

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

TUESDAY

10:00 AM

6/25/2019

Board members present: Cory Wright, Brett Wachsmith

Others: Tristen Lamb, Karen Bowen, Jerry Pettit, Jim Goeben, Lisa Young, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 10:05 AM.

EXECUTIVE SESSION – LITIGATION

RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Board entered executive session to discuss a potential litigation matter at 10:05 AM. Anticipated length: 20 minutes; anticipated action: none. At 10:25 AM the Board extended executive session for an addition 10 minutes. The Board exited executive session at 10:35 AM with no action taken.

DISCUSSION/DECISION – EMPLOYEE ORIENTATION SCHEDULE

Director Young introduced a request from the Clerk to discuss the County's new employee orientation schedules. Administrative Assistant III Bowen was present to represent Clerk Barschaw. Director Young summarized that the County orients new employees on the first three Mondays of each month. This schedule was put in place by the Auditor's Office, Human Resources, and Information Technology in 2016 to provide a structured timeline in which to build and process new employees. Auditor Pettit and IT Director Goeben explained the need for a set schedule in terms of processing payroll and setting up network access for new staff. Administrative Assistant Bowen explained that the Clerk's Office has a difficult time onboarding new employees on Monday due to high workload and busy court schedules that occur on Mondays. Director Young responded that new employees can orient with HR on Monday, then start their full-time schedule on another day of the week. Or they can spend Monday completing orientation with HR then job shadowing in their office for the rest of the day. Commissioner Wright requested written guidance be sent to the management team to remind and clarify managers about orientation guidelines. Director Young agreed to send out a communication email to the management team.

APPROVED
12/17/19

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DISCUSSION/DECISION – PUBLIC HEALTH STAFFING –SIGNATURE OF PAF'S

Public Health Administrator Lamb reintroduced her succession plan and proposed staffing changes to the Board with a recommended effective date of 7/15/2019. Commissioner Wachsmith asked if the status of the wage survey would be affected by the proposed adjustments. Director Young indicated that it would not, but the changes will be affected when the wage survey is implemented. Commissioners Wright and Wachsmith approved the changes. Administrator Lamb presented PAFs to enact the changes. The PAFs were signed by the Board members who were present.

REQUEST TO AUTHORIZE HR DIRECTOR SIGNATURE ON TESTING AGREEMENT

Director Young requested authorization to sign a testing agreement with Public Safety Testing for the promotional testing process for Line Corporals and Line Sergeants in the Sheriff's Office. HR Representative Killgore provided an overview of the services that Public Safety Testing will provide, as well as anticipated expenses for the promotional testing event. Director Young explained that due to the high volume of Civil Service recruitment in 2019, they will likely need to request a budget amendment to cover the cost of the promotional testing event. HR Representative Killgore commented that the last time a promotional testing event of this level was needed was in 2008, so it is difficult to budget for. Commissioner Wachsmith moved to approve HR Director signature on the Public Safety Testing promotional testing agreement. Commissioner Wright seconded the motion. Motion approved; 2:0. Director Young will provide the Board with a budget update upon the conclusion and final expense total of the promotional testing event.

OTHER BUSINESS

Director Young provided the Board with an update to the wage survey. She explained that the budget impact of implementing the wage survey may be significant. There are several options for creating new wage scales and determining how employees are placed on the new wage scales. Director Young will bring a recommendation to the budget retreat. Commissioner Wachsmith requested to see the recommended options prior to the budget retreat. Director Young will provide her recommendations to the Commissioners a few days before the budget retreat.

Director Young informed the Board of a new EEOC charge against the County. She explained that there is nothing to do at this time, and she will provide updates as they become available.

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ADJOURN

The meeting was adjourned at 11:07 AM.



Lisa Young, HR Director

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Cory Wright, Chairman