

KITTITAS COUNTY  
COMMISSIONER REGULAR MEETING

Human Resource Study Session

May 11, 2010

10:00 AM

Topic	Outcome / Minutes
<p>IS Staffing</p> <ul style="list-style-type: none"> <li>• Reclassification</li> </ul>	<ul style="list-style-type: none"> <li>• IS Director Senter presented a possible solution to their staffing shortage, which would include reclassifying existing staff and utilization of an outside vendor to provide network security. The vendor would also be able to conduct simulated "hack attacks" which would test our system on a regular basis, and was a considered option with the previous Systems Administrator. Director Senter added that other Counties use outside vendors for their network security; larger Counties have trained staff, but find it difficult to keep their training up-to-date. The Board asked what would be lost by reclassifying; Director Senter replied that trouble-shooting skills may be lacking; however, training was built into the draft proposal. The Board asked of he could fill in as needed, and he said it would depend on what occurred. The group discussed the benefit of reposting and advertising nationwide vs. reclassifying/promoting. HR Director Whalen recommended a nationwide posting. Chairman McClain indicated support for a nationwide effort; Commissioner Jewell agreed. The Board asked Director Senter which he would prefer; he indicated as a result of the discussion he would like to repost. HR Manager Young recommended a thorough review of the job description to ensure we are including the exact duties and skills he is seeking. Director Senter added that he would still like to consider a second tier Service Desk position; the Board asked him to schedule a Monday Morning to discuss.</li> </ul>
<p>Other Discussion</p> <ol style="list-style-type: none"> <li>1. Judge Pro Tem</li> <li>2. Prosecutor Staffing – PAF's</li> <li>3. Public Health Staffing – Reclass</li> <li>4. Manager/Supervisor Training</li> <li>5. BOCC Endorsement for Other Employment</li> </ol> <p style="text-align: center; font-size: 2em; font-weight: bold; margin-top: 20px;">APPROVED</p> <p style="text-align: center; margin-top: 5px;">7/6/2010</p>	<ol style="list-style-type: none"> <li>1. Judge Pro Tem – HR Director Whalen stated that an employee status is required per the IRS/Attorney General, as covered in documents provided by Budget &amp; Finance Manager Pless, who confirmed. HR Director Whalen added that Prosecutor Zempel previously issued an opposing opinion that indicated they should be treated as a vendor. Prosecutor Zempel stated that moving forward we will have to require Court Commissioner training for all Judge Pro Tem's by RCW, so this may become a non-issue. The Board has authorized HR to waive employee orientation for this specific instance. Chairman McClain will contact Judge Ellis to discuss options/requirements for future use. The Board asked HR Director Whalen to issue a letter to Mr. Bueschel, asking that he complete the required paperwork to issue payment.</li> <li>2. Prosecutor Staffing – PAF's: The Board asked why a PAF was submitted for a Satisfactory increase when the employee obtained an Above Average rating on the evaluation. The group discussed the budgetary limitation of 3.8% per employee which limits what managers can do with respect to merit increases. HR Director Whalen and the Board stated that the employee must be given the increase commensurate with the evaluation rating. HR</li> </ol>

	<p>Director Whalen and Prosecutor Zempel will correct the PAF. Additional discussion surrounded the shift of duties within the Deputy Prosecutors. The Board expressed concern over the loss of expertise, specifically with respect to the [water] moratorium. Prosecutor Zempel assured the Board their needs would continue to be met.</p> <ol style="list-style-type: none"> <li>3. Public Health Staffing – Reclass: HR Manager Young asked the Board if they would consider a proposal to reclassify employees from Public Health. The Board indicated all changes tied to compensation are on hold.</li> <li>4. Manager/Supervisor Training: Commissioner Jewell asked HR Manager Young to add this topic to the discussion as a result of an IIE Group 3 meeting where an employee had indicated they did not get the opportunity to attend the training because they did not know it was required. HR Director Whalen indicated that the Management Team and Department Supervisors had been notified of both training dates offered on the topic, and added that HR will obtain the attendee roster from the Risk Pool to ascertain who had participated or not.</li> <li>5. BOCC Endorsement for Other Employment: HR Director Whalen asked the Board if they would provide an endorsement for him when contacted as a reference for other employment, and how such requests should be routed. He indicated that HR typically gives standard employment information. Chairman McClain asked HR Manager Young if she was comfortable proving the verification; she replied yes. He said calls could be transferred to him for further information.</li> </ol>
<p><b>Wage Survey</b></p> <ul style="list-style-type: none"> <li>• Update</li> </ul>	<ul style="list-style-type: none"> <li>• Elected Officials were not willing to provide a proposal for setting wages.</li> <li>• A public hearing will be scheduled for May 18.</li> <li>• For general wage review, the Board was not prepared to make any changes and suggested review of policy options.</li> </ul>
<p><b>Labor Relations Update</b></p> <ul style="list-style-type: none"> <li>• Local 2658 (Appraisers)</li> <li>• Local 760 (Corrections)</li> <li>• Local 760 (Probation)</li> </ul> <p><b>Anticipated executive session:</b>  <i>RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (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.</i></p>	<ul style="list-style-type: none"> <li>• The Board entered executive session at 11:02 a.m. to discuss matters related to collective bargaining.</li> <li>• Anticipated length: 2 minutes</li> <li>• Anticipated action: None</li> <li>• The Board exited executive session at 11:04 a.m. with no action taken.</li> <li>• Session ended at 11:04 a.m.</li> </ul>
<p><b>Attendees</b></p>	<p>Mark McClain, Paul Jewell, Alan Crankovich, Joseph Whalen, Lisa Young; also present for specific topics: Duke Senter, Judy Pless, Greg Zempel</p>