

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LINCOLN COUNTY, WASHINGTON**

**IN THE MATTER OF RESCINDING THE 1999)
ADOPTION OF A GRIEVANCE PROCEDURE)
POLICY AND THE ADOPTION OF A POLICY) **RESOLUTION 20-39**
FOR THE HANDLING OF PUBLIC CITIZEN)
GRIEVANCE COMPLAINTS)**

WHEREAS, the Board of County Commissioners of Lincoln County having convened in Regular Session, in their office at the Lincoln County Courthouse this 8th day of September, 2020, with all members present; and

WHEREAS, the Board of County Commissioners did, on December 6, 1999, adopt in session a Grievance Procedure and approved it for inclusion in the County Operation and Procedures Policy; and

WHEREAS, the adopted Grievance Procedure was never added to any County Operation and Procedures Policy; and

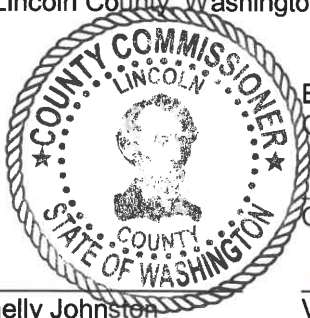
WHEREAS, a Policy for handling Public Citizen Grievance Complains is required as part of the application and issuance of Community Development Block Grants and other Federal Grant funding.

NOW, THEREFORE, BE IT RESOLVED that the adoption of the Grievance Procedure on December 6, 1999 is hereby rescinded,

BE IT FURTHER RESOLVED that the Public Citizen Grievance Complaint Procedure is hereby adopted and, the procedure outlined below will serve as a guide for the handling of any grievance submitted by the public against Lincoln County or one of its employees:

1. The individual(s) will submit their complaint(s) in writing to the appropriate county official; i.e. Department Head or Elected Official (other than a Commissioner) for resolution. That official will maintain a record of complaint(s) and action(s) taken. That official will respond to the citizen with a written decision within 15 days of the receipt of the complaint.
2. If the County official cannot resolve the complaint to the satisfaction of the citizen, the complaint will be heard by the Board of County Commissioners, during an open public meeting. A written decision will be rendered within 30 days of the date of the public meeting.
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.

DATED at Davenport, Lincoln County, Washington, this 8th day of September, 2020.



BOARD OF COUNTY COMMISSIONERS
OF LINCOLN COUNTY, WASHINGTON

Rob Coffman
Chairman – Rob Coffman

Scott M. Hutsell
Vice Chairman – Scott M. Hutsell

Mark R. Stedman
Member – Mark Stedman

ATTEST

Clerk of the Board – Shelly Johnston

By *Tara Holden*
Tara Holden - Deputy Clerk of the Board