

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
SPECIAL MEETING
HR STUDY SESSION**

TUESDAY

1:00 PM

7/31/2018

Board members present: Cory Wright, Laura Osiadacz

Others: Robin Read, Kasey Knutson, Jerry Pettit, Judy Pless, Patti Johnson, Dan Carlson, Chris Horner, Lisa Young, Jeanne Killgore, two members of the public

1. CALL TO ORDER

The meeting was called to order at 1:04 PM.

2. STAFFING DISCUSSION/DECISION – PUBLIC HEALTH

HR Director Young presented the Board with a PAF to appoint the Environmental Health (EH) Supervisor to Interim Administrator, beginning 8/10/2018. Public Health Administrator Robin Read and Health Promotion Supervisor Kasey Knutson were present to any questions the Board may have. Administrator Read asked that the Board consider a proposal to appoint the EH Supervisor to interim Public Health Administrator effective immediately, as she has already begun taking on administrator duties. Commissioner Wright inquired if this had ever been done before, and expressed concerns about setting a precedent. HR Director Young answered that appointing an interim Administrator/Director while the current Administrator/Director was still working had not been done before. Commissioner Osiadacz agreed with Commissioner Wright's concerns. The Commissioners agreed to appoint the EH Supervisor to Public Health Administrator effective 8/10/2018, and the PAF was signed.

Health Promotion Supervisor Knutson presented a request to the Board to temporarily move one of her Health Promotion Specialists from 80% FTE to 100% FTE for a period of four weeks in order to complete a special project for the Sheriff's Office. She explained that the Sheriff's Office is in need of bilingual communications regarding fire safety and emergency management. The Health Promotion Specialist is able to fulfill this need and complete the project. Supervisor Knutson stated that the increase in hours will also help spend down grant funds that need to be utilized. Commissioner Wright approved the temporary increase in FTE. Commissioner Osiadacz also agreed.

3. REQUEST APPROVAL FOR COKE STAGE STORAGE

HR Director Young requested that the Coke Stage, used for the Kittitas County Fair as part of the Hoe Down in the Downtown event, be stored in the Event Center parking lot until the conclusion of the Fair. Commissioner Osiadacz expressed her approval of the request, and Commissioner Wright agreed.

APPROVED
12/11/16

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4. BLOOM PAVILION UPDATE

HR Director Young presented a brief update on the Bloom Pavilion project, noting that they are working through two pieces of documentation; a business plan for Kittitas Valley Event Center and a Long Term Maintenance Plan. Solid Waste Director Patti Johnson presented a fee worksheet from ALSC Architects which provides a cost breakdown from bidding through final design. Commissioner Wright inquired if Director Johnson has previously worked with this architect. Director Johnson replied that she has worked with them before with positive results. Commissioners Osiadacz and Wright approved the fee worksheet. Director Johnson will prepare a Professional Services Agreement and bring it to the next Commissioner meeting.

5. MASTER GARDENER – REQUEST FOR POSSIBLE GARDEN EXTENSION

HR Director Young informed the Board of a request from the Master Gardeners to be able to include a project at the Armory as one of several options for a grant opportunity. The project would extend the garden in front of the Event Center Armory building in memory of Hilary Foss. Commissioner Osiadacz stated that everything the Master Gardeners have done has been an asset to the Event Center, and she has no issue with their request.

6. REQUEST TO APPROVE A RESOLUTION UPDATING THE PERSONNEL POLICIES

HR Director Young reviewed amendments to the Recruitment policy (2.5) and the Workplace & Domestic Violence Prevention policy (3.6). Commissioner Wright moved to approve the amendments. Commissioner Osiadacz seconded the motion, noting that the Board wishes to address policies 3.6 and 4.1 at a future date in order to discuss employees having the same rights as the public within the Courthouse. The motion was approved 2:0 and the resolution was signed.

7. OPEN NEGOTIATIONS – PERC UPDATE

HR Director Young briefly summarized the PERC decision regarding Teamsters Local 690 vs. Lincoln County. With three union negotiations coming up later in the year, Director Young presented three possible courses of action for Kittitas County's Ordinance No. 2017-010; keep the ordinance as-is, modify the ordinance to soften the language, or enact a temporary moratorium. DPA Horner proposed a softening of the ordinance language, in the hopes of preventing conflicts with the unions. Commissioner Osiadacz stated that she is not in favor of signing in a modified ordinance. She explained

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that non-union staff negotiations happen in open public meetings, and in the interest of treating all staff equitably, union staff negotiations should also happen in open public meetings. Commissioner Wright agreed, while stating that successful union negotiations require trust and sticking with the current ordinance could erode some of that trust. DPA Horner agreed to come back with more options to present to the Board.

8. STAFFING DISCUSSION/DECISION - KVEC

HR Director Young presented a request from the Auditor's Office to promote one of their Fiscal Clerks to a Fiscal Technician I. Auditor Jerry Pettit and Finance Manger Judy Pless were present to answer any questions that the Board may have. Finance Manager Pless explained that their Fiscal Clerk has taken on the additional duties of processing vouchers for Event Center maintenance and the Coroner's Office. She added that the time and work performed on vouchers is charged back to the departments, so the promotion would not impact the Auditor's Office budget. Commissioner Osiadacz inquired about the impact this may have on the Event Center Office Manager, who currently processes the maintenance vouchers for the Event Center. Director Young explained that moving vouchers over to the Auditor's office would alleviate some of the workload of the Office Manager and allow her to work on other projects. Commissioners Osiadacz and Wright approved the promotion, and a PAF was signed to reclassify the Fiscal Clerk to a Fiscal Technician I effective 8/01/2018.

HR Director Young commented on the recruitment process for a new Event Center Director, stating that she will remain interim Director until the conclusion of the Kittitas County Fair. Commissioner Osiadacz expressed interest in continuing to work on the job description and comparable compensation data from surrounding counties.

9. OTHER BUSINESS

HR Director Young provided a brief update on the status of the Fire Marshal vacancy. CDS Director Dan Carlson was present to answer questions from the Board. Director Carlson informed the Board that KVFR is withdrawing their interim fire safety services agreement effective 8/31/2018, explaining his need to post the Fire Marshal position that day. He elaborated that there are services he must provide, but without a Fire Marshal has no way to provide them. Director Young explained that posting the position would not interfere with continuing to explore the idea of the Sheriff's Office absorbing the Fire Marshal position. Commissioner Osiadacz expressed interest in appointing an interim Fire Marshal until the vacancy can be filled or moved to the Sheriff's Office. Commissioner Wright requested that the discussion be continued when the Undersheriff can be present.

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10. ADJOURN

The meeting was adjourned at 2:20 PM.

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Lisa Young, HR Director



Laura Osiadacz, Chairman