

KITTITAS COUNTY
COMMISSIONER REGULAR MEETING

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Human Resource Study Session

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January 11, 2011

10:00 AM

Topic	Outcome / Minutes
<p>Personnel Matters</p> <p>Anticipated executive session: <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"> • Session began at 10:00 a.m. • The Board entered executive session at 10:00 a.m. to discuss the performance of a public employee. • Anticipated length: 5 minutes • Anticipated action: Direction to staff • The Board exited executive session at 10:05 a.m. with direction to staff. • The Board re-entered executive session at 10:05 a.m. to discuss the performance of multiple public employees. • Anticipated length: 5 minutes • Anticipated action: Recommendation to staff • The Board exited executive session at 10:10 a.m. with recommendation to staff. • The Board re-entered executive session at 10:10 a.m. to discuss the performance of a public employee. • Anticipated length: 5 minutes • Anticipated action: Direction to staff • The Board exited executive session at 10:15 a.m. with direction to staff.
<p>Employment Law Services</p>	<ul style="list-style-type: none"> • Prosecutor Zempel was present for the discussion regarding current employment law services being provided by his department. • The Commissioners expressed concern that the legal services agreement with <i>Menke, Jackson, et al.</i>, had been revoked; it was their understanding that the County would continue to have access to their services on an as-needed basis. • Prosecutor Zempel indicated that the services had been revoked in August of 2010; the document filed with the Clerk's office in December of 2010 was just reaffirming the revocation. • He added that the firm could be used on a case-by-case basis with specific approval of the Prosecutor. • Commissioner Crankovich reminded Prosecutor Zempel that the employee assigned to provide these services has verbalized her inability to handle complex employment law matters without negative personal impact. Chairman Jewell added that the decision to move to internal counsel was made before HR staff was reduced by 25%; support received through this new arrangement has posed some difficulty which adds burden to the HR Department. • Prosecutor Zempel reported that a Legal Secretary has been added to the Civil division to help alleviate some of the burden on the attorneys, and litigation support will be provided by himself and Prosecutor Bottoms. • The Commissioners returned to discussion of the service currently being provided, with examples from HR Director Young. Prosecutor Zempel believes this is solely a communication issue that can be worked through, and that

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	<p>insufficient time has been allowed to determine the effectiveness of this arrangement.</p> <ul style="list-style-type: none"> Chairman Jewell stated that the proposal to bring employment law internally did not come with disclosure that returning to outside counsel would require the approval of the Prosecutor, adding that it was a disappointing discovery. Prosecutor Zempel affirmed that would be true, and indicated his goal is to be on the front-end of things with respect to training/coaching, and stated that Prosecutor's have associations that they can rely on for ideas, support, etc. In closing the discussion, Commissioner Crankovich stated he would be willing to give this arrangement another six months, with progress monitored. Chairman Jewell indicated his preference to revert to external counsel. Commissioner O'Brien stated he would be willing to allow six months given the investment in the employee and availability of Risk Pool support. This issue will be monitored and revisited in July 2011.
<p>Alternate Work Schedules</p>	<ul style="list-style-type: none"> Discussed exempt employee use of the alternate work week. The Board asked if a report could be generated that would show all exempt employees utilizing this work week designation. HR Director Young said a report would not work because they are coded in NOVAtime as being on the standard work week. She also added that there is variety in the way that exempt employee enter their time in NOVA. Some clock in and out like a non-exempt employee would, and some just enter the number of hours worked for the day. This led to additional discussion surrounding exempt employees' use of banked time and the flexibility of an exempt employee to work over 40-hours one week and less the next. Prosecutor Zempel stated the more you treat an exempt employee like an hourly employee the higher the risk of exempt status being challenged and hours subject to overtime. No action taken at this time.
<p>Labor Relations Update</p> <ul style="list-style-type: none"> Local 792 CH (Courthouse) Local 760 (Probation) <p>Anticipated executive session: <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"> The Board entered executive session at 11:40 AM to discuss matters related to collective bargaining. Anticipated length: 10 minutes Anticipated action: None The Board exited executive session at 11:50 AM, and re-entered for an additional two minutes. The Board exited executive session at 11:52 AM with no action taken.
<p>Investment In Excellence</p>	<ul style="list-style-type: none"> Regular session resumed at 11:52 AM HR Director Young provided an update regarding the status of the Steering Committee and IIE Facilitators. She further reported that the Facilitators would like to bring Chris Scaffidi and Tammy Redmon to Ellensburg for one more IIE refresher day as allowed by our agreement with The Pacific Institute. She reported that IIE was cut from her budget, and she did not have any funds to pay for their travel expenses, especially since Chris comes from out of state. She asked if the Board would be open to allowing the non-GF departments cover the cost if they found the money to do so. The Board stated they did not support funding Chris' travel expenses; that departments should not have the extra money to make that happen. The Board was willing

	to allow the Facilitators to find a way to fund Tammy's travel to Ellensburg, since she is from the Seattle area.
Policy Update	<ul style="list-style-type: none"> HR Director Young stated that the following policies would be on the January 19 Agenda: Wage Administration, Merit Increase Chart, and Parking. She also indicated that she is working with the Policy Committee to update the Technology Use policy, particularly with respect to Data plan allowances and reimbursement for personal use of a County-owned cell phone. She said the Budget & Finance Manager's recommendation for personal use is to utilize a calculated cost per minute and apply it to all calls identified as personal. The Board had previously stated their interest in requiring repayment for any amount above the cost of the base plan if it resulted from personal use, in addition to disciplinary action. HR Director Young will keep the Board updated.
Org Chart Updates	<ul style="list-style-type: none"> HR Director Young presented an updated org chart for Probation Services which reflects their recent budget-related restructure. Commissioner Crankovich moved to approve Chair's signature, Commissioner O'Brien seconded. The update was approved 3:0.
Other Discussion	<ul style="list-style-type: none"> No other discussion. Session ended at Noon.
Attendees	Paul Jewell, Alan Crankovich, Obie O'Brien, Lisa Young Greg Zempel also present.