

**KITTITAS COUNTY  
COMMISSIONER REGULAR MEETING**

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**Human Resource Study Session**

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**June 23, 2009  
10:00 AM**

Topic	Outcome / Minutes
Meeting Commenced	<ul style="list-style-type: none"> <li>Session started at 10:03 a.m.</li> </ul>
<b>CDS Staffing</b> <ul style="list-style-type: none"> <li>Temporary Staffing</li> <li>Building Official</li> <li>Planning Official/Process</li> </ul>	<ul style="list-style-type: none"> <li>HR Director Whalen indicated that the PW Director/Interim CDS Director was interested in extending the Temporary positions (Bldg. Inspector and Permit Tech). The Board would like to wait and asked that it be put on a future agenda.</li> <li>The Board approved the job description and posting of Building Official.</li> <li>Discussed the review process for Planning Official applications.</li> </ul>
<b>Treasurer Staffing</b> <ul style="list-style-type: none"> <li>Tax Collection Deputy</li> </ul>	<ul style="list-style-type: none"> <li>The Board requested that this position request be moved to the next Study Session.</li> </ul>
<b>ID Cards</b> <ul style="list-style-type: none"> <li>Inter-local Agreement</li> </ul>	<ul style="list-style-type: none"> <li>HR Director Whalen and HR Manager Young provided an update to the Board that an inter-local agreement was being worked on to provide ID cards to other agencies. The Board wanted to ensure that the agreement was for governmental agencies (or those with direct relationships) and that it did not guarantee service to everyone. They also directed that it factor in the cost of machine replacement.</li> </ul>
<b>Org Charts</b> <ul style="list-style-type: none"> <li>CDS</li> <li>Public Health</li> </ul>	<ul style="list-style-type: none"> <li>Update to structure; both approved as presented.</li> </ul>
<b>Other Discussion</b> <p><b>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>HR Director Whalen reported that the Prosecutor's Office would like to post for their upcoming Crime Victim/Restitution Specialist vacancy and have an overlap of staffing utilizing the selected candidate as a volunteer during that time. The Board did not approve the volunteer status or the overlap in staffing.</li> <li>Merit/6-month PAF approved for HR Director.</li> <li>The Board approved moving forward with the Evaluation Task Force.</li> <li>*****</li> <li>The Board entered Executive Session at 10:26 a.m. to discuss the performance of a public employee.</li> <li>Anticipated length: 25 minutes.</li> <li>Anticipated action: Direction to staff.</li> <li>The Board exited Executive Session at 10:51 a.m. with the following action taken: <ul style="list-style-type: none"> <li>Direction to HR Director Whalen to schedule meeting with staff.</li> </ul> </li> </ul>
Meeting Adjourned	<ul style="list-style-type: none"> <li>Session ended at 10:51 a.m.</li> </ul>
Attendees	Alan Crankovich, Mark McClain, Joseph Whalen, Lisa Young – Commissioner Jewell absent