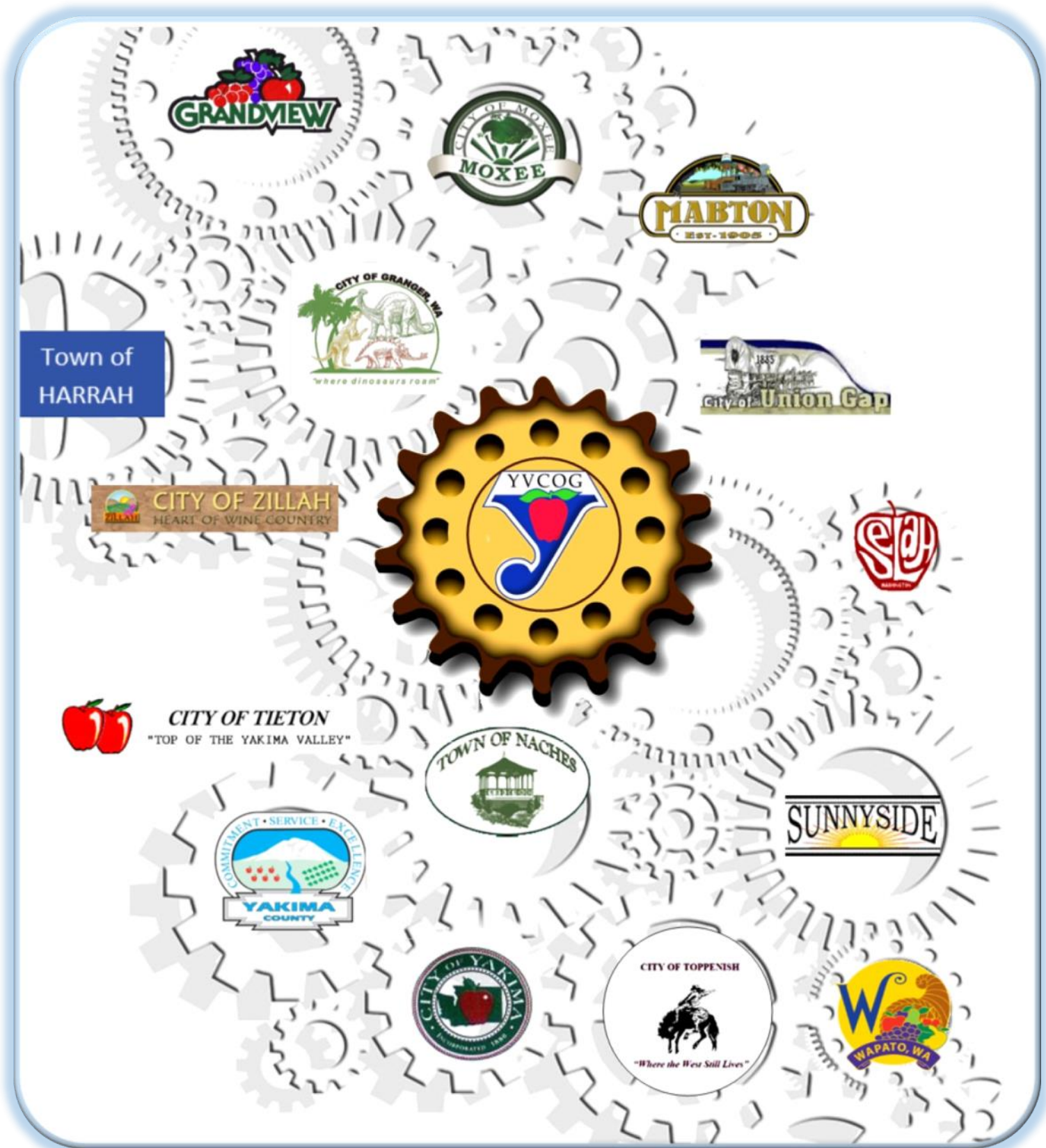


YVCOG GENERAL MEMBERSHIP MEETING - A G E N D A -

Wednesday, September 19, 2018
Zillah Civic Center
119 1st Avenue, Zillah, WA 98953

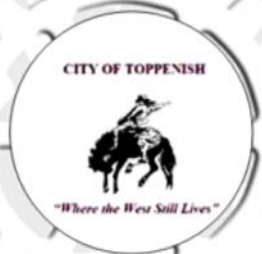


Town of
HARRAH

CITY OF ZILLAH
HEART OF WINE COUNTRY



CITY OF TIETON
"TOP OF THE YAKIMA VALLEY"



WRITING POLICIES and PROCEDURES



Turn those dreaded policy manuals into lean, mean, working machines that people actually use.

- Are your policies and procedures out-of-date?
- Do new employees have trouble finding directions to get work done properly?
- Are your instructions spread throughout the department in many different formats?
- Do you lose irreplaceable “institutional knowledge” every time someone retires?

If so, you need Writing Policies & Procedures – a two-day course that teaches how to develop, write, and edit “reader-friendly” directions quickly and effectively.

This course **by Jordan Peabody** will give you the tools and formats needed to create crisp, clear, and readable policies and procedures. Easy-to-use policies and procedures are a critical component of an agency’s daily operation and functions. Clearly written policies and procedures bring consistency into the operation and help employees make appropriate decisions. They describe what, who, when, and how to carry out the strategic focus. You’ll learn how to Plain Talk your policies, procedures, and tasks into a readable, useable system of written direction.

Peabody Communications specializes in teaching working professionals how to create clear business and technical documents. Since 2001, Peabody Communications has trained hundreds of writers for private companies, along with cities, counties and state agencies throughout the U.S.

Writing Policies and Procedures

By Jordan Peabody

- Date:** Tuesday & Wednesday, October 9-10, 2018 (2 days)
8:30 a.m. to 4:00 p.m. (1-hour lunch break each day)
- Place:** Washington State Department of Transportation (WSDOT)
2809 Rudkin Road, Union Gap, WA
- Cost:** \$175.00 for Members & Staff
\$225.00 for non-members
(Includes \$25.00 workbook)
- To Register:** Contact Jodi Smith
Yakima Valley Conference of Governments
email jodi.smith@yvcog.org or 509-574-1550
YVCOG will invoice your organization

- A G E N D A -

*Yakima Valley Conference of Governments
September 19, 2018
General Membership Meeting*

6:30 p.m. – Social Time
7:00 p.m. – Dinner - **\$20.00**
7:30 p.m. – Program

- I. CALL TO ORDER / INTRODUCTIONS / ROLL CALL
- II. PUBLIC COMMENT POLICY – *It is the policy of the YVCOG General Membership to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.*
- III. WELCOMING REMARKS - City of Zillah
- IV. BUSINESS
 - Approval of Minutes – *May 16, 2018*
 - Solarize South County Campaign
Volunteer Training September 20, 2018.
12:00 - 3:00 p.m. Lunch provided.
Sunnyside Community Center
- V. PROGRAM
 - Updates from our State Legislators: Stories from 2018 & Looking Ahead to 2019
- VI. OTHER BUSINESS
- VII. LOCATION OF OCTOBER 17, 2018 GENERAL MEMBERSHIP MEETING
YVCOG Staff will assist with catering and logistics.
Host for October 17, 2018 meeting: _____
Host for December 12, 2018 meeting: _____
- VIII. PUBLIC COMMENT
- IX. ADJOURN

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG's Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodations to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.

- P R O G R A M -

- Biographies Listed in Alphabetical Order -

Bio for Representative Bruce Chandler - Representing the 15th District. Bruce Chandler is serving his ninth term representing the 15th District, which is located in east Yakima County. Bruce focuses on policies promoting water storage, economic growth and the safety of Washington's families. After serving several years as the ranking Republican on the House Agriculture and Natural Resources Committee, Bruce was chosen by his colleagues to be the budget leader for House Republicans. He started his tenure as the ranking Republican on the House Appropriations Committee at the end of 2013.

Bio for Senator Jim Honeyford - Serving Washington's 15th District. Professional Experience includes Ellensburg Police Department, Patrolman First Class, 1960-1966. Commendation for entering and evacuating a burning hotel, 1964. 28 years as an educator and coach in Sunnyside Public Schools. Farm owner or operator since 1978. Elected Experience includes Sunnyside City Council - 1983-90, Washington State House of Representatives - 1994-98, Washington State Senate - 1998-present. Currently serves as Vice -President Pro Tempore of the Senate.

Bio for Representative Norm Johnson - First elected to the Washington State House of Representatives in November 2008, Norm is serving his fifth term representing the 14th Legislative District. Rep. Norm Johnson is a lifelong resident of Yakima County. He was born and raised in Toppenish and graduated from Toppenish High School. Norm attended Washington State University and Central Washington University, earning a BA in Education and an MA from Heritage University. He also served in the U.S. Army.

Bio for Senator Curtis King - Senator Curtis King represents South Central Washington's 14th Legislative District in the Washington State Senate. Since his original appointment to the Legislature in 2007, he has been a member of the Senate Transportation Committee on which he currently serves as the Ranking Minority Member. He is also a member of the Senate Labor & Commerce and Rules Committees. He holds B.S. degrees in Physics and Mathematics from the University of Washington. While working for General Electric on the East Coast, he received his M.B.A. from Clemson-Furman Universities. King, a Yakima-native, and his wife Lois have two daughters and two grandchildren.

Bio for Senator Judy Warnick (tentative) - Serving the 13th District from Easton and Cle Elum over to Moses Lake and Davenport. Senate Committees include Agriculture, Water, Natural Resources & Parks, and Ways & Means. Judy grew up on a small family dairy farm in Deer Park, Washington. She and her husband, Roy, own and operate a small business in Moses Lake. Judy and Roy have three grown daughters and eight grandchildren.