

**KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**

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September 12, 2007

1:30 p.m.

TOPICS

- 1) Labor Relations
 - a) Local 760 (Corrections)
 - i) Courthouse Security Position
 - b) Local 792CH (Courthouse)
 - i) 1-year Agreement
 - ii) Compensation Workgroup Update
 - iii) Requests for Verification of Non-Union Positions
 - c) Local 760 (Line)
 - i) Negotiations Update
 - d) Local 760 (Probation)
 - i) Clarification on Vacation Language
- 2) Employee Relations
 - a) HR Involvement in Department Conflict Issues
- 3) Compensation
 - a) Compensation Committee
 - b) NOVAtime Code Updates
 - c) Non-Bargained Wage Process Update
- 4) Budget
 - a) 2008 HR Budget Topics (Non-Departmental)
- 5) HR Process Updates
 - a) EEOC Bi-Annual Reporting
 - b) New PAF & PAF Training
 - c) Staffing Grid
 - d) Organization Charts
 - e) Additional Training Topics:
 - i) Recruitment
 - ii) Leadership Academy

ATTENDANCE: Alan Crankovich, Mark McClain, Kirk Eslinger, Lisa Young (Lisa excused for some topics; David Bowen absent)

EXECUTIVE SESSION 1:30 p.m.

- 1) Labor Relations
 - a) Local 760 (Corrections)
 - i) Courthouse Security Position – Update given to Board
 - b) Local 792CH (Courthouse)
 - i) 1-year Agreement – Update given to Board
 - ii) Compensation Workgroup Update – Update given to Board
 - iii) Requests for Verification of Non-Union Positions – Update given to Board
 - c) Local 760 (Line)
 - i) Negotiations Update – Update given to Board
 - d) Local 760 (Probation)
 - i) Clarification on Vacation Language – Update given to Board

END EXECUTIVE SESSION 1:38 p.m.

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**Human Resource Study Session**

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September 12, 2007
1:30 p.m.

REGULAR SESSION 1:38 p.m.

- 2) Employee Relations
 - a) HR Involvement in Department Conflict Issues – Update given to Board, discussion, Board supports this HR function.
- 3) Compensation
 - a) Compensation Committee – Update to Board, discussion, Board supports Kirk’s level of involvement.
 - b) NOVAtime Code Updates – Update to Board regarding issues with NOVAtime.
 - c) Non-Bargained Wage Process Update – Update to Board.
- 4) Budget
 - a) 2008 HR Budget Topics (Non-Departmental) – Update to Board regarding budget preparation that Lisa is working on.
- 5) HR Process Updates
 - a) EEOC Bi-Annual Reporting – Update to Board, Kirk is working on reporting.
 - b) New PAF & PAF Training – Update to Board, Joy and Kirk presented, training was successful.
 - c) Staffing Grid – Update to Board on new staffing grid Carrie is working on, Mark suggested items he would find helpful (funding source and identification of assignments).
 - d) Organization Charts – Update to Board, new staffing grid will become main tool, org charts will be updated annually or as needed for Judy’s needs.
 - e) Additional Training Topics:
 - i) Recruitment – Training that Carrie would like to provide.
 - ii) Leadership Academy – Requests have been made to bring this back.
 - iii) NOVAtime Re-training (add-on topic) – Kirk feels this will be beneficial.

END SESSION