

KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING

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Human Resource Study Session  
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June 9, 2009

10:00 AM

Topic	Outcome / Minutes
<p>Meeting Commenced</p>	<ul style="list-style-type: none"> <li>• Session started at 10:07 a.m.</li> </ul>
<p>Personnel Matters</p> <p><b>Anticipated executive session:</b>  <i>RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.</i></p>	<ul style="list-style-type: none"> <li>• BOCC entered Executive Session at 10:07 a.m. to discuss matters relating to the performance of public employees and the qualifications of an applicant for public employment</li> <li>• Anticipated length: 10 minutes</li> <li>• Anticipated action: Direction to staff</li> <li>• BOCC exited the Executive Session at 10:17 a.m. and re-entered for an anticipated 5 minutes</li> <li>• BOCC exited the Executive Session at 10:22 a.m. and re-entered again for an anticipated 5 minutes</li> <li>• BOCC exited the Executive Session at 10:27 a.m. with the following actions taken:               <ol style="list-style-type: none"> <li>1. Commissioner McClain moved to remove Mr. Davis from the role of Interim Building Official/Building Supervisor and appoint Mr. Holmes as the Interim Building Official                   <ul style="list-style-type: none"> <li>▪ Chairman Crankovich seconded the motion</li> <li>▪ Discussion: Concerns were efficiently handled by Management; Mandy Weed will generate a PAF to remove Mr. Davis' stipend and return him to his regular position; a PAF will also be generated appointing Mr. Holmes as the Interim Building Official</li> <li>▪ Motion carried 2:0 (Commissioner Jewell absent)</li> </ul> </li> <li>2. Commissioner McClain moved to approve a letter to Ms. Fagerlie denying her request to remove the eligible for rehire status from her file                   <ul style="list-style-type: none"> <li>▪ Chairman Crankovich seconded the motion</li> <li>▪ Discussion: None</li> <li>▪ Motion carried 2:0 (Commissioner Jewell absent)</li> </ul> </li> <li>3. BOCC requested a Monday Morning meeting with Joseph and Matt Anderson</li> </ol> </li> </ul>
<p>Labor Relations Update</p> <ul style="list-style-type: none"> <li>• Local 792CH (Courthouse)               <ul style="list-style-type: none"> <li>○ PERC Appeal – Business Manager</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 re-entered Executive Session at 10:30 a.m. to discuss matters relating to Collective Bargaining</li> <li>• Anticipated length: 3 minutes</li> <li>• Anticipated action: Direction to staff</li> <li>• BOCC exited the Executive Session at 10:33 a.m. with the following action taken:               <ol style="list-style-type: none"> <li>1. BOCC directed staff to move forward with appeal</li> </ol> </li> <li>• Resumed Regular Session at 10:34 a.m.</li> </ul>
<p>CDS Staffing</p> <ul style="list-style-type: none"> <li>• Planning Official Job Description</li> <li>• Building Official Job Description</li> </ul>	<p>BOCC reviewed the Planning Official job description draft provided by HR          JD approved pending rearrangement of duties</p>

APPROVED

7/7/2009

	<ul style="list-style-type: none"> <li>• BOCC reviewed and approved the Planning Official wage proposal provided by HR (based on internal and external comps)</li> <li>• BOCC granted approval to post for Planning Official</li> <li>• HR directed to work with Mr. Holmes</li> <li>• BOCC is ready to move forward with Building Official</li> <li>• HR is working on a job description for review</li> </ul>
<b>Policy</b> <ul style="list-style-type: none"> <li>• Shared Leave</li> </ul>	<ul style="list-style-type: none"> <li>• HR recommended a review and update of the Shared Leave Policy</li> <li>• BOCC agreed and asked Policy 1-1 also be reviewed</li> <li>• HR presented drafts of two policy updates that will be included on the next Agenda (6/16/09); Policies included 2-4 Immigration Compliance and 6-5 HRA VEBA</li> </ul>
<b>Safety Committee</b> <ul style="list-style-type: none"> <li>• First Aid/CPR training</li> </ul>	<ul style="list-style-type: none"> <li>• The Safety Committee has had an interest in providing First Aid/CPR training for employees for some time</li> <li>• The Sheriff is agreeable to allowing one of their employees provide training on County time, who is certified in First Aid/CPR training</li> <li>• The Safety Committee does not have a budget; cost of training would be \$5 per person (the cost of the card)</li> <li>• BOCC approved to allow training of a restricted number of employees per department on County time; however the cost of the card would need to be covered by the employee</li> </ul>
<b>Other Discussion</b> <ul style="list-style-type: none"> <li>• Fair Staffing – Seasonal Office Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Matt is ready to post for Seasonal Fair Office Clerk (two positions)</li> <li>• BOCC approved</li> </ul>
<b>Meeting Adjourned</b>	<ul style="list-style-type: none"> <li>• Session ended at 10:56 a.m.</li> </ul>
<b>Attendees</b>	Alan Crankovich, Mark McClain, Joseph Whalen, Lisa Young – Commissioner Jewell absent
<b>Other Attendees</b>	Kirk Holmes present through discussion of CDS Staffing