

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 65 - 2023**

*A resolution authorizing a stipend for assigned work responsibilities that are higher in complexity and liability outside the Clerk of the Board's job description*

**WHEREAS**, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position within the County shall group individual positions into classifications based upon the similarities in job duties and responsibilities including critical elements such as level of responsibility, authority, job duties and knowledge, skills and abilities required of the position; and

**WHEREAS**, the Clerk of the Board has been assigned essential work responsibilities outside her job description that include coordination, oversight, and administration of Grants, Infrastructure funds, Capital Improvement funds, Facility Improvement projects, Emergency Medical Service Districts (EMS), including responsibility of various associated budgets and she directs and supervises the buildings and grounds maintenance programs and uses independent judgment to perform these essential programs; and

**WHEREAS**, the funding for these programs have strict federal and state statutory requirements that require someone with the ability to perform higher and more complex functions with the knowledge, skills and ability to ensure program accountability requirements are fulfilled and are up to date and accurate; and

**WHEREAS**, the Clerk of the Board has demonstrated working knowledge and experience managing these programs and contracts, and has demonstrated skills and abilities that ensure program accountability that follow state and federal requirements and auditing rules; and

**WHEREAS**, a portion of the revenue received from grants and EMS levies may be used to support administration so that one fund doesn't benefit another; and

**WHEREAS**, the Board has allowed other employee stipends when more complex work responsibilities are assigned outside current job descriptions; and

**WHEREAS**, it is the desire of the Board that these programs maintain accuracy and consistency with county, state and federal program requirements and to ensure proper compensation for the level of management and oversight needed;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners that effective June 20, 2023, the Clerk of the Board shall receive a monthly stipend in the amount of \$2,000 for compensation of assigned work that is outside her normal scope of work and job description.

**DATED** at Okanogan, Washington this 20<sup>th</sup> day of June, 2023.



**ATTEST:**

Laleña Johns, CMC, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

Chris Branch, Chairman

**ABSENT**

Andy Hover, Vice-Chairman

Jon Neal, Member