b>Total Accounts Receivable</b>	<b>6,506.00</b>
Other Current Assets	
1499 - Undeposited Funds	6,399.00
<b>Total Other Current Assets</b>	<b>6,399.00</b>
<b>Total Current Assets</b>	<b>655,028.79</b>
Fixed Assets*	
1400 - Fixed Assets	8,052.49
1481 - Leasehold Improvements	13,755.66
1482 - Leasehold Improvement Accumulated Depreciation	13,755.66
<b>Total Fixed Assets</b>	<b>8,052.49</b>
<b>TOTAL ASSETS</b>	<b>663,081.28</b>

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## SCA Finance Committee Recommended 2018 Board Designated Reserves

<b>Operations Reserve</b>	<b>\$331,000</b>
<b>Equipment Reserve</b>	<b>\$ 15,000</b>
<b>Employment Reserve</b>	<b>\$146,000</b>
<b>Contract Obligations</b>	<b>\$ 26,000</b>
<b><u>Legal Reserve</u></b>	<b><u>\$ 25,000</u></b>
<b>Total</b>	<b>\$543,000</b>

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## SCA Public Issues Committee MINUTES

June 13, 2018 – 7:00 PM

Renton City Hall

1055 S Grady Way, Renton WA 98057

### 1. Welcome and Roll Call

PIC Chair Council President Ed Prince, Renton, called the meeting to order at 7:04 PM.

30 cities had representation ([Attachment A](#)). Guests present included Council President Angela Birney, Redmond (PIC Alternate); Councilmember Linda Olson, Maple Valley; Deputy Mayor Davina Duerr, Bothell (PIC Alternate); Councilmember Pam Stuart, Sammamish (PIC Alternate); Jenny Huston, King County Executive Office staff; Doug Levy, City of Renton consultant; Councilmember Bruce Bassett, Mercer Island; Mike Huddleston, King County Council staff; Councilmember Tom Agnew, Bothell; Councilmember Nancy Tosta, Burien (PIC Alternate); Colleen Kelly, City of Redmond staff; and Alex Herzog, City of Woodinville staff.

### 2. Public Comment

Chair Prince asked if any member of the public would like to provide any public comment. Seeing none, Chair Prince closed the public comment portion of the meeting.

### 3. Approval of the May 9, 2018 Minutes

Chair Prince asked if there were any edits to the May 9, 2018 PIC minutes.

**Council President Bill Boyce, Kent, moved, seconded by Councilmember Hank Margeson, Redmond, to approve the May 9, 2018 PIC minutes. There was no discussion. The motion passed unanimously.**

### 4. Chair's Report

Chair Prince reported that SCA will be hosting its second Partner Forum on the topic of Cyber Security. The event will be sponsored by SCA partner CenturyLink and held at Mercer Island Community Center, with further details to be finalized. Members are encouraged to contact SCA Executive Director Deanna Dawson with panelist suggestions.

Chair Prince reported that he, Board and PIC members Councilmember Hank Margeson, Redmond, and Deputy Mayor Catherine Stanford, Lake Forest Park; and Executive Director Deanna Dawson are conducting a review of SCA's organizational documents including the SCA Bylaws, Board Policies, and PIC Operating Policies. Updates to the organizational documents will be brought to PIC for feedback.

Chair Prince reported that SCA will be having a briefing on the King County Budget with King County Budget Director Dwight Dively. PIC will be briefed and get updates on the budget process. Chair Prince asked if any PIC members were interested in participating in the review of

the County Budget. Councilmember Joe Cimaomo, Jr., Covington, and Mayor Sean Kelly, Maple Valley, indicated their interest.

Chair Prince reported that the King County Charter Review Committee is being constituted and will begin meeting this summer, and asked PIC members to indicate if they were interested in that process.

Chair Prince reported that Woodinville Mayor and PIC member Bernie Talmas has resigned as he is moving out of the City of Woodinville. His resignation creates a vacancy on the Regional Policy Committee for which SCA will be sending a call for nominations.

## **5. Executive Director's Report**

No Executive Director's report was given.

## **6. King County Land Conservation Initiative**

SCA Senior Policy Analyst Brian Parry reported on the King County Land Conservation Initiative. The Land Conservation Initiative was initially proposed by King County Executive Dow Constantine in 2016 to accelerate the pace of programs for purchasing open space properties in King County with a goal of preserving approximately 65,000 acres over the next 30 years. A Land Conservation Advisory Group was formed to review the proposal and provided recommendations related to funding options and the overall scope of the Initiative in a final report in December 2017.

Parry said that Executive Constantine recently transmitted Ordinance 2018-0268 to the County Council, which would implement two of the recommendations of the Advisory Group. The first would change county financial policies to allow bonding against a greater portion of existing Conservation Futures Tax funds to allow acquisitions to be made sooner. The second would remove the requirement for applicants to provide matching funds for land conservation acquisitions when proposed in areas that lack access to green space and also have lower incomes and health metrics. The proposed ordinance does not include increasing the Conservation Futures Tax levy in 2018 as was proposed by the Advisory Group. A revised financial strategy released by the County in May recommends instead adding up to \$0.02 to the King County Parks Levy that is dedicated to funding the Initiative in addition to including up to 1-cent in the Parks Levy to support Operations and Maintenance of conservation properties as recommended by the Advisory Group. In addition, later phases are proposed to be potentially funded through an increase to the Conservation Futures Tax levy.

Parry noted that cities have indicated they highly value the funding that is provided by the Parks Levy because of its flexibility and the ability to use those funds to support active recreation, like ballfields and playground equipment, as well as to rehabilitate existing parks.

Parry said the King County Parks Levy is currently collected at a rate of \$0.139 per \$1,000 of assessed value. It is a six-year levy, approved in 2013, that provides an average of nearly \$70 million per year to support King County Parks, local parks and trails in cities, and the Woodland Park Zoo. The levy currently funds approximately \$6-\$7 million per year in open space and natural lands acquisition, and \$1 million for stewardship of acquired lands. Cities in King County

receive approximately \$5 million per year for local parks system projects, with funding allocated via formula based 50 percent on population and 50 percent on assessed value. In addition, the levy funds approximately 80 percent of the King County Parks operating budget and provides approximately \$5 million per year to support the Woodland Park Zoo.

Parry said the plan for preparing the Parks Levy renewal has not been announced. In a briefing to SCA staff, King County staff indicated the county may pursue a less formal levy development process than in prior years. This could include engagement with various organizations, cities, and stakeholders without convening a formal levy development task force as was done in 2012. It is expected the county will develop a plan for levy renewal over the next several months, providing an opportunity now for SCA cities to provide input on that process.

Councilmember Kate Kruller, Tukwila, asked for clarification about when the current King County Parks Levy will expire. Parry said the levy will expire at the end of 2019 if not renewed by voters.

Councilmember Janice Zahn, Bellevue, asked who is working on the details of any funding for the Land Conservation Initiative in the Parks Levy and whether they would also be reviewing the open space equity proposal. Parry said that the plan for developing the levy renewal proposal is expected from the County Executive in the upcoming months. He said the open space equity proposal is specific to the Conservation Futures Tax program, and would be considered by the County Council as part of their deliberations on Ordinance 2018-0268.

Councilmember Traci Buxton, Des Moines, asked for additional clarification about the proposal to eliminate the funding match requirements for open space equity properties. Parry said the proposal transmitted to the County Council would eliminate the requirement that jurisdictions provide a one-to-one match for requests for Conservation Futures Tax funds if the property proposed for conservation is identified as a priority for open space equity. He said the Land Conservation Advisory Group identified priority areas as having the following characteristics: households that are not within one-quarter mile of publicly owned and accessible park, greenspace, or trails; areas in the lowest one-third of all King County census tracts for household income; and, areas in the highest one-third of all King County census tracts for rates of chronic disease that can be, in part, mitigated by physical activity. Parry said the Advisory Group recommended that significant effort be put toward public outreach and working with communities to identify open space opportunities in the priority areas.

Councilmember Hank Margeson, Redmond, said that he was the SCA representative on the Land Conservation Advisory Group. He said that the Advisory Group, in reviewing access to open spaces in King County, found that there are communities that are open space “deserts” and the Advisory Group recommendation is intended to remove a financial barrier to having public open spaces for recreation in those areas. Margeson said the Advisory Group recommended going to the voters to ask for funding through the Conservation Futures Tax levy, but that county heard feedback about voter tax-fatigue and made a good decision not to pursue the levy in 2018. He said the Advisory Group was not given the opportunity to review the proposal to fund the Initiative through the Parks Levy. He said the Parks Levy is very

important to maintaining county parks, and that the county should be cautious about anything that might jeopardize public support for the levy.

Councilmember Chris Roberts, Shoreline, said that he would like clarification on whether the open space equity priority areas [map](#) included in the Advisory Group recommendations is static, or if the areas identified would change based on the health and income metrics. He said the map appears to identify some areas in Shoreline that may be incorrect, but that it isn't a concern as long as the map is flexible based on the criteria.

Mayor Allen Dauterman, Newcastle, asked whether a map is available showing all of the high conservation value lands identified as part of the Initiative. Parry responded that detailed information is available from King County Department of Natural Resources and Parks Deputy Director Bob Burns ([bob.burns@kingcounty.gov](mailto:bob.burns@kingcounty.gov)).

## **7. Count Us In**

SCA Senior Policy Analyst Ellie Wilson-Jones reported on the results of the 2018 point-in-time count of people experiencing homelessness, known as Count Us In and previously called the One Night Count. Presentation slides from Wilson-Jones' staff report are provided as [Attachment B](#). A revised methodology adopted for the 2017 count has been carried forward for 2018, and this year's results are considered comparable to 2017. The count consisted of four components: a general street count conducted January 26, 2018; a focused, survey-based count of unsheltered people under the age of 25; a sheltered count that included emergency shelter, safe havens, and transitional housing; and a peer-conducted survey. Wilson-Jones noted that the results in the count were released in a [report](#) on May 31, 2018 and that the Executive Summary is included on [page 35 of the PIC Packet](#) (*Note: The PIC Packet has been updated on the SCA website to include graphics that were inadvertently omitted from the Executive Summary in the version first distributed to the PIC*).

There were an estimated 12,112 people experiencing homelessness in King County on the night of January 26, 2018, a four percent increase from 2017. Fifty-two percent were unsheltered and 48 percent were sheltered, roughly reversing the percentages from 2017. While the overall share of the unsheltered population grew to a majority of the total count in 2018, the number of people who were in emergency shelter did nonetheless also increase from 2017. This is because the sheltered category includes not just emergency shelter but also safe havens and transitional housing. The region has been converting transitional housing to permanent housing as a result of learnings about which housing interventions perform best and to position the region more competitively in an annual federal funding competition. For those reasons, the number of people in transitional housing decreased in 2018 and impacted the overall sheltered total.

Wilson-Jones provided information about the sheltered counts by subregion as detailed in the attached presentation, [Attachment B](#), and noted that additional detail about the unsheltered counts by subregion and by jurisdiction is included in the [PIC Packet on pages 31 and 45](#) respectively. Cities may request briefings on the count results and more information about city-specific findings by contacting All Home Acting Director Kira Zylstra ([kira.zylstra@allhomekc.org](mailto:kira.zylstra@allhomekc.org)).

Wilson-Jones distributed a handout, [Attachment C](#), with an infographic summarizing the results from Count Us In and key findings, including significant decreases in veteran homelessness (down 31 percent from 2017) and homelessness among unaccompanied minors (down 22 percent from 2017). Increased investment and collaboration between all levels of government and non-profit agencies are reported to have spurred this progress. The number of people living in vehicles increased by 46 percent to 3,372 people, and the number of people living in tents decreased by 14 percent to 1,337 people. Homelessness continues to disproportionately impact people of color. Fifty-two percent of people experiencing homelessness identified as people of color while people of color make up just 33 percent of King County's general population. The lack of affordable housing also continues to be a key factor with 98 percent of survey respondents saying they would move into safe affordable housing if offered and 80 percent citing more affordable housing and rental assistance as key to ending their homelessness.

Wilson-Jones also highlighted the Homeless Management Information System (HMIS) as an additional source of information about homelessness in the region. While Count Us In offers a point-in-time snapshot, HMIS tracks the delivery of homeless services in King County throughout the year. As shown on [page 47 of the PIC Packet](#), more than 20,000 households (about 30,000 individuals) experienced homelessness over the course of 2017, and more and more people have been housed each year—averting even larger increases in each year's point-in-time count but still failing to keep pace with the rate at which people are becoming homeless.

Wilson-Jones also provided a summary of homeless student data for school districts in King County drawn from the Office of Superintendent of Public Instruction's annual survey. Wilson-Jones noted that the survey utilizes the [definition of homelessness found in the federal McKinney-Vento act](#), which is broader than the federally-developed definition used for the point-in-time count.

Wilson-Jones summarized recent analysis by the consulting firm McKinsey & Company, which utilized prior years' point-in-time counts, HMIS, and other local data to analyze homelessness investments and what it would take to address the current crisis. McKinsey's key findings are included on Slide 10 of Wilson-Jones' presentation, [Attachment B](#). Wilson-Jones concluded by acknowledging that the data regarding homelessness in King County can obscure the individual realities of people experiencing homelessness and encouraged members to watch video from a Seattle Times recent event featuring speakers who have experienced or been otherwise impacted by homelessness. Video is available [here](#).

Council President Tola Marts, Issaquah, requested more information about the decrease in people in shelter between 2017 and 2018. Wilson-Jones clarified that that number of people in emergency shelters did increase from 2017, but that the "sheltered" category also includes safe havens and transitional housing and that there was a decrease in the number of people in transitional housing due to a multi-year effort to convert those units into permanent housing stock.

Councilmember Traci Buxton, Des Moines, noted the decreases in homelessness among veterans and unaccompanied minors between 2017 and 2018 and asked which populations offset those decreases to account for the overall four percent increase in the number of people estimated to be experiencing homelessness as of this year's count. Wilson-Jones answered that the overall estimate of 12,112 people experiencing homelessness as of this year's count can be broken down into three subpopulations based on household type: families, unaccompanied minors, and single adults. There were decreases in homelessness among the families and unaccompanied minors, but the number of single adults increased 8.5 percent from 8,585 in 2017 to 9,312 in 2018. Buxton highlighted that the HMIS chart, included on page 47 of the PIC Packet, shows roughly equivalent entrances and exits into HMIS in 2015 and asked what set 2015 apart. Wilson-Jones noted that All Home staff have indicated that there were a number of factors that distinguished 2015 from other years shown, including improvements in data collection and the implementation of Coordinated Entry for All in 2016, which resulted in a large influx of households requesting homeless services. Buxton reflected on the way that increases in the number of people exiting to permanent housing has impacted the point-in-time count, and Wilson-Jones confirmed that the annual point-in-time count would have found even larger year-over-year increases in homelessness had additional permanent housing options not come online in recent years.

Councilmember Janice Zahn, Bellevue, volunteered during the 2018 count and noted the challenges with locating tents and people living in cars and how that impacts the data available for policymakers. Zahn suggested seeking data improvements and noted the helpfulness of having the Count Us In report to better understand homelessness across communities. Zahn asked whether a plan has been identified for responding to the scope of homelessness described in this year's count report. Wilson-Jones noted that because of the challenges with identifying people who are experiencing homelessness, the count report states that 12,112 is to be considered a minimum for the number of people who were experiencing homelessness in King County on January 26. Wilson-Jones said that resources and next steps that are scaled to the scope of the current number of people experiencing homelessness in King County have not been identified, but that the One Table effort has been focusing on the causes of homelessness to prevent more people from falling into homelessness.

Councilmember Kate Kruller, Tukwila, noted her participation in Count Us In and underscored the difficulties in attaining an accurate count. Kruller cited federal requirements impacting the way Count Us In is conducted, but suggested that holding the count during better weather months may produce more accurate results. She noted that student homelessness data from the Office of the Superintendent of Public Instruction is a more reliable source because schools know their students well.

Wilson-Jones provided members with an additional update that a work group is being formed to look at the governance structure for the homelessness system. SCA Executive Director Deanna Dawson is participating in the work group and will update members further once the work group begins meeting.

## **8. Regional Affordable Housing Task Force**

SCA Senior Policy Analyst Brian Parry provided an update on the Regional Affordable Housing Task Force. Parry said the King County Regional Affordable Housing Task Force, co-chaired by Kenmore Mayor David Baker and King County Councilmember Claudia Balducci, began meeting in July 2017 with the intent of establishing a regional planning effort with cities, nonprofit agencies, and private partners to develop a plan to promote affordable housing.

A list of potential policy ideas has been identified by individual members of the Task Force, Standing Advisory Panel, Staff Working Group, and community input over the course of their meetings, and are included in the [PIC Packet beginning on page 53](#). At the Task Force's June 1 meeting, the Task Force reviewed this report, and began honing-in on policies that could form the future recommendations of the Task Force. Parry said that based on discussion at the June 1 Task Force meeting, a co-chair proposal will be drafted for initial consideration by the full Task Force at its next meeting on June 29.

Parry said that SCA representatives on the Task Force drafted discussion points to provide high-level guidance to the development of the Task Force recommendations based in part on previous input from PIC members and from the pre-PIC workshop held in May. Parry encouraged PIC members to provide feedback on the discussion points (or guiding principles) including areas of greatest priority, and he said this input will help SCA representatives as they engage with other members of the Task Force to develop final recommendations.

#### SCA Caucus Guiding Principles:

- Greater transparency is needed with regard to how existing funding is being used to support affordable housing development and preservation. This is especially critical prior to the Task Force making any recommendations to increase taxes at the local level.
- Cities need assistance to implement affordable housing strategies, not mandates.
- Preservation of existing affordable housing needs to be prioritized. The region should inventory current affordable housing stock and develop strategies to preserve those units.
- The region is investing in high-capacity transit at historic levels. We should capitalize on those investments to promote affordable housing, particularly around new light rail stations.
- The region should actively measure what is being achieved by adopted affordable housing policies and assign a body to track results over time as well as recommend corrective actions jurisdictions can consider to address areas of greatest need.
- Many cities are working to implement affordable housing strategies. The region should provide technical assistance to cities to help them develop and implement local strategies (e.g. housing toolkits, best practices, model ordinances).
- Preventing displacement is critical. The region should prioritize emergency assistance to prevent loss of housing.
- Existing public assets should be used to promote affordable housing. The region should work on a strategy to ensure publicly owned lands are utilized to the best extent possible to promote affordable housing (whether through sale proceeds, use of the land, or other strategies).
- Addressing the affordable housing needs of our growing senior population needs to be emphasized.

Councilmember Chris Roberts, Shoreline, said that he supports the county working on strategies to build more affordable housing as is needed in the region. He said that until more is known about what affordable housing is being developed or already available in cities, it is premature to assign mandated targets. He noted that the City of Shoreline is investing a lot in promoting affordable housing that will be built over time near light rail stations. He said that the Task Force recommendations should include considering what the state can do to address condominium liability and put more emphasis on preserving existing affordable housing stock.

Councilmember Hank Margeson, Redmond, said that he supports the guiding principles developed by the SCA Caucus of the Task Force. He said that it is evident where many of the strategies identified through the Task Force process fit within those principles. He said that he would like to see recommendations to promote affordable housing options for young people and first-time homebuyers, and that he agreed with Councilmember Roberts on the importance of promoting the development of more condominiums.

Councilmember Tola Marts, said that he would like to see a mechanism for sharing information about successes that have occurred. He noted that the City of Issaquah is putting together strategies to encourage development of workforce housing and transit oriented development and that the city is able to do so because they have experienced staff. He said he would like to see opportunities for cities to share the strategies they have adopted.

Councilmember Janice Zahn, Bellevue, said that many eastside cities share information through A Regional Coalition for Housing, or ARCH, and that the region should encourage more such collaboration. She said that the Task Force recommendations should include promoting affordable housing in proximity to jobs to reduce transportation impacts.

Councilmember Sue-Ann Hohimer, Normandy Park, said that she has heard of employers looking to creative solutions to provide affordable housing for their workforce, including potential living space in new hotels near the Sea-Tac Airport.

## **9. Medic One/Emergency Medical Services Levy**

SCA Senior Policy Analyst Brian Parry provided an update on the Medic One/Emergency Medical Services Levy. He said that an Emergency Medical Services (EMS) Advisory Task Force was convened in January 2018 to begin the planning process to reauthorize the Medic One/EMS levy for 2020-2025. The objective of the EMS Advisory Task Force is to review and propose Medic One/EMS program recommendations and the proposed levy rate to be put before the voters of King County in 2019. Draft recommendations for the upcoming levy period were provided to the Task Force at its meeting on May 30, and included anticipated total revenue needs.

Parry said that highlights of the recommendations under consideration by the Task Force include: continuing the current unit-based methodology for funding Advanced Life Support paramedic units; continuing the current formula for distributing funding to Basic Life Support providers that reflects a combination of assessed values and call volumes; expanding Mobile

Integrated Healthcare programs countywide; and ensuring sufficient reserves are incorporated into the levy to ensure funding is stable throughout the levy period.

Parry said that the primary drivers affecting the total levy amount are increased calls for service, which are closely correlated with the region's growing population; increases to personnel, equipment, and medicine costs; and any additional or expanded services to be funded under the levy. He said the most significant new service under consideration is the expansion of Mobile Integrated Healthcare services countywide, which would add approximately \$4 million per year to the levy, but may help to reduce overall call volumes to the 911 system. Parry provided a handout, [Attachment D](#), with additional information about Mobile Integrated Healthcare programs in King County.

Parry said initial draft financial plans for the 2020-2025 levy period project a total levy amount of approximately \$1.04 billion. He said the current levy was approved beginning in 2014 at a rate of \$0.35 per \$1,000 of assessed value and will be lowered to a rate of \$0.229 in 2019 due to increases in assessed values. Based on the total revenue included in the draft financial plans and current assessed values, Parry estimated the current proposals for the 2020-2025 levy period would require an initial levy rate of approximately \$0.24 to \$0.26 per \$1,000 of assessed values.

Parry said the Task Force will review full draft recommendations at its meeting on August 31, 2018, and are expected to approve the final strategic plan and levy proposal on October 16, 2018.

Councilmember Pam Fernald, SeaTac, said that she is serving on the Task Force. She said the Medic One/EMS levy supports one of the most important services in the community and stressed the importance that voters have the information they need to support the levy despite frustration over taxes.

Councilmember Tom Agnew, Bothell, a guest at the PIC meeting, said that he is chairing the Regional Services subcommittee on behalf of the Task Force. He said the current proposal is to place the levy renewal on the ballot in August 2019. He said that the Medic One/EMS system in King County is world-renowned, and that King County has been featured in reports as "the best place to have a heart attack" because of the quality of care and survival rates that are supported by the system. He said that innovations developed in King County have been adopted by many others and have led to millions of lives saved around the world.

Mayor Leanne Guier, Pacific, said that she would like more information about the expansion of Mobile Integrated Healthcare and funding that was previously provided through the levy as a pilot program. Parry said that Mobile Integrated Healthcare is being included in the levy as an expansion of Basic Life Support services and that funds would be distributed to reimburse fire agencies for services based on a formula incorporating assessed values and call volumes.

## **10. Future Levies and Ballot Measures in King County**

SCA Senior Policy Analyst Brian Parry provided an update on upcoming levies and ballot measures in King County. Parry noted that two measures will be on the ballot in August 2018:

renewal of the King County Automated Fingerprint Identification System levy, and an operations levy to support South King Fire and Rescue.

Councilmember Joseph Cimaomo, Jr., Covington, said the City of Covington would have a measure on the ballot in November to replace their Transportation Benefit District \$20 car tab fee with a sales tax instead.

### **11. Potential Upcoming SCA Issues**

SCA Senior Policy Analyst Brian Parry reported on potential upcoming SCA issues. Parry said that SCA staff are putting together workshops and trainings on the following topics for the remainder of 2018: PSRC VISION 2050 (July); Open Public Meetings Act (September); Emergency Management (October); and Social Media (November). Parry encouraged members to provide feedback on what information they would most like to have provided or discussed as part of the planned workshops and trainings.

### **12. Upcoming Events**

Chair Prince reported that the next PIC meeting and pre-PIC workshop will be held on Wednesday, July 11, 2018 at Renton City Hall.

### **13. For the Good of the Order**

Chair Prince asked if PIC members had anything to report for Good of the Order.

Councilmember John Holman, Auburn, announced that Auburn Mayor Nancy Backus was awarded the outstanding achievement award by the US Conference of Mayors for the READY (Real Emergency Aid Depends on You) program.

Chair Prince congratulated John Holman on the birth of his new grandchild.

Mayor Sean Kelly, Maple Valley, asked whether there would be an August meeting of the PIC. Chair Prince said it is anticipated that the August PIC meeting will be cancelled. No opposition to the cancellation was expressed.

Chair Prince announced that the City of Renton will be hosting the [National African American Male Wellness Walk](#) on Saturday, September 1, 2018. Councilmember James McNeal, Bothell, spoke about the purpose of the event, which is intended to encourage males, of all ages, to get regular health screenings and checkups. This is an opportunity to encourage health and wellness.

### **14. Adjourn**

The meeting was adjourned at 8:30 PM.

**Public Issues Committee Meeting  
June 13, 2018**

<b>City</b>	<b>Representative</b>	<b>Alternate</b>
Algona	Dave Hill	Bill Thomas
<b>Auburn</b>	Nancy Backus	John Holman
<b>Beaux Arts Village</b>	Tom Stowe	Aletha Howes
<b>Bellevue</b>	John Stokes	Janice Zahn
Black Diamond	Janie Edelman	Tamie Deady
<b>Bothell</b>	James McNeal	Davina Duerr
<b>Burien</b>	Austin Bell	Nancy Tosta
<b>Carnation</b>	Dustin Green	Kim Lisk
<b>Clyde Hill</b>	Barre Seibert	George Martin
<b>Covington</b>	Fran Hollums	Joseph Cimaomo, Jr.
<b>Des Moines</b>	Traci Buxton	Matt Mahoney
<b>Duvall</b>	Michelle Hogg	Jennifer Knaplund
<b>Enumclaw</b>	Anthony Wright	Mike Sando
<b>Federal Way</b>	Lydia Assefa-Dawson	Martin Moore
Hunts Point	Joseph Sabey	
<b>Issaquah</b>	Tola Marts	Chris Reh
Kenmore	David Baker	Nigel Herbig
<b>Kent</b>	Bill Boyce	Toni Troutner
<b>Kirkland</b>	Toby Nixon	Jay Arnold
<b>Lake Forest Park</b>	Catherine Stanford	Tom French
<b>Maple Valley</b>	Sean Kelly	Linda Johnson
Medina	Sheree Wen	Alex Morcos
<b>Mercer Island</b>	Benson Wong	Tom Acker
Milton	Shanna Styron Sherrell	Mary Tompkins
<b>Newcastle</b>	Allen Dauterman	Carol Simpson
<b>Normandy Park</b>	Sue-Ann Hohimer	Jonathan Chicquette
<b>North Bend</b>	Ross Loudenback	Jonathan Rosen
<b>Pacific</b>	Leanne Guier	David Storaasli
<b>Redmond</b>	Hank Margeson	Angela Birney
<b>Renton</b>	Ed Prince	Armondo Pavone
<b>Sammamish</b>	Christie Malchow	Pam Stuart
<b>SeaTac</b>	Erin Sitterley	Pam Fernald
<b>Shoreline</b>	Chris Roberts	Keith Scully
<b>Skykomish</b>	Henry Sladek	
Snoqualmie	Katherine Ross	Matt Larson
<b>Tukwila</b>	Kate Kruller	Zac Idan
<b>Woodinville</b>		Susan Boundy-Sanders
Yarrow Point	Dicker Cahill	
SCA	Brian Parry Ellie Wilson-Jones Caitlin Magee	

Voting members are highlighted in gray. Cities represented are **bolded**.

## Overview

- **State and Local Data on Homelessness**
  - Count Us In 2018
  - Homeless Management Information System (HMIS) Data
  - Student Homelessness Survey
- **Additional Homelessness Analysis**
  - McKinsey & Company
- **Seattle Times – Ignite Project Homelessness**

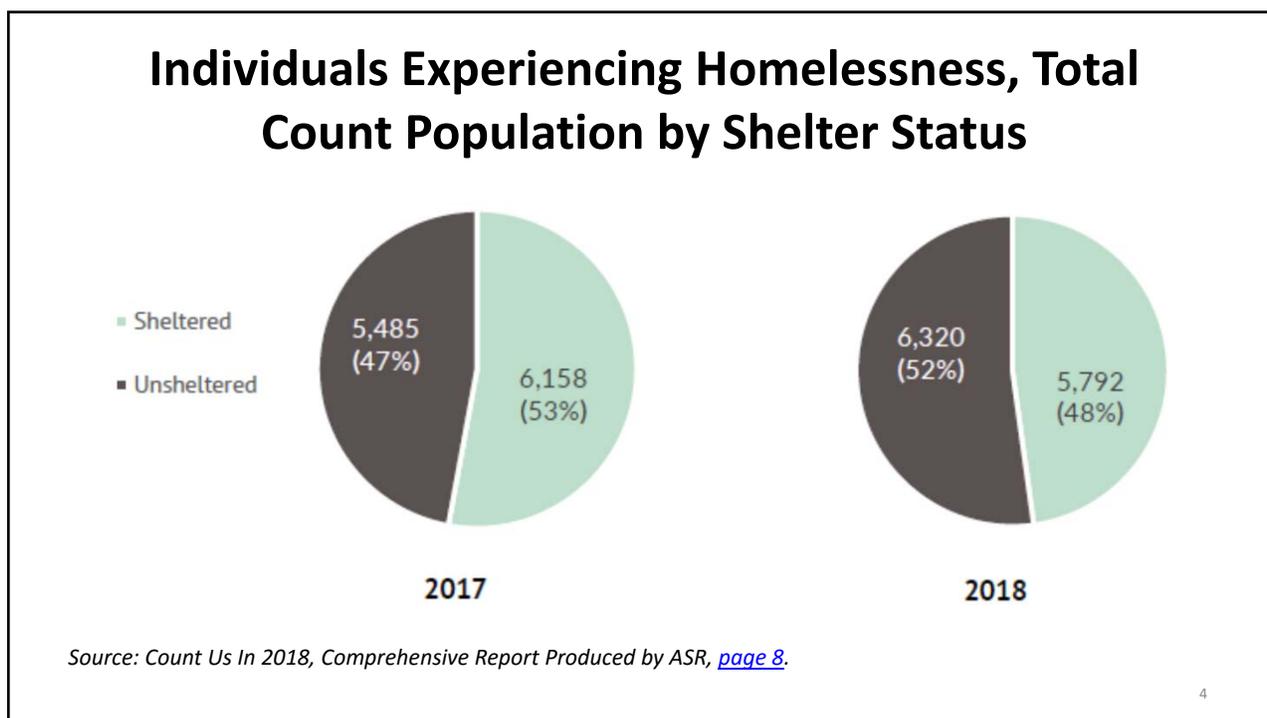
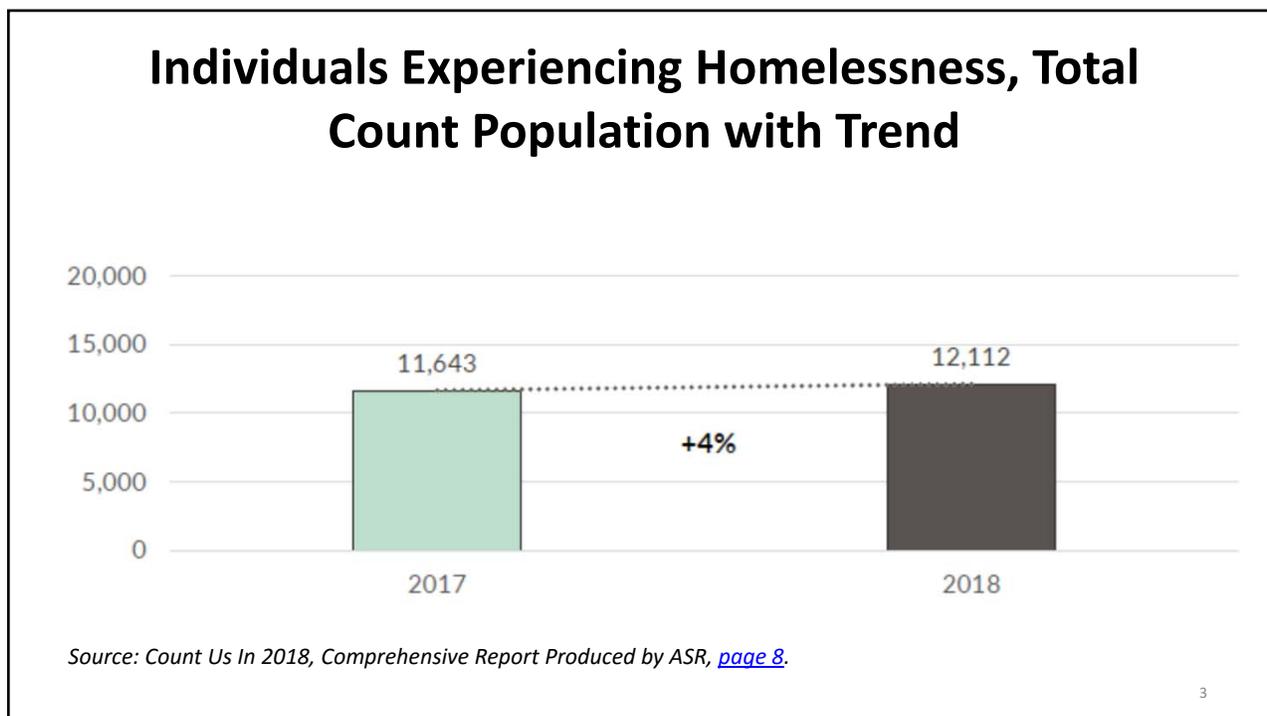
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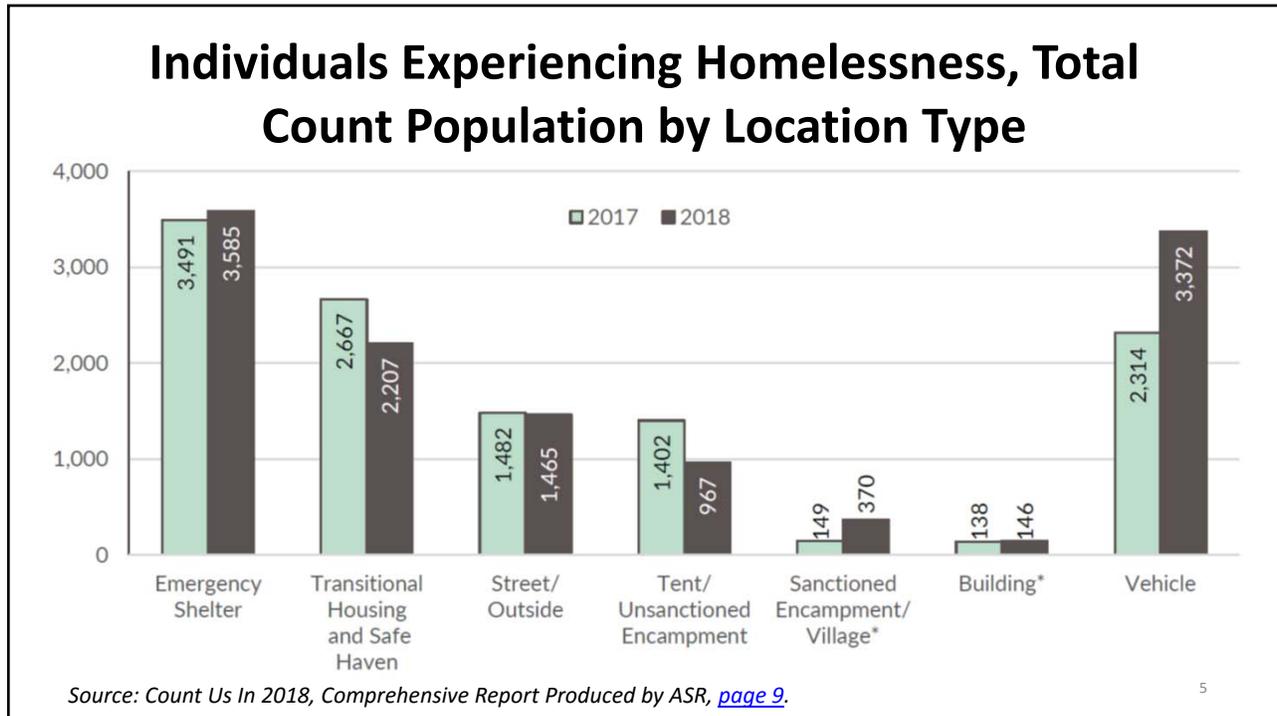
## Count Us In 2018



- **Continues methodology adopted in 2017**
- **Core Components**
  - General Street Count
  - Youth and Young Adult Count
  - Sheltered Count (Emergency Shelter, Safe Haven, and Transitional Housing)
  - Peer-Conducted Survey

2

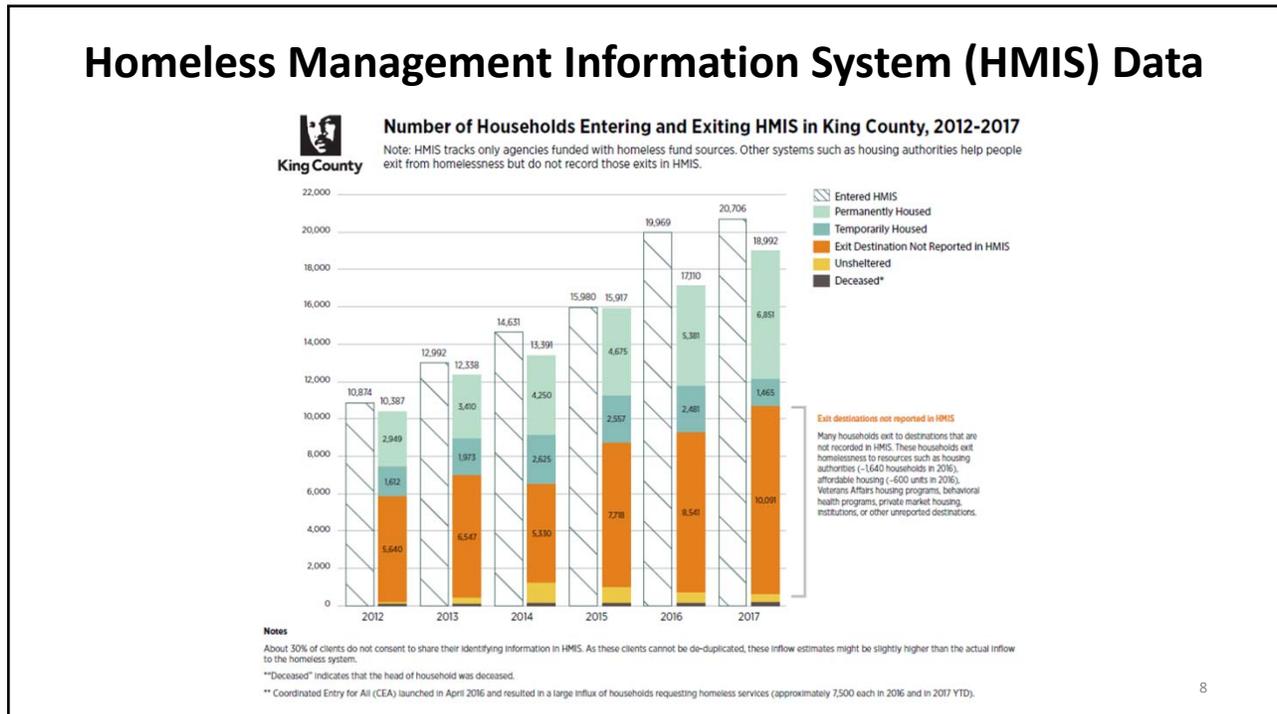
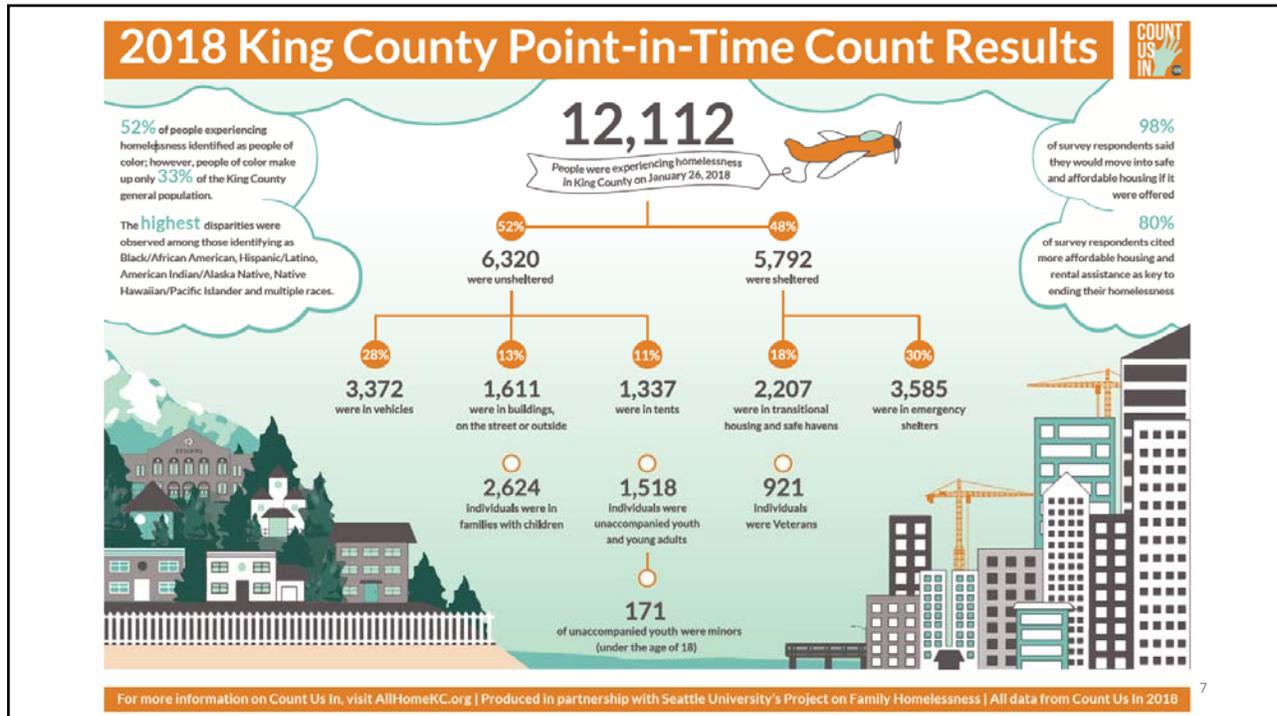




### Individuals Experiencing Unsheltered and Sheltered Homelessness by Region

REGION	UNSHelterED				SHelterED			
	2017		2018		2017		2018	
	%	n	%	n	%	n	%	n
East County	5%	319	6%	393	11%	660	11%	636
North County	1%	53	4%	246	1%	71	4%	215
Northeast County	2%	119	2%	137	1%	68	1%	43
Seattle	70%	3,857	71%	4,499	71%	4,392	69%	4,000
Southwest County	20%	1,102	15%	970	15%	937	15%	864
Southeast County	1%	70	1%	75	1%	30	1%	34
<b>TOTAL</b>	<b>100%</b>	<b>5,485</b>	<b>100%</b>	<b>6,320</b>	<b>100%</b>	<b>6,158</b>	<b>100%</b>	<b>5,792</b>

Source: *All Home King County*



## Students Experiencing Homelessness by District

District Name	Total	Shelters	Doubled-Up	Unsheltered	Hotels/Motels
Auburn School District	306	45	204	15	42
Bellevue School District	256	87	135	19	15
Enumclaw School District	124	N<10	109	N<10	N<10
Federal Way School District	483	74	333	15	61
Fife School District	101	N<10	68	N<10	21
Highline School District	1242	95	946	90	111
Issaquah School District	128	38	80	N<10	N<10
Kent School District	509	77	329	27	76
Lake Washington School District	389	148	193	20	28
Mercer Island School District	17	0	17	0	0
Northshore School District	172	23	111	28	10
Renton School District	573	97	418	N<10	N<10
Riverview School District	53	N<10	35	N<10	N<10
Seattle Public Schools	4280	1523	2466	125	166
Shoreline School District	334	40	276	N<10	N<10
Skykomish School District	0	0	0	0	0
Snoqualmie Valley School District	94	19	61	N<10	N<10
Tahoma School District	56	N<10	41	0	N<10
Tukwila School District	375	54	295	N<10	N<10
Vashon Island School District	16	0	16	0	0

Source: [Office of Superintendent of Public Instruction, 2016-17 School Year](#).

"N<10" refers to data that has been suppressed because the total is fewer than 10 students.

9

## McKinsey & Company Analysis

- **Background**
  - McKinsey & Company utilized available data sources (including point-in-time counts from 2017 and earlier, HMIS data, Seattle Times analysis)
  - McKinsey's analysis, which was produced pro bono, has been published [here](#) and is also available as a presentation available [here](#) (page 28).
- **Findings**
  - Homelessness is a growing problem in King County and is strongly correlated with the increase in King County rents.
  - The homelessness crisis response system has improved but cannot meet the inflow demand due to a shortage of affordable housing options.
  - Funding has grown by 2.4 percent per annum, but has not kept pace with growth in homelessness.
  - Housing all households in HMIS would require \$360-410M per annum (about double current funding).

10

## Seattle Times Video: Ignite Project Homeless



The Seattle Times hosted an evening of storytelling on June 7, during which nine speakers shared their experiences with homelessness. Video is available [here](#).

11

# 2018 King County Point-in-Time Count Results

Attachment C to the June 13, 2018 PIC Minutes



## 12,112

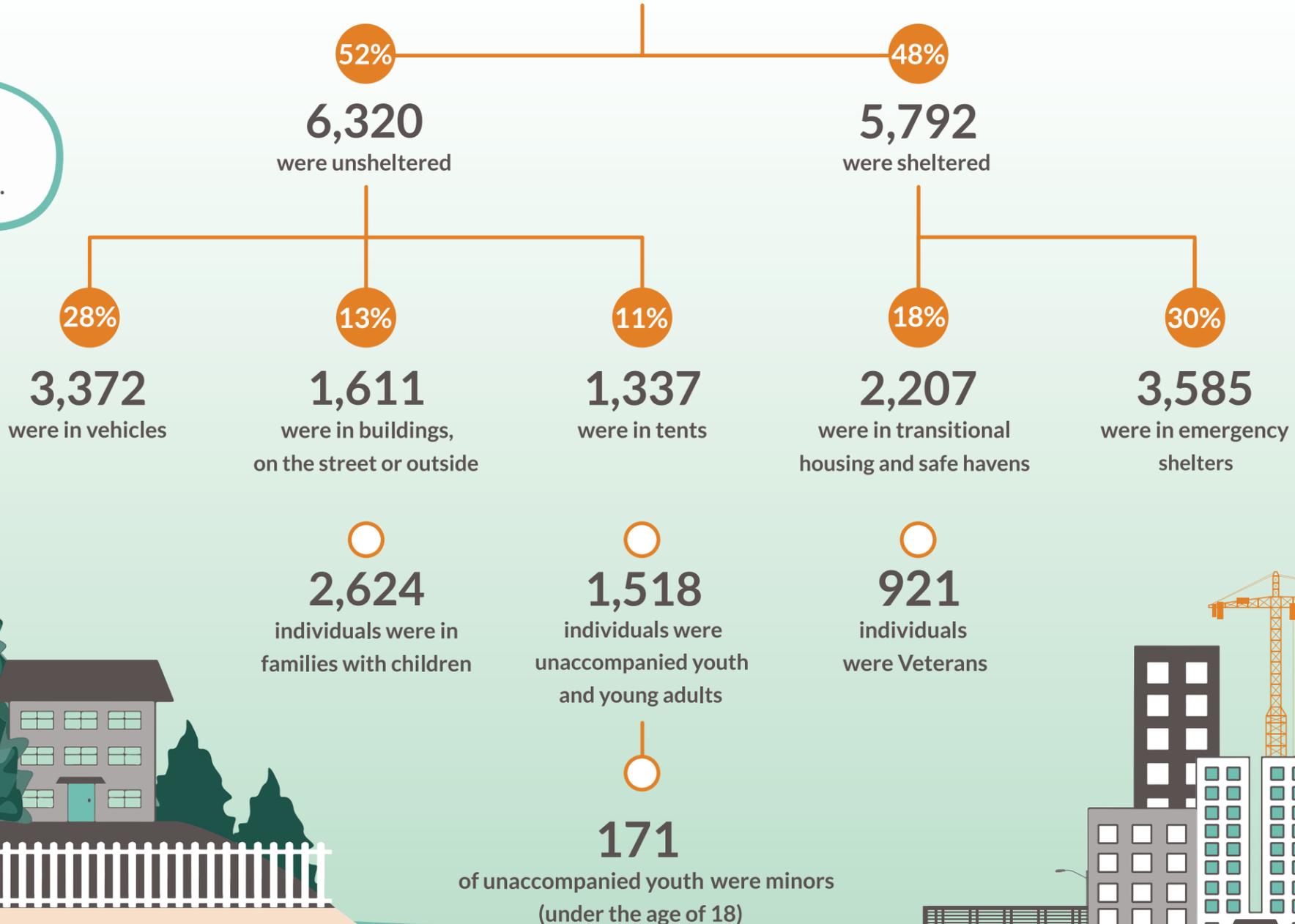
People were experiencing homelessness in King County on January 26, 2018

52% of people experiencing homelessness identified as people of color; however, people of color make up only 33% of the King County general population.

The highest disparities were observed among those identifying as Black/African American, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander and multiple races.

98% of survey respondents said they would move into safe and affordable housing if it were offered

80% of survey respondents cited more affordable housing and rental assistance as key to ending their homelessness

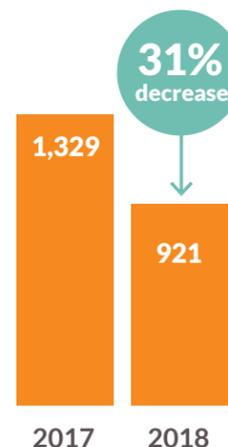


# WHAT THE DATA TELLS US

Though the results of Count Us In 2018 estimate 12,112 people are experiencing homelessness on any given night in King County, local data from the Homeless Management Information System (HMIS) shows that nearly 30,000 individuals experience homelessness in this region over the course of a year. Local data also shows that while much progress has been made, the need continues to outpace existing resources.

## Targeted investments have significantly reduced veterans' homelessness.

Increased and targeted investments from the federal and local level have helped us better coordinate regional resources and streamline our response system resulting in significant progress towards ending Veteran homelessness.



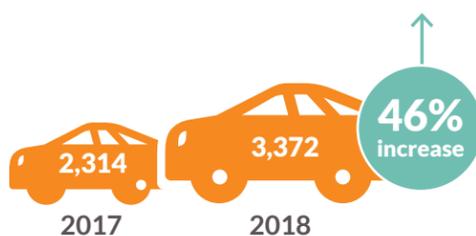
## We are also making progress on youth homelessness, specifically for those under the age of 18.

While the overall number of youth and young adults experiencing homelessness remains steady, similar to veterans homelessness, we've started to see a reduction in homelessness among minors after considerable state and local efforts to address youth homelessness. With a continued investment of resources and coordinated approaches, we can make an even greater impact.

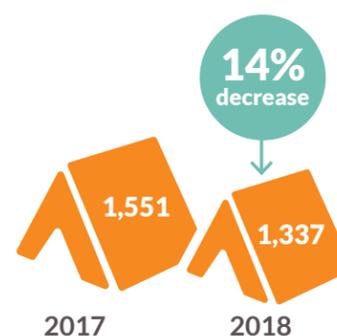


## The unsheltered population is changing.

An increasing number of people experiencing homelessness are living in vehicles.



Fewer people are living in tents.



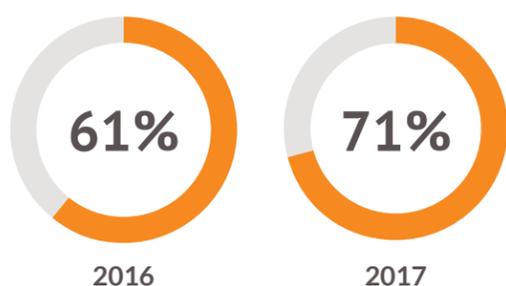
## We have increased investments in diversion, which quickly connects people with housing through creative and flexible solutions.

Diversion assists households to identify immediate, alternative housing arrangements outside of the homeless system and, if necessary, connect them with services and financial assistance to obtain housing or stay housed.

**1,776** Number of households diverted in 2017  
(i.e., obtained stable housing outside of the homeless system when seeking shelter)

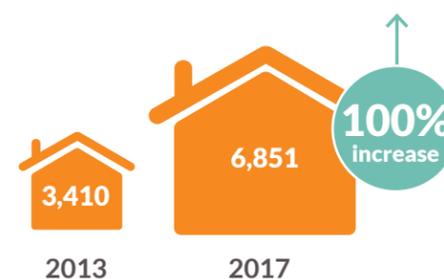
## Rapid Re-housing is housing more people.

The percent of program participants who successfully obtained permanent housing through rapid re-housing is increasing. Additionally, less than 5% return to homelessness.



## We are housing more people every year by investing in what works and transforming our system.

Number of households connected with housing:



Making homelessness a rare, brief and one-time experience in King County will require the continued dedication and collaboration of stakeholders across sectors and throughout the region.

All data from Count Us In 2018 and the Seattle/King County Homeless Management Information System.

# King County

## Mobile Integrated Healthcare

*Giving Firefighters the Tools They Need*

### **Why do we need Mobile Integrated Healthcare (MIH)?**

Every fire department in King County experiences 9-1-1 calls from people that require help. Unfortunately, there are a growing number of such calls that our departments are not well resourced to truly assist - calls about caregiving for a loved one, transportation, housing needs and mental health assistance. These are complicated situations that cannot be assessed and addressed by firefighters in a traditional 20 minute response. But residents still turn to 9-1-1 for assistance because it is the system they know, trust and can easily access.

King County fire departments are addressing this issue through additional response and referral strategies, collectively known as the Mobile Integrated Health (MIH) network.

### **What is MIH?**

MIH personnel work with local health care providers and social services to direct callers to the right care. Dedicated to connecting callers to the correct resources, the MIH network gives EMS the tools to provide a meaningful intervention and truly impact the patient's wellbeing.

### **Who is served by MIH?**

- High volume callers
- Low acuity callers
- Patients with complex care needs

These groups call every department, every day. Traditional fire departments lack resources and time to provide the kind of intervention these patients need. As a result, the calls continue and/or the chance is lost to truly help the patient. Currently the network reaches 1.5 million residents. Excluding Seattle, 64% of King County has access to an MIH program today.

### **What are the benefits of the MIH program?**

- Better service and care for callers seeking help through 911;
- Increased availability of EMS resources; and
- Accessible resources for firefighters facing burnout from responding daily to situations they feel unable to improve.

## How does King County MIH work?

The MIH network currently consists of **six teams throughout King County**, and the seventh is launching this summer. The network is the outgrowth of the now completed CMT pilot programs. While each team is modeled a bit differently, each still operates on a blend of response and referral models:

Response Model Services and connections are provided at the time of a 911 call; may be an alternative response unit (ARU) or may be a resource requested by crews on scene; can allow for ER diversion.

Referral Model Services and connections are provided after the 911 call; often includes multiple home visits and coordination of care with multiple providers.

## Where are MIH programs operating?

Currently:

- North King County Community Medicine Team
- NE King County MIH
- Seattle FD Low Acuity / Vulnerable Adults Program
- Bellevue CARES
- FD CARES
- South King County Community Medical Team

A seventh program is already slated to begin in Renton in summer, 2018.

## MIH Goals & Funding

All the current MIH programs receive some degree of financial support through the regional levy. In 2018, the network outside Seattle will receive \$1.375 million dollars in levy funds to support its operation.

The MIH Advisory Board is committed to:

- growing MIH services in a coordinated way
- continuing to research MIH strategies and benefits
- unifying data collection methods
- extending MIH into every community in King County

To accomplish this, a **total of \$4 - \$5 million a year through the EMS levy is requested for the MIH program**. That would mean continuing and expanding the funds already supporting the network under the current levy. These requested funds would carry part of the burden for continuing existing programs through the next levy and allow those programs to expand or new programs to launch to cover the rest of the county.

## **COMMUNITY MEDICINE TEAM**

### **Shoreline, Northshore, Bothell and Woodinville Fire Departments**

**2016-17 Dispatches & Referrals: 1206**

**2018 Hours of Operation: Monday-Friday, Day shift**

The Community Medicine Team was a CMT pilot program using fire fighters assigned full time to provide ARU and wrap around services to three jurisdictions. In 2018, the Community Medicine Team transitioned away from alternative response in order to be more cost effective and currently employs one firefighter and one clinical social worker to provide MIH services to four jurisdictions.

## **BELLEVUE CARES**

### **Bellevue Fire Department**

**2016-17 Dispatches and Referrals: 504**

**2018 Hours of Operation: Monday-Friday, Day shift**

Launched in 2012 and modeled after a program in Spokane, Bellevue CARES utilizes Masters of Social Work students to provide additional resources and support following a 9-1-1 call. The students earn practicum hours towards their degree. In 2017, the program expanded to include CARES1 which can be requested by fire or police at the time of call to provide social work assistance.

## **FD CARES**

### **Puget Sound Fire Authority**

**2016-17 Dispatches and Referrals: 4843**

**2018 Hours of Operation: 7 days a week, 24 hours a day**

Puget Sound Fire's FDCARES Division was a CMT pilot program and is designed to connect 9-1-1 callers and individuals with complex care needs to the right care in the community. Our CARE unit is staffed with a Registered Nurse and Firefighter/Emergency Medical Technician, the mobile care team responds to low-acuity 9-1-1 callers and conducts proactive outreach visits to individuals with complex care needs. The team operates outside the traditional time constraints of the emergency service system to deliver and coordinate care when and where community members need it.

## **COMMUNITY MEDICAL TEAM**

### **South King and Valley Regional Fire Authority**

**2016-17 Dispatches and Referrals: 2662**

**2018 Hours of Operation: Monday-Friday, Day shift**

CMT36 was also a CMT pilot program and is a partnership between SKFR and VRFA providing an ARU to low acuity incidents while connecting patients with the appropriate care. In March 2018, the staffing model changed to two dedicated full time firefighters and a full time social worker. CMT36 has noticed a steady rise in both call volume and referrals to the program.

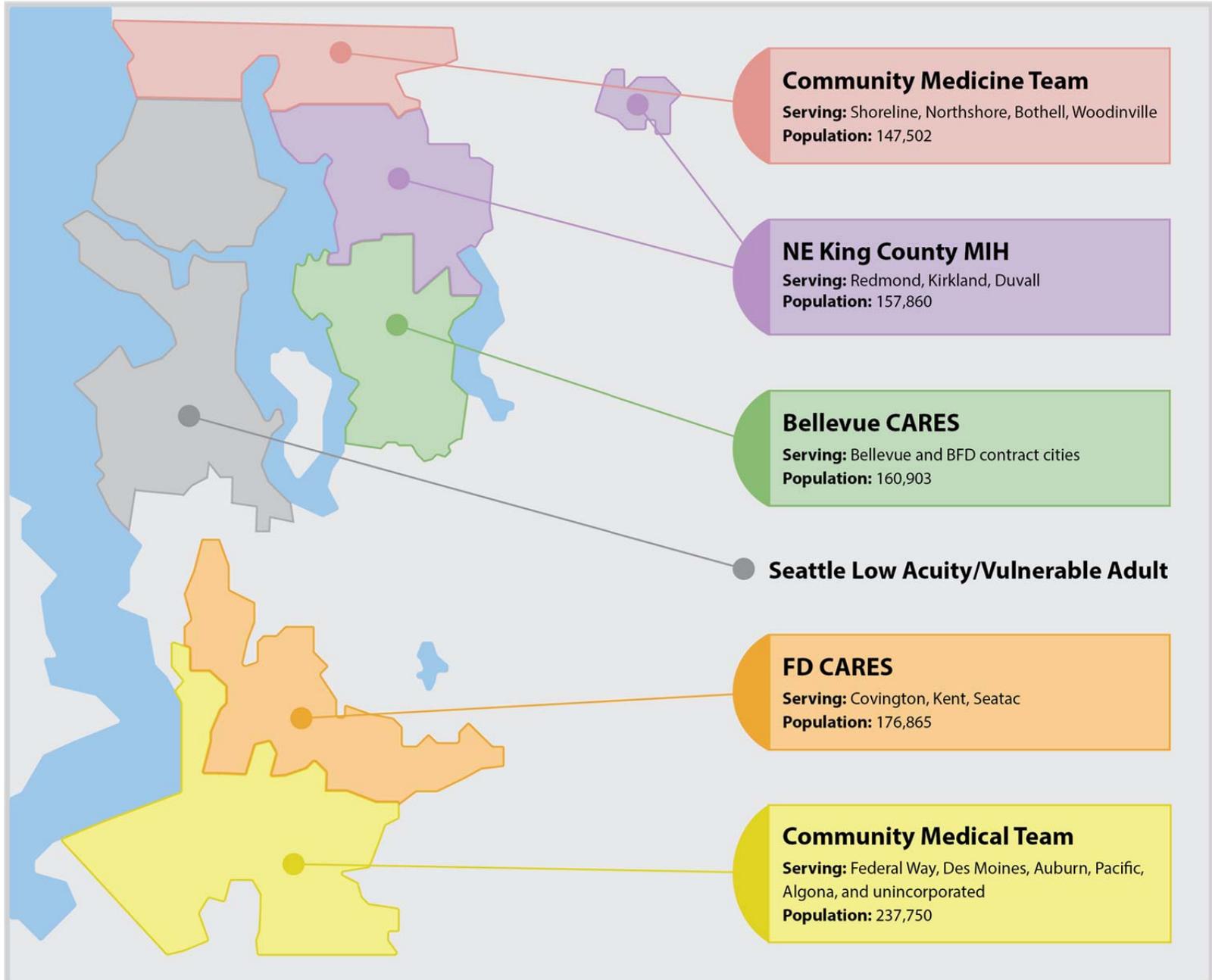
## **NE KING COUNTY MIH**

### **Redmond, Kirkland, Duvall Fire Departments**

Launched in June 2017, NE King County's MIH main purpose is to see patients that have been referred by EMT's and Paramedics who need more than what 9-1-1 can traditionally provide. Additionally, when staffed we are able to respond to a scene at request of 9-1-1 units. We work to navigate the patient to the right resources. Our average patient is 70 years old and has fallen and we assist in mitigating future falls. The next most common scenario is elderly patients who don't seem to have enough resources in place and need extra help staying independent.

\*Each MIH program has been collecting data that demonstrates the success of their program in their community but each program has been using different collection methods and definitions. We can't accurately compare performance or paint a comprehensive picture until data management is unified.

## The King County MIH Network



12

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# CITY MANAGERS AND ADMINISTRATORS

## JUNE

### MEETING AGENDA

WEDNESDAY, JUNE 6, 2018

9:30 TO 11:30 AM

### TUKWILA COMMUNITY CENTER

12424 42ND AVE S, TUKWILA, WA 98168

- 9:30 AM A. WELCOME & INTRODUCTIONS**  
DEREK MATHESON, CHIEF ADMINISTRATIVE OFFICER, CITY OF KENT
- 9:40 AM B. UPDATE ON PROPOSED COLLABORATION AMONG SOUTH COUNTY CITIES TO WORK ON AFFORDABLE HOUSING AND HOMELESSNESS**  
JOHN HOWELL, PARTNER, CEDAR RIVER GROUP  
MARTY KOOISTRA, EXECUTIVE DIRECTOR, KING COUNTY HOUSING DEVELOPMENT CONSORTIUM
- 10:10 AM C. ECONOMIC DEVELOPMENT PARTNERSHIP GRANTS**  
DAVE MCFADDEN, MANAGING DIRECTOR ECONOMIC DEVELOPMENT, PORT OF SEATTLE
- 10:25 AM D. KING COUNTY SOLID WASTE COMPREHENSIVE DRAFT PLAN**  
DORIAN WALLER, GOV'T RELATIONS ADMINISTRATOR, KING COUNTY SOLID WASTE DIVISION
- 11:05 AM E. AWC ORGANIZATION AND WEBSITE UPDATE**  
PETER KING, CHIEF EXECUTIVE OFFICER, ASSOCIATION OF WASHINGTON CITIES (AWC)
- 11:15 AM F. WCMA UPDATE**  
DEREK MATHESON, CHIEF ADMINISTRATIVE OFFICER, CITY OF KENT
- 11:20 AM G. SCA UPDATE**  
DEANNA DAWSON, EXECUTIVE DIRECTOR, SOUND CITIES ASSOCIATION (SCA)  
DEBBIE TARRY, SCA BOARD LIAISON
- 11:30 AM H. ADJOURN**

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# Sound Cities Association

## Board Planning Retreat *January 19, 2018*

Prepared by



914 164th Street SE, #400 | Mill Creek, WA 98012 | P 425.337.1100

[www.mktg-solutions.com](http://www.mktg-solutions.com)

## Vision (Working Draft)

Capitalizing on the diversity of our cities to lead policy change that makes the Puget Sound region the best in the world.

## SWOT Analysis

The numbers in parentheses listed at the end of each bullet indicates the number of votes each bullet received, as a means of prioritizing the lists.

### *Strengths*

- > Nonpartisan approach (33)
- > Collaborative team orientation (29)
- > Highly respected in region (23)
- > Engaged membership (4)
- > Track record of success (2)
- > Respectful people and organizational professionalism (2)
- > Depth of knowledge of Executive Director and staff (1)
- > Very strong board (1)

### *Weaknesses*

- > Time constraints of members (27)
- > Lack of mechanism to turn disparate views into consensus (21)
- > Lack of diversity (20)
- > Limited staff (FTEs) (20)
- > Two dependent on staff leadership (4)
- > Might be too narrow in geographic reach (3)
- > Technology infrastructure (0)
- > Sustainable source of revenue (0)

### *Opportunities*

- > Big regional challenge (35)
- > Room for additional regional leadership (23)
- > Growing diversity of electeds (19)
- > All cities now members (9)

- > Low trust of politicians (8)
- > Emerging technology, e.g. autonomous vehicles (2)
- > Political instability (County and Seattle) (0)
- > Strong regional economy (0)

### **Threats**

- > Toxic social media (27)
- > Erosion of democratic ideal (21)
- > Lack of trust of politicians (17)
- > Competing goals of external electeds (12)
- > Transportation infrastructure (11)
- > Electeds not integrated in region (8)
- > Looming recession (0)
- > Big business (job creators) leaving the area (0)

### **Bridging the Gap Exercise**

- > Reflect community priorities when developing regional positions (22)
- > Best practices to address toxic media (10)
- > SCA takes leadership on big challenges (8)
- > Increase diversity on board (6)
- > Develop tools to increase communications capacity (4)
- > Board leads setting policy (4)
- > Develop caucuses to increase diversity (3)
- > Model nonpartisan approach to problem-solving (1)
- > SCA convene visioning session on Puget Sound region (1)
- > Strategic partnerships with cities in Snohomish and Pierce counties (1)
- > Develop objectives and action plans (0)
- > Develop program to engage newly electeds (0)
- > Development mechanism to bring diverse views to consensus (0)