

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
SPECIAL MEETING
HR STUDY SESSION**

MONDAY

10:30 AM

OCTOBER 24, 2011

Board members present: Paul Jewell, Alan Crankovich, Obie O'Brien

Others: Lisa Young, Paul Sander, Kirk Holmes

SPECIAL MEETING

COMMISSIONERS

CALL TO ORDER: 10:33 AM

This special meeting was scheduled in place of the October 25, 2011 regular HR Study Session.

PROSECUTOR STAFFING

Deputy Prosecuting Attorney Sander presented a request to fill one civil attorney vacancy. Chairman Jewell stated that the budget is \$3.5 million out of balance and did not see how they could approve the request before the budget process is complete. The Board did not want to fill a vacancy then be in a position to cut staffing a few months down the road. DPA Sander stated he would like to fill the position for the remainder of 2011, then figure out what to do should they need to make cuts for 2012. Commissioner Crankovich abstained from the discussion; Chairman Jewell was opposed to filling the vacancy; Commissioner O'Brien stated he would rather see general fund carry-over than hire and make subsequent cuts.

DPA Sander added that Margie Alumbaugh will be sworn in as a Deputy Prosecuting Attorney on Friday. A PAF will be forthcoming with an increase in pay from Rule-9 status to minimum of the DPA I range.

PUBLIC WORKS STAFFING

Public Works Director Holmes presented a request to fill his vacant Engineer Tech II position. This position was vacated when an employee accepted a promotion to Construction Manager. The Board approved, 3:0. PW Director Holmes added that he would like to thank HR Director Young and the HR staff for their help with Public Works staffing projects.

APPROVED
2/7/2012

EXECUTIVE SESSION: APPRAISERS UNION

The Board entered executive session at 10:43 AM to discuss matters pertaining to contract negotiations. Anticipated length: 10 minutes; anticipated action: direction to staff. At 10:53 AM the Board exited executive session with direction to staff to proceed as discussed.

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.

INFORMATION SERVICES STAFFING

The Board indicated their desire to post for Information Services Director externally, open until filled, with a one week screening date. HR Director Young will send the job description to Commissioner O'Brien for review and input.

UPDATES TO ORGANIZATIONAL CHARTS

HR Director Young presented two updated organizational charts, one for the County structure overall, and one for Information Services. She stated she was looking for BOCC input on updating the Boards and Committees currently listed under the BOCC, to ensure we have an accurate list. The Board provided review and feedback so the chart could be updated accordingly. The update for Information Services reflected the approved staffing classification changes already completed. The Information Services chart was signed by Chairman Jewell indicating Board approval.

OTHER BUSINESS: PERFORMANCE DEVELOPMENT PLAN UPDATE

Commissioner O'Brien updated the Board on the progress of the performance development plan project. He indicated his preference to move away from the old method of using categories such as job knowledge, productivity, etc. The other Board members expressed their desire to maintain some consistent rating categories. HR Director Young indicated with some departments there are mid-level managers, so there would need to be multiple tiers of review and approval of each employee's goals and evaluations. The Board determined that two levels of review are sufficient; the direct supervisor and the Department Head or Elected Official. The Board also expressed their desire to maintain employee feedback on record, and approved a due date of two weeks past the position date. Chairman Jewell would like more time to think about HR's role in the new PDP process.

OTHER BUSINESS: VEBA SUPPORT LETTERS

HR Director Young asked the Board to support S. 1366/HR 2698, which would provide a technical fix to HRA VEBA plans that would allow employees more flexibility in designating beneficiaries for their HRA's (Health Reimbursement Accounts). The Board indicated they could not take action on the letters under "other business" and asked her to bring them to her next HR Study Session.

OTHER BUSINESS: LEGAL SERVICES

HR Director Young notified the Board that there continues to be service delays with requests for legal assistance. Responses are often excuses that other projects are more important. The Board asked that she keep them updated on service levels.

OTHER BUSINESS: EMPLOYEE LETTERS

The Board asked HR Director Young to draft letters to the following employees congratulating them on their recent promotions: Roy Chance, Margie Alumbaugh, and Candie Leader.

Meeting ADJOURNED: 11:15 AM