

KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

April 24, 2008  
10:00 AM

Topic	Outcome / Minutes
1) Personnel Change Requests	<ul style="list-style-type: none"> <li>• Session started at 10:10 a.m.</li> <li>• Approved update to Public Health staffing grid.</li> <li>• Added on-call Public Health Nurse slot.</li> </ul>
2) Labor Relations Update <ul style="list-style-type: none"> <li>• Local 792CH (Courthouse)               <ul style="list-style-type: none"> <li>○ Negotiations Update</li> </ul> </li> <li>• Local 760 (Line)               <ul style="list-style-type: none"> <li>○ Negotiations Update</li> </ul> </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>• BOCC entered Executive Session at 10:15 a.m. to discuss matters relating to collective bargaining.</li> <li>• Anticipated length: 10 minutes</li> <li>• BOCC exited Executive Session at 10:25 a.m.; direction given to staff; no action taken.</li> <li>• Resumed regular session.</li> </ul>
3) Compensation Update <ul style="list-style-type: none"> <li>• Supervisory-level Wage Scales</li> </ul>	Kirk presented <ol style="list-style-type: none"> <li>1. No general update was made to non-bargained wage scales in 2008. Anticipated that some will need to be reviewed and updated if employees reach the maximum.</li> <li>2. This situation exists for “Administrative Assistant III” wage scale. Normal market review would increase that scale by 6.3%.</li> <li>3. Also potential to review the balance between 2nd tier supervisory positions reporting to Elected Officials and those reporting to Appointed Officials. The practice of allowing that level of support has changed over the last 3+ years and an inequity in pay has evolved. It warrants review.</li> <li>4. Board directed to bring both issues back for further discussion at a future study session.</li> </ol>
4) Policy Update <ul style="list-style-type: none"> <li>• “Technology Use”</li> </ul>	Item was pulled.
5) HR Process Update <ul style="list-style-type: none"> <li>• Guidelines for Blended Positions</li> </ul>	Kirk presented <ol style="list-style-type: none"> <li>1. County policy does not allow for a person to hold two positions simultaneously.</li> <li>2. If there is a need for a single employee to fulfill two areas of responsibility we have created “blended” positions. The different assignment are combined into a single job description and wage scale.</li> <li>3. Kirk &amp; Judy are recommending that we change our practice so that this blending is only allowed if all elements are identical between the two blended positions: employee category, benefit status, FLSA status, union status, etc.</li> <li>4. The Board agreed and supports the recommendation.</li> </ol>
6) Recruitment Update <ul style="list-style-type: none"> <li>• “Fairgrounds Program Director” vacancy</li> </ul>	<ul style="list-style-type: none"> <li>• Kirk presented a final draft of the updated job description for “Fairgrounds Program Director”. The Board provided final notes and directed it to be posted.</li> </ul>

	<ul style="list-style-type: none"> <li>• The position will be posted “open until filled” with review of applications to begin after 10 working days.</li> <li>• Bill Allison asked if members of the Fair Board and Rodeo Board would be include in the interview &amp; selection process as occurred the last time the position was vacant. That process has not been determined yet but would be presented back to the Board.</li> <li>• Session ended at 10:40 a.m.</li> </ul>
Attendees	<p>Mark McClain, Alan Crankovich, Kirk Eslinger and:</p> <ul style="list-style-type: none"> <li>• Marsha Weyand – item 1, 3, 4</li> <li>• Bill Allison – item 1,3, 4, 5, 6</li> <li>• Kathryn Anderson – item 1,3,4,5,6</li> <li>• Linda Huber – item 6</li> </ul>