

**SKAMANIA COUNTY BOARD OF COMMISSIONERS**  
**240 NW Vancouver Ave.**  
**Stevenson, WA 98648**  
**Agenda for October 1<sup>st</sup> & 3<sup>rd</sup>, 2024**

**Commissioner meetings are open to public attendance with limited available seating. If you would like to attend remotely, you may do so by using the following ZOOM login information:**

**To Join by Phone with Audio Only, Dial:** 1 346 248 7799

**Meeting ID:** 889 0632 1210

**Join Zoom Meeting with Audio and Video:** <https://us02web.zoom.us/j/88906321210>

Written comments are accepted until noon on the day before the meeting. If you wish written comments to be listed on the posted agenda, they need to be submitted to the Clerk of the Board by noon on the Wednesday preceding the Tuesday/Wednesday meeting. If written comments are received after noon the day before the meeting, they will be held for the following meeting. Please email comments and public comment questions to the Clerk of the Board at [sackos@co.skamania.wa.us](mailto:sackos@co.skamania.wa.us).

**Please note, when a holiday falls on Monday, the regular meeting is held on Wednesday of that week.**

**Tuesday, October 1<sup>st</sup>, 2024**

- 9:30 AM      Call to Order  
                  Pledge of Allegiance  
                  Public Comment (3 minutes)
- Voucher Approval  
                  Request for Early Vacation Withdrawal Policy Exception
- Meeting Updates
- 10:00 AM    Preliminary Budget Workshop – County Clerk
- 10:15 AM    Preliminary Budget Workshop – Probation
- 10:30 AM    Preliminary Budget Workshop – Public Works/Community Development
- 11:45 AM    Preliminary Budget Workshop – Human Resources
- Lunch
- 1:30 PM     Preliminary Budget Workshop – Noxious Weed
- 2:00 PM     Preliminary Budget Workshop – Senior Services
- 2:30 PM     Preliminary Budget Workshop - Assessor
- 3:00 PM     Preliminary Budget Workshop – Commissioners

Note: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed during the meeting, and may add and act on any item not included in the above agenda. If necessary, the Board may hold executive sessions on scheduled meeting days. Meeting minutes and audio recordings may be found at [www.skamaniacounty.org](http://www.skamaniacounty.org).

**Thursday, October 3<sup>rd</sup>, 2024**

10:00 AM Preliminary Budget Workshop – District Court

10:30 AM Preliminary Budget Workshop – Community Events & Recreation

11:00 AM Preliminary Budget Workshop – Community Health

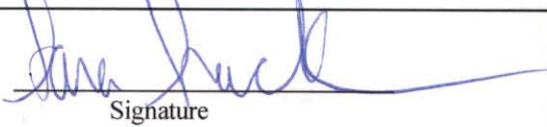
Lunch

1:00 PM Preliminary Budget Workshop – Superior Court

1:10 PM Preliminary Budget Workshop – Juvenile Services

Adjourn

## COMMISSIONER'S AGENDA ITEM COMMENTARY

<b><u>SUBMITTED BY</u></b>	Human Resources Department	 Signature
<b><u>AGENDA DATE</u></b>	October 1, 2024	
<b><u>SUBJECT</u></b>	<u>Request for Early Vacation Withdrawal Policy Exception</u>	
<b><u>ACTION REQUESTED</u></b>	<u>After careful consideration of the unique circumstances and potential impacts, it is recommended that the Board approve this request for an early vacation withdrawal policy exception to maintain employee satisfaction and well-being.</u>	

### **SUMMARY/BACKGROUND**

We are requesting an early vacation withdrawal policy exception for an employee in need of financial support. As a compassionate gesture, we seek approval for this exception, allowing the employee to access their vacation hours early. It is essential to note that this is a one-time exception, and the employee will not be eligible for another cash-out in December. Furthermore, the employee must adhere to the maximum vacation hours allowed for cash-out in a calendar year, as per county policy.

Granting this exception will help support the employee during their time of need, demonstrating our commitment to employee well-being. By offering this assistance while maintaining adherence to county policies, we aim to provide fair and consistent support to our employees.

The employee has utilized 40 hours of vacation this year and currently has 40 plus hours of vacation time remaining, satisfying the policy criteria

### **FISCAL IMPACT**

The fiscal impact remains within the allocated budget for vacation payouts.

### **RECOMMENDATION**

We recommend that the Board approve a one-time early vacation withdrawal policy exception of 40 hours for the employee, effective October 1, with payment to be issued on the October 10<sup>th</sup>, 2024, payroll. This exception aligns with county policies and provides necessary support to the employee.

### **LIST ATTACHMENTS**

Skamania County policy 13.5.6 Vacation Leave Cash Out

### 13.5.6 VACATION LEAVE CASH OUT

Employees may cash out accumulated vacation leave each year, subject to the following conditions:

13.5.6.1 An employee may cash out no more than eighty (80) hours of accumulated vacation leave per calendar year;

13.5.6.2 After cashing out, an employee must have a minimum of forty (40) hours remaining in the vacation leave bank;

13.5.6.3 An employee must use at least forty (40) hours of vacation leave (excluding donated leave) during the calendar year. Eligibility for annual leave cash out will be based upon the vacation leave balance and planned usage of vacation leave at the time of the employee's written request. If the employee's cash out is less than eighty (80) hours, then the leave usage shall be prorated based on total hours cashed out.

13.5.6.4 Only vacation leave hours which have been accrued prior to the time of the employee's written request for cash out will be counted when determining cash out eligibility;

13.5.6.5 An employee may submit a written vacation leave cash out request in April and/or November of each year. The payment for cashed out vacation leave will be included in the employee's next regular paycheck or direct deposit;

13.5.6.6 The cash out rate of pay for vacation leave will be the employee's current base pay on the date the cash out payment is made (i.e., the next payday).