

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC AUDITORIUM
REGULAR MEETING
HR STUDY SESSION**

TUESDAY

10:00 AM

6/23/2020

Board members present: Brett Wachsmith, Laura Osiadacz, Cory Wright (via WebEx)

Others: Tristen Lamb, Christopher Horner, Julie Kjorsvik, Mandy Buchholz, Taylor Crouch, Lacie Dawson (via WebEx); Lisa Young, Jeanne Killgore (in person)

CALL TO ORDER

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

REQUEST TO APPROVE AN INTERLOCAL AGREEMENT WITH THE CITY OF ELLENSBURG FOR CONTACT TRACING SERVICES

HR Director Young presented an interlocal agreement with the City of Ellensburg for contact tracing services. Public Health Administrator Lamb explained that the interlocal agreement will provide surge capacity if/when the County experiences an increase in COVID-19 cases or another outbreak. Commissioner Wachsmith moved to approve the interlocal agreement with the City of Ellensburg for contact tracing services. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0.

COVID-19 TRAINING/COMMUNICATIONS

Director Young requested Board direction and feedback regarding ongoing training and communications related to COVID-19. She noted that she recently attended a webinar which discussed the importance of following L&I protocols which includes regular messaging to employees about COVID-19 policies and procedures. Commissioner Osiadacz commented that consistent messaging is good. Commissioner Wright commented that his preference is to have targeted communications go out to Department Heads and Elected Officials which they could then disseminate to their staff. Director Young advised the Board that she has purchased plastic sleeves in which education flyers will be posted around the courthouse and other County buildings.

DISCUSSION/DECISION – VACATION/COMP TIME

Director Young advised the Board that approximately 140 employees will likely accrue more vacation hours in 2020 than are allowable to carry over into 2021. She noted that this may be due in part to COVID-related travel restrictions. She inquired if the Board would be interested in extending the vacation carry-over deadline in order to allow employees to use their excess hours in 2021. The Board expressed no issues with this. Director Young will run a report of vacation balances as of 12/31/2019 to provide some historical data. She will also notify the union and consult with legal to draft a temporary policy to bring back for Board approval.

APPROVED
8/4/2020

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Director Young also asked that the Board consider a request from Noxious Weed to temporarily increase the cap for comp time to 80 hours for the seasonal Weed Inspector II and the Assistant Coordinator. Due to the COVID-19 restrictions at the start of their season they have a backlog of work to complete in less time. She explained that any unused comp time would be cashed out at the end of the season for the seasonal employee but asked that the Assistant Coordinator have until 12/31/2021 to use his hours. The Board expressed no issues with the request for a temporary 80-hour comp time cap or the extended use window.

UPDATE ON HEALTHCARE

Director Young provided the Board with a brief update on the outlook of healthcare benefits for 2021. She explained that after speaking with the County's broker, it appears our experience trend is slightly elevated which could result in a market-based increase around 8-10% for the 2021 plan year. Commissioner Osiadacz asked when 2021 plan information will be available. Director Young replied that information typically becomes available in September because the carriers do not like to quote too early. She will continue to update the Board as more information becomes available regarding plan costs and options.

OTHER BUSINESS

Commissioner Wright requested to revisit the agenda item regarding vacation time. He inquired about what would happen at the end of 2021 if the County adopted a temporary policy to allow increased vacation carry-over. Director Young explained that the County would revert back to its regular policy of a 240-hour carry-over cap going into 2022. Commissioner Wright also asked what would happen if employees with vacation banks over 240 hours separated from the County under the temporary policy. Director Young replied that the 240-hour cash out policy would remain the same; employees would not be able to cash out more than 240 hours of vacation time upon separation from the County.

ADJOURN

The meeting was adjourned at 10:26 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman