

**KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**

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Tuesday, February 25th, 2003
10:00 a.m.

TOPICS:

- Fair Department Restructure
- Replacement of Health Officer
- Union Matters
- ADA Compliance Plan
- Wages for Noxious Weed Program

ATTENDANCE: Max Golladay, Perry Huston, Bruce Coe, Kirk Eslinger, Lisa Young, Matt Anderson

DISCUSSION:

Fair Department Restructure

- a) Study Documents Prepared by Kathryn Anderson – Perry and Kirk had two different views of what is coming. Kirk’s understanding is that Kathryn is preparing flow charts and organizing job descriptions for a presentation to the Board, via HR Study Session, that would give insight to restructuring in light of the current vacancy and staffing changes. She was not prepared for today’s meeting but anticipates being ready for next week. Perry felt as though she is preparing to broach the topic of an increase for herself, and possibly attempt a move into the current Director vacancy without competition. Kirk is unaware of the wage issue at this time.
- b) Assistance Requested of HR – Kirk asked if there was anything that HR could do to assist, as far as Matt doing further research of comparable job descriptions, etc. Perry stated that should wage issues arise, HR would be called upon to provide comps and run them through our standard wage procedure. Bruce added that the BOCC should sit down and discuss *their* vision of the direction of the fair facility. The Board concurred, and at this point HR will wait to see what comes of that and Kathryn’s presentation.

Replacement of Health Officer

- a) Assistance Requested of HR – Matt has been researching the process for replacing the Health Officer, as Dr. Gale has submitted his resignation. There is no written policy in place, and Perry said the “ideal” situation would be that Dr. Gale recruits his own replacement. We could go through our regular posting process, or the person could be appointed without posting. Max suggested that we contact the Department of Health to find out where we might get a pool of suitable replacements. Perry wondered about the statutory requirements, and Matt reported that it is regulated by RCW. The question of how long our service agreement is valid with the UW arose; the Board thought that would be a good research item, as no one knows.

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Union Matters

- a) Appraisers
 - 1. Wage Scale Proposal – Kirk is working on this.
- b) Corrections
 - 1. Teamster Insurance Proposal – Kirk is researching.

ADA Compliance Plan

- a) Kirk is putting together an ADA Compliance Plan that we will review on a regular basis. He plans to have this on Agenda soon to pass by Resolution. In part this has stemmed from recent complaints that the HR door was non-ADA compliant because it was too heavy and the knob was inappropriate. Both of these issues have been worked on.

Wages for Noxious Weed Program

- a) Kirk informed the Board that Todd is proposing a 15-step plan for his Assistant Weed Coordinator and Seasonal Inspectors. Kirk feels that the request is appropriate and the wages are not out of line. Max felt that their wages should be in line with those of the Maintenance employees who run weed control equipment. The proposed wages are not far off from those of Seasonal Flaggers, on the low end of the Maintenance scales, and far below those of Road Crew. Kirk also mentioned that one of the Districts had wanted to contribute a \$.25 bonus increase to the Inspector for their area last season, and Kirk had talked them out of that. The Board agreed, and is fine with the current wage proposal.