

KITTITAS COUNTY  
COMMISSIONER REGULAR MEETING

Human Resource Study Session

April 27, 2010  
10:00 AM

| Topic  | Outcome / Minutes   |
|--|---|
| <p>HR Staffing</p> <ul style="list-style-type: none"> <li>• HR Associate</li> </ul>  | <ul style="list-style-type: none"> <li>• HR Manager Young requested the ability to post for HR Associate. Chairman McClain asked if the position could be left vacant; HR Manager Young indicated that the vacancy would greatly reduce HR's ability to maintain current service levels, further explaining the essential functions of that position.</li> <li>• Posting approved, 2:1 (Chairman McClain opposed)</li> </ul>  |
| <p>Investment In Excellence</p> <ul style="list-style-type: none"> <li>• Update</li> </ul>   | <ul style="list-style-type: none"> <li>• HR Director Whalen discussed the outcome of the recent Investment in Excellence course facilitated by him and Kathy Jurgens. Review was mixed; ranging from feeling forced to finding great value in the experience.</li> <li>• The materials have been depleted; future sessions would require the purchase of additional supplies.</li> <li>• HR Director Whalen suggested another session with Tammy Redmon to boost/re-energize Management support of the program. The Board asked HR Director Whalen to find out how much that would cost.</li> </ul> |
| <p>Wage Survey</p> <ul style="list-style-type: none"> <li>• Update</li> </ul>  | <ul style="list-style-type: none"> <li>• HR Director Whalen discussed market-based wage range updates for non-bargained employees and the financial impact of a variety of scenarios. Commissioner Jewell asked if he could obtain the information electronically. HR Manager Young will send the information to the Board. A change is not anticipated for 2010.</li> </ul>  |
| <p>Other Discussion</p> <ol style="list-style-type: none"> <li>1. Elected Official Wages</li> <li>2. First Aid/CPR Cards</li> </ol>  | <ol style="list-style-type: none"> <li>1. Hold for discussion at separately scheduled meeting. Commissioner Jewell requested the following: a) Last Resolution setting EO wages; b) Recent wage data; and 3) Recent contract increases.</li> <li>2. HR has had some difficulty collecting the remaining fees due for First Aid/CPR cards for the training that was conducted in November 2009. The Board would like to know if the difficulty continues.</li> </ol>   |
| <p>Labor Relations Update</p> <ul style="list-style-type: none"> <li>• Local 2658 (Appraisers)</li> <li>• Local 760 (Corrections)</li> <li>• Local 760 (Probation)</li> </ul> <p><b>Anticipated executive session:</b><br/>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.</p> | <ul style="list-style-type: none"> <li>• The Board entered executive session at 10:55 a.m. to discuss matters related to collective bargaining.</li> <li>• Anticipated length: 20 minutes</li> <li>• Anticipated action: Direction to staff</li> <li>• The Board exited executive session at 11:15 a.m. with direction to staff.</li> </ul>   |
| <p>Other Executive Session</p> <p><b>Anticipated executive session:</b><br/>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</p>  | <ul style="list-style-type: none"> <li>• The Board re-entered executive session to discuss the qualifications of an applicant for public employment.</li> <li>• Anticipated length: 5 minutes</li> <li>• Anticipated action: None</li> <li>• The Board exited executive session at 11:20 a.m. with no action taken.</li> <li>• Session ended at 11:20 a.m.</li> </ul>   |

APPROVED

*discharging or disciplining an employee, that action shall be taken in a meeting open to the public.*

**Attendees**

Mark McClain, Paul Jewell, Alan Crankovich, Joseph Whalen,  
Lisa Young