



STATE OF WASHINGTON
WASHINGTON STATE CENTER FOR
CHILDHOOD DEAFNESS & HEARING LOSS
611 Grand Blvd., S-26 Blvd., • Vancouver, Washington 98661-4918 • (360) 696-6525
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

June 22, 2017

Office of Financial Management
Attn: David Schumacher
PO Box 43113
Olympia, WA 98504-3113

Dear Mr. Schumacher,

Enclosed with this letter is our updated contingency plan for the Washington State Center for Childhood Deafness & Hearing Loss. After reviewing our submission, we found several errors and wanted to make sure you sent the corrected information. Our contact information is as follows:

Rick Hauan, Executive Director
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Judy Smith, Executive Assistant to the Executive Director
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Jessica Sydnor, Director of Human Resources
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Again, please feel free to contact us anytime.

Sincerely,

Rick Hauan
Executive Director



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CDHL Contingency Plan effective July 1, 2017 (No legislative appropriations)

Effective July 1 – 15, 2017

Essential Function	Staffing Classification	Duration
IT	IT Specialist	On-going
Payroll Processing	Fiscal Analyst 3	On-going
A/P and AR Processing	Fiscal Analyst/Program Specialist	On-going
Contracting	Procurement Specialist	On-going
Budget and Fiscal Control	Director of Business Operations	On-going
Human Resources	Director or Human Resources	On-going
Communication/Response	Executive Assistant to the Executive Director	On-going
Maintenance	Maintenance Mechanics	On-going
Facilities Control	Facilities	On-going
Interpreting	Deaf Interpreter 3	On-going

Effective July 16 – 30, 2017, should a budget not be passed, the CDHL will reduce most staff hours by 50%.

Points of clarification:

1. Career-seasonal/school year based employees will not be permitted to continue to cash-out vacation leave during the layoff period.
2. Delay of calling back essential staff beyond August 1st may delay the opening of school and local school district related services.
3. Extended closure may result in a significant adjustment in the school calendar for the Washington School for the Deaf.
4. If the agency is required to do a full shutdown of facilities, the agency anticipates critical building system failures due to the age of equipment and facilities.
5. Failure to have appropriated funding in place for the beginning of the school year would result in the cancelation of school and non-compliance with both state and federal law.