

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING
HR STUDY SESSION**

TUESDAY

10:00 AM

4/23/2019

Board members present: Cory Wright, Brett Wachsmith, Laura Osiadacz

Others: Greg Zempel, Elishia Harvill, Tristen Lamb, Judy Pless, Lisa Young, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 10:00 AM.

STAFFING DISCUSSION/DECISION - PROSECUTOR

HR Director Young presented the Board with a request from the Prosecutor's Office to re-introduce the positions of Chief Civil Deputy Prosecutor and Chief Criminal Deputy Prosecutor, as well as reclassify the SV Tech to Technology Specialist. Prosecutor Zempel, Office Administrator Harvill and Budget & Finance Manager Pless were present to elaborate on the proposal and answer any questions from the Board.

Office Administrator Harvill explained that the titles of Chief Civil DPA and Chief Criminal DPA would formally acknowledge the responsibilities that two of the DPAs currently demonstrate. The proposed reclassification of the SV Tech would bring the position in line with comparable positions in the Sheriff's Office and Information Technology.

Director Young presented the proposed wage scale for the Chief Deputy Prosecutor positions and noted that the numbers were based on the midpoint average from the 2019 wage survey data. The proposed wage scale for the reclassified Technology Specialist would match the current IT Service Desk Specialist wage scale. Office Administrator Harvill pointed to a \$1,200 monthly increase in revenue from the City of Ellensburg and savings from a vacated DPA III position as funding sources for the proposed wage increases. In addition, three tenths funding will be used to fund the Chief Criminal Deputy Prosecutor position. Prosecutor Zempel added that the proposed changes would be budget neutral and would not impact the general fund.

Before voting, the Board entered executive session at 10:12 AM with an anticipated length of five minutes to discuss the performance of a public employee; anticipated action: none. At 10:17 AM the Board extended executive session for five additional minutes. At 10:22 AM the Board exited executive session. No action taken.

Commissioner Wachsmith moved to implement the changes presented to the Board with an effective date of 5/01/2019. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0.

APPROVED
5/19/19

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STAFFING DISCUSSION/DECISION – PUBLIC HEALTH

Public Health Administrator Lamb reminded the Board of the approaching retirement of the Community Health Supervisor, and proposed that this staffing change presented an opportunity to streamline the Public Health office structure. Rather than fill the upcoming Community Health Supervisor vacancy, Administrator Lamb proposed that the position's duties be absorbed by the Health Officer, Assessment Coordinator I, and the Administrative Supervisor. With the additional responsibilities, the Health Officer would increase his FTE from .2 to .3, the Assessment Coordinator I would be promoted to an Assessment Coordinator II, and the Office Administrator would be reclassified to reflect greater oversight and involvement in Clinic operations while still maintaining her involvement with permitting. The proposal would bring their 2019 budget closer to what was actually adopted prior to the 2.7% CPI adjustment to wage scales, and additional savings from the proposed restructuring would be seen in 2020. The Board expressed approval of the proposed changes. Administrator Lamb explained that the Community Health Supervisor's retirement date, and therefore the effective date of the proposed changes, are not finalized yet. Administrator Lamb will come back to the Board when she has a recommended effective date for her proposed changes.

REQUEST TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH LOCAL 760 CORRECTIONS - UNIFORMED

HR Director Young presented the Board with a Memorandum of Understanding to move two Corrections Corporals and one Corrections Lieutenant to step 3 in their wage scale. She explained that during union negotiations, the addition of a 3rd step in the wage scale was agreed upon for the positions of Corporal, Sergeant and Lieutenant. No discussion transpired regarding the impact to those employees who had already completed two years of service in their respective positions prior to 1/1/2019. The union requested that the three employees who surpassed two years of service in their positions be placed on step 3 of their wage scale effective 1/1/2019. Commissioner Wachsmith moved to approve the Memorandum of Understanding. Commissioner Osiadacz seconded the motion. The motion was approved 3:0, and the Memorandum of Understanding was signed by the Board.

APPROVAL OF PAF'S

Director Young presented PAFs to be signed by the Board. Commissioners Wright, Wachsmith and Osiadacz approved and signed the PAFs.

OTHER BUSINESS

Commissioner Wachsmith asked about the status of the wage survey – Director Young reported that she is collecting the data and so far it appears that the new comps will have an impact on the numbers. He also brought up for discussion the option for BOCC staff to switch to the Alternate Workweek. Budget & Finance Manager Pless and Director Young provided information regarding why that schedule was removed and provided some alternatives for the Board to consider. Commissioner Wachsmith also

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confirmed that the Board had approved the optional office closures on Friday, 7/05/2019, the day after Independence Day. HR Director Young will send notification to the County Management Team.

ADJOURN

The meeting was adjourned at 11:00 AM.

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Lisa Young, HR Director



Cory Wright, Chairman