

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
SPECIAL MEETING**

THURSDAY

1:30 P.M.

JUNE 18, 2009

Board members present: Chairman Alan Crankovich; Vice Chairman Paul Jewell and Commissioner Mark McClain.

Others: Catherine Dunn, Deputy Clerk of the Board; Marsha Weyand, Assessor; Joseph Whalen III, Human Resources Director

SPECIAL MEETING

SUPERVISORY RESPONSIBILITIES

COMMISSIONERS

At 1:35 p.m. Chairman Crankovich opened a Special Meeting to hold discussions regarding Supervisory Training Policies, Evaluation Process, Communication Plans and Town Hall Meetings.

Vice-Chairman Jewell suggested that the county use the same methods for evaluations as the State. In this method, the employee fills out an evaluation form, meets with the supervisor and together develop goals for the employee. Joseph Whalen, Human Resources Director, agreed, adding that the evaluation should include ratings for the past year and goals for the coming year. Commissioner McClain asked him to put together an example.

Chairman Crankovich said that he had heard from employees that the supervisors don't really know what they do. They task them to do something, but then don't really know how it is done.

Vice-Chairman Jewell said that evaluations to date have gone horribly wrong. There is much more interaction in the meetings than he is comfortable with.

It was generally agreed to revise the evaluation form and job descriptions. Joseph Whalen, Human Resources Director, was directed to bring a time line for an evaluation program to the next Human Resources Study Session.

Chairman Alan Crankovich said that evaluations were being abused and shouldn't be used to bring up salaries. A discussion followed regarding raises and COLAs.

Vice-Chairman Paul Jewell asked where the Board's opinion was on holding Town Meetings. Chairman Crankovich asked what they would look like including would there be a facilitator, question cards

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etc.? They would resemble the League of Women Voters Candidate forums. Commissioner McClain would be in charge of setting up a Town Hall meeting in the Upper County in the Summer and in the Lower County in the Fall.

The Board decided to split up the Appointed Departments between themselves to infuse themselves into and supervise the departments. Chairman Crankovich would take Solid Waste, Fire Marshal and Public Works; Vice-Chairman Jewell would take Fair/Event Center, Community Development Services and Information Services; Commissioner McClain would take Public Health, Maintenance and Human Resources. The Board would provide mentoring, involvement, set expectations, offer advice and become aware of potential problems and projects for the coming week.

At a minimum, the departments would have the Supervising Commissioner attend monthly staff meetings which would include the whole staff and weekly regularly scheduled meeting with the Department Head in their office. At the BOCC Office Administration meeting, the Commissioners will share their experiences in the various departments and would have a 15 minute question and answer period and would share updates at the monthly staff meetings.

Director Joseph Whalen asked if this would include staff involvement in the information distribution, as that's what he believes is missing in the County at this time.

It was determined that the Chair would send out a memo to everyone in the County explaining the changes and the new communications plan.

Vice-Chairman Paul Jewell said that Commissioner McClain would continue with Brown Bag Lunches, and he would also start a series of Brown Bag Lunches. Chairman Crankovich would institute a series of meetings from 4:00 to 6:00 pm for those who couldn't make it at lunch.

Human Resources Director Joseph Whalen cautioned the Board not to engage in anything that could be construed as negotiations.

Vice-Chairman Jewell asked when the negotiations began. Director Whalen replied that they should have started by now but he has received no response to his initial contacts with the unions.

There was some discussion on new Supervisor's training with a handbook including brief summaries on a number of subjects. Human Resources Director Whalen was told to put together a budget for the training and look at dates and present it at the next Human Resources Study Session.

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Meeting adjourned at 2:35 p.m.

DEPUTY CLERK OF THE BOARD

Catherine Dunn

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Alan Crankovich, Chairman