

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Leslie Locke, Deputy Clerk of the Board

DATE: May 29, 2012

SUBJECT: RESOLUTION NO. ____ re: Establishing a Grievance Procedure for CDBG
Public Services Grant Funding

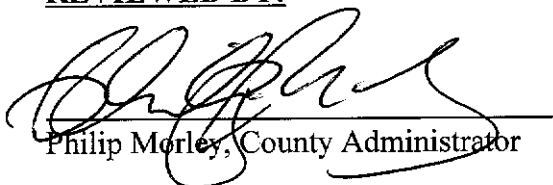
STATEMENT OF ISSUE:

In order to meet certain conditions of the CDBG Public Services Grant Funding application it is necessary to adopt a Grievance Procedure.

RECOMMENDATION:

Approve Resolution re: Establishing a Grievance Procedure for CDBG Public Services Grant Funding.

REVIEWED BY:


Philip Morley, County Administrator

5/23/12
Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of Establishing }
A Grievance Procedure }
for CDBG Public Services Grant }

RESOLUTION NO. _____

WHEREAS, Jefferson County is applying to the Washington State Department of Commerce for Community Development Block Grant (CDBG) Public Services Grant funding; and,

WHEREAS, it is necessary that certain conditions be met as part of the application.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Jefferson County Commissioners establish a Grievance Procedure for the CDBG Public Services Grant as follows:

1. Submit complaints in writing to the County Administrator for resolution. A record of the complaints and action taken will be maintained. A decision by the County Administrator will be rendered within 15 working days;
2. If the complaint cannot be resolved by the County Administrator to the satisfaction of the requestor; then the complaint will be heard and discussed by the governing, elected body at an open public meeting. A written decision will be made within 30 working days. The decision of the governing body is final;
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

APPROVED AND ADOPTED this 29th day of May, 2012.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

John Austin, Chair

Raina Randall
Deputy Clerk of the Board

Phil Johnson, Member

David Sullivan, Member