

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

TUESDAY

10:00 AM

9/28/2021

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

Others: Tristen Lamb, Dan Carlson, Judy Pless, Stephanie Hartung, Lisa Young, Jeanne Killgore

CALL TO ORDER

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

DISCUSSION/DECISION – PUBLIC HEALTH – 1) PH DIRECTOR RECRUITMENT 2) REQUEST FOR ADDITIONAL PH TECHNICIAN

HR Director Young requested Board direction on the Public Health Director job description and posting timeline. Commissioner Wright inquired about the vaccination language in the job description. Public Health Director Lamb responded that vaccination language has been standard practice in Public Health job descriptions since the department has housed clinical services. Vaccinations are not mandatory; an employee would just need to sign a waiver to decline them. The Board approved the job description and directed the position to be posted externally for two weeks.

Public Health Director Lamb presented a request for an additional Public Health Technician. She explained that the department used to have three employees who staffed the front counter. When the Chief Administrator moved away from the front counter and into her own office the department chose not to backfill the vacancy as a way to keep administrative costs down. Since then, the front desk has been overwhelmed with phone calls and customers to a point that other division staff must come and assist to ensure front counter staff can take breaks and respond to requests in a timely manner. Director Lamb also stated that the additional position would be budget-neutral with sustainable funding coming from foundational Public Health services. The Board approved the request for an additional Public Health Technician position.

DISCUSSION/DECISION – HR DIRECTOR RECRUITMENT

HR Representative Killgore advised the Board that one of the HR Director interview panel members will be unavailable to participate in interviews and requested direction on how to proceed. The Board identified Solid Waste/Maintenance Director Johnson as an alternative panel member. Representative Killgore also presented a request from one of the HR Director candidates to do the initial interview virtually. The Board approved the request. Representative Killgore will move forward with scheduling interviews.

APPROVED
12/7/21

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EXECUTIVE SESSION – RCW 42.30.140(4)(b) THAT PORTION OF A MEETING DURING WHICH THE GOVERNING BODY IS PLANNING OR ADOPTING THE STRATEGY OR POSITION TO BE TAKEN BY THE GOVERNING BODY DURING THE COURSE OF ANY COLLECTIVE BARGAINING, PROFESSIONAL NEGOTIATIONS, OR GRIEVANCE OR MEDIATION PROCEEDINGS, OR REVIEWING THE PROPOSALS MADE IN THE NEGOTIATIONS OR PROCEEDINGS WHILE IN PROGRESS.

This item was moved to a special meeting.

REQUEST TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH AFSCME LOCAL 2658 (APPRAISERS) FOR IMPLEMENTATION OF THE WASHINGTON PAID FAMILY & MEDICAL LEAVE PREMIUM

HR Director Young summarized that in July it was discovered that the employee's portion of the Washington State PFML program was not being deducted from the paychecks of employees within the Appraisers Union. She requested approval of an MOU that would correct the issue by beginning premium deductions for Local 2658 employees in September. The County will bear the cost of the premiums that were not collected between January and August. Commissioner Osiadacz moved to approve the MOU with AFSCME Local 2658 for implementation of the WA PFML premium deductions. Commissioner Wright seconded the motion. Motion was approved; 3:0.

DISCUSSION/DECISION – PERSONNEL POLICY 4-8 PERSONAL APPEARANCE

HR Director Young requested BOCC feedback and/or approval of the draft updates to Personnel Policy 4.8 Personal Appearance. Commissioner Wachsmith commented that he reviewed the proposed changes and has no issues. Commissioners Osiadacz and Wright agreed. Director Young will present the draft at the next Management Team meeting and bring comments back to the Board at her next HR Study Session.

DISCUSSION – TELECOMMUTING/REMOTE WORK POLICY

Director Young briefly summarized that this will be discussed at the next Management Team meeting.

DISCUSSION/DECISION – HEALTH BENEFITS 2022

HR Director Young presented the Board with options for 2022 health benefit packages. She summarized that the County had a high utilization rate in 2021 which has resulted in a 37.5% increase in medical premiums for 2022. She presented several strategies to move forward including modest plan design changes or the possibility of offering a composite rate plan. The Board expressed interest in a composite rate plan and requested that Director Young look into what other companies do to incentivize and enforce healthy behaviors such as incentives for non-smokers. Director Young will reach out to Alliant to gather information and will present a summary of 2022 benefit considerations at the next Management Team meeting.

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REQUEST TO SIGN PAFs

Director Young presented two PAFs to the Board for signature. She summarized that two KCSO employees were placed on quarantine after there was a COVID-19 outbreak at the Corrections Center. However, at the time of the outbreak, both employees were on vacation and not exposed to COVID-19. The PAFs serve to put each employee on administrative reassignment in order for them to regain lost leave accruals. The Board approved and signed the PAFs.

Director Young presented a PAF for a special wage adjustment for the CDS Code Enforcement Officer. CDS Director Carlson explained that the Code Enforcement Officer's efforts have increased revenue from infraction fines, and she has managed complex files in order for them to be defensible in court. The Board approved the special wage adjustment and signed the PAF.

OTHER BUSINESS

None.

ADJOURN

The meeting was adjourned at 10:56 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman