

**KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**

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February 27, 2007  
10:00 a.m.

**TOPICS**

- 1) Labor Relations
  - a) Local 2658 (Appraisers)
    - i) Healthcare Reopener
  - b) Local 792CH (Courthouse)
    - i) Negotiations Update
  - c) Local 792 (Road)
    - i) Negotiations Update
- 2) Policy
  - a) Evaluation Categories
  - b) Merit Increase Process
- 3) HR Process Updates
  - a) Organizational Charts
- 4) Safety & Training Issues

**ATTENDANCE:** Alan Crankovich, David Bowen, Mark McClain, Kirk Eslinger, Lisa Young

**EXECUTIVE SESSION 10:19 a.m.** – *To evaluate strategy and/or positions relating to collective bargaining negotiations. Anticipated length: 10 minutes.*

- 1) Labor Relations
  - a) Local 2658 (Appraisers)
    - i) Healthcare Reopener – Update to BOCC.
  - b) Local 792CH (Courthouse)
    - i) Negotiations Update – Update to BOCC, discussion, direction given to staff.
  - c) Local 792 (Road)
    - i) Negotiations Update – Update to BOCC.

**END EXEC SESSION 10:34 a.m.**

**REGULAR SESSION 10:34 a.m.**

- 2) Policy
  - a) Evaluation Categories – Kirk brought for discussion the proposed change to evaluation language that was initiated by Perry. No decision was made at this time.
  - b) Merit Increase Process – The merit increase chart would be updated if the evaluation structure changed. The Board asked Kirk to run numbers showing historical ratings/increases by department. He will have that ready for the next meeting (3/13).
- 3) HR Process Updates
  - a) Organizational Charts – Kirk is working on some changes that he will bring to the Chair for approval.

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4) Safety & Training Issues

- First Aid Kits – Lisa requested a quote from Zee Medical on 2/23, to include all offices and vehicles. She will share this with the Board at an upcoming meeting.
- First Aid/CPR Certification – This is the second most asked about topic after first aid kits. Lisa reported that if we were to offer certification to every benefited employee in one budget year, the maximum impact would be about \$8,700, however there are many people who would not participate and many people are already certified. Lisa also reported that some employees have asked about having an AED on hand. These are a bit expensive, require extra training, and are not required, but may be something we look at down the road. No action was requested at this time.
- Update to OSHA 300A – Lisa updated our OSHA 300A to reflect new information and asked the Chair to initial changes.
- De Hicks – This Friday is our Leadership Development Training. We have four people who said they could not attend.
- Harassment Training, Nicki McCraw – Lisa has had two requests to be part of this training. Yakima County wanted to send some of their employees to participate. The Board declined this request. Jill Lowe from the Risk Pool asked if she could sit in strictly to observe. The Board approved.
- WCRP Spring Meeting – Kirk and Lisa will be attending the Round Table on 3/28.
- Newsletter – Lisa requested that the Board submit an article of some sort for the newsletter each month starting in April. She will send a reminder to the Board each month when preparing for the next issue.
- Wellness Grant – Lisa reported that the Employee Input Committee was awarded a WCIF Wellness Grant in the amount of \$2,312.10 – the most we've ever received. The Employee Input Committee will be launching their first wellness campaign for 2007 in April.

**END SESSION 11:00 a.m.**