

KITTITAS COUNTY
COMMISIONER SPECIAL MEETING

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Human Resource Study Session  
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Wednesday, May 28th, 2003
10:00 a.m.

TOPICS:

- Scheduling of HR Study Sessions
- Corrections Hiring
- HR Budget
- Allstate Insurance Agreement
- Collective Bargaining
- Non-Bargained Wage Scales
- Department Head Evaluation Process

ATTENDANCE: Max Golladay, Perry Huston, Bruce Coe, Kirk Eslinger, Lisa Young, and Matt Anderson (for Civil Service portion)

DISCUSSION:

Scheduling of HR Study Sessions

- a) It appears that there are communication errors – meetings are cancelled without notification and sometimes without being able to figure out who did it.

Corrections Hiring

- a) Final Approval
- Per Perry, they won't have approval sooner than the June 17th Agenda.
 - The Sheriff needs to provide a proposed job description and wage scale for the new position(s). They can get all the legwork done in preparation for posting until approval is received.
 - Kirk asked if he could forward the proposed job description and wage scale to the Union once received, as their approval is needed. The Board was okay with that.
 - The Sheriff will also have to present a budget amendment.
- b) Impact to Civil Service
- Matt has not yet received a formal request for the new position(s).
 - Once he has received the formal request, proposed job descriptions, and wage scales, he can review for Civil Service purposes.
 - The anticipated time line is a *minimum* of 3-months.
 - Matt has received the formal request to post for Line Deputy (roster).

HR Budget

- a) Legal Fees
- We are already \$5,000 over our \$12,500 budget for Rocky.
 - With all the upcoming negotiations and Line Arbitration, there is no doubt this trend will continue.
 - Kirk asked whether he should prepare a Budget Amendment, to which the Board replied 'yes'. Their direction was to be on the conservative

6/15/03

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yet realistic side, and if that proved to be insufficient, they would address the matter again later in the year.

- The Board discussed ways to transfer the impact of legal fees to the Department Head and Elected Officials. It was suggested that they be made aware of their portion of the cost, and notified that their budgets would be reduced accordingly.
- Bruce requested a historical breakdown of negotiation cost.

b) HR Intern

- Kirk expressed his interest in having an intern come in to do some HR auditing, at minimum wage.
- Perry approved having an intern, but preferred it to be a non-paying position. He is more comfortable paying a higher wage for a professional than paying minimum wage for someone you may not get a lot out of.
- The Board also mentioned the possibility of working with Canfield & Associates, who are specialists in that area.

Allstate Insurance Agreement

a) Supplemental Workplace Benefits

- HR has been contacted by Allstate, who would like to offer Supplemental Benefits similar to those of Colonial.
- Kirk, David Bowen, and Lisa have met with the Allstate Staff.
- At this time it would be a trial period, offered in addition to Colonial.
- The Board approved.

Appraisers

- a) Contract proposal – Update given to Board, direction given to staff.

Non-Bargained Wage Scales

a) Need Closure

- Job Equity project has been put on hold until there is time to complete.
- The new Wage Administration policy says that wage ranges will be reviewed on an annual basis. The data was collected, but it has not been utilized yet.
- Kirk will refresh the data and bring back to the Board.

Department Head Evaluation Process

- a) Kirk provided an updated version, to include a self-evaluation, and an evaluation by the Board. There will also be some type of employee/customer survey. This template will be used for evals coming due in June, and Kirk will meet with the Board at the end of June to discuss the process.

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Sidebar Topic Not on Agenda

- a) David Taylor inquired on being part of the negotiation team (Courthouse negotiations are approaching). Kirk asked the Board for input, and they felt strongly that as long as Kirk was in charge of all Labor issues, he could have help from whomever he wanted.