

**Agenda**  
**Board of Wahkiakum County Commissioners**  
**Regular Meeting**  
**April 16, 2019**  
**9:30 a.m.**

**Next Resolution No. 050-19**  
**Next Ordinance No. 167-19**

9:30 a.m. **Call to Order & Flag Salute**  
9:32 a.m. **Approval of Regular Meeting Agenda**

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9:33 a.m. **Consent Agenda**

*All matters listed within the Consent Agenda have been distributed to each member of the Board of Wahkiakum County Commissioners for reading and study, are considered routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.*

- A. Resolution No. 50-19 a resolution authorizing the expenditure of funds from the .....
- B. Voucher Approval – \$
- C. Resolution No. \_\_\_\_\_ a resolution changing the rates of the ferry, Oscar B.

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9:35 a.m. **Public Comment**

*(The commissioners are a direct link between citizens and Wahkiakum County. Comments on county programs and topics of concern are welcome during this portion of the meeting. NOTE: During this portion of the meeting, the public is encouraged to comment on issues that are not on the agenda for decision action. Public comment is limited to three minutes per person)*

**Review Commissioners' Calendars**

9:40 a.m. **New Business**  
1.

9:45 a.m. **Health & Human Services**  
1. Hire a Healthy Communities Specialist at Step 3

10:00 a.m. **Commissioner Reports**

10:15 a.m. **Work Session: Willdan / Review of Energy Efficiency Inspections**

10:45 a.m. **Discussion: Fair Ground Issues**

**Adjournment**

*Complete copies of the current Board of Commissioners meeting agenda packet can be viewed at the Board of Commissioners' office.  
Partial agenda packets are posted on the county's website at [www.co.wahkiakum.wa.us/depts/bocc/BOCCAgendas.htm](http://www.co.wahkiakum.wa.us/depts/bocc/BOCCAgendas.htm)*

*This meeting is accessible to persons with disabilities.  
Please call 360-795-8048 if you require special accommodations to participate in this meeting.*

*This is a draft agenda. Times on the agenda are estimates and can vary depending on the order of business that comes before the board.  
If you have questions regarding the agenda, please contact the Commissioners' Office at (360) 795-8048.*

**Cover Page**

**BOARD OF WAHKIAKUM COUNTY COMMISSIONERS**

**Meeting Date: 4-16-19**

**Presenter: Chris Bischoff**

<b>Subject</b>	Approve Hiring New Healthy Communities Specialist at Step 3
<b>Background Information</b>	Based on qualifications and current salary we would like to offer a new Healthy Communities Specialist the position at step 3 of that salary scale. This Person comes with years of experience including health and grant writing/ management and will serve our community well.
<b>Recommendation</b>	Approve hiring at step 3
<b>Alternatives</b>	N/A
<b>Financial Impact</b>	Additional \$2612 per year
<b>Funds Available</b>	This position is funded from a mix of grants around prevention and nutrition education
<b>Action (Motion)</b>	Move to approve hiring Hilarie Larson as a Healthy Communities Specialist starting at step 3.

## Job Title: Healthy Communities Specialist

**Reports To: Community Services Manager**  
**Department: Health and Human Services**

**Job Purpose:** This position gathers input and collaborates with community partners to inform the development and implementation of department and community-based public health policies and programs. Emphasis is on grant-based community mobilization activities, basic assessment skills, program planning and development, communication, cultural competency and policy development. Interaction with socio-economic and culturally diverse populations and community organizational partners is a key component of work activities. This position may be related to special grant funding.

### **Essential Job Results:**

Develop, facilitate, and support community partnerships to promote the health of the population.

Solicit community-based input from individuals and organizations and gather information that will inform development of public health policy and programs.

Provide and organize community education and convey public health information using a variety of approaches.

Recruit and support community members for engagement in coalitions, work groups, advisory groups, and public health initiatives.

Provide administrative support, resources and technical assistance to community organizations regarding public health programs and issues.

Provide information and engage community partners in use of best and promising practices.

Identify mechanisms to monitor and evaluate department and community-based public health programs for effectiveness and quality.

Participate in department and community-based public health program planning processes.

Complete, track and report contract and grant deliverable activities for various department and community-based public health programs.

Develop information, educational marketing, or outreach materials for department and community based public health programs.

Perform other duties and tasks as assigned by supervisor.

**DESIRED QUALIFICATIONS:** Prefer Bachelor's level degree with emphasis in Human Health and prevention related field. Experience in convening stakeholder groups and facilitating community conversations. Fiscal reporting and grant management/application experience is also desirable.

### **MINIMAL REQUIREMENTS:**

Ability to communicate effectively with a wide range of stakeholders. Excellent public speaking, able to present complex ideas across a spectrum of education levels. Strong interpersonal skills to develop and maintain lasting relationships with community partners. Skilled at facilitating small and large groups through collaborative and deliberative processes. Develop and implement strategies for wide-spread community engagement and stakeholder involvement.

### **PAY SCALE / PAY RANGE:**

AFSCME Schedule 7, \$22.09/hr to \$26.24/hr  
This is a 0.8 FTE position

### **Application Process:**

Resume to Director of Wahkiakum County Health & Human Services  
64 Main Street, PO box 696, Cathlamet, WA  
98612