

KITTITAS COUNTY  
COMMISSIONER REGULAR MEETING

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Human Resource Study Session

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November 8, 2011  
10:00 AM

Topic	Outcome / Minutes
Prosecutor Staffing	Session began at 10:00 AM <ul style="list-style-type: none"> <li>The Prosecutor staffing request was pulled from the agenda until further notice per the Administrative Deputy.</li> </ul>
Personnel Matters  <b>Anticipated 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>	<ul style="list-style-type: none"> <li>The Board entered executive session at 10:02 AM to discuss the qualifications of an applicant for public employment. Anticipated length: 15 minutes; Anticipated action: Direction to staff</li> <li>The Board exited executive session at 10:17 AM with direction to HR Representative Braniff to solicit feedback from Friday's participants and schedule a Monday Morning with the Board for additional discussion and potential action.</li> </ul>
Labor Relations Update <ul style="list-style-type: none"> <li>Local 2658 (Appraisers)</li> <li>Local 792 (Road)</li> </ul> <b>Anticipated executive session:</b> <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>	<ul style="list-style-type: none"> <li>The Board re-entered executive session at 10:17 AM to discuss matters related to collective bargaining and Union grievance matters. Anticipated length: 10 minutes; Anticipated action: None.</li> <li>The Board exited executive session at 10:27 AM with no action taken.</li> </ul>
Alternate Work Week	<ul style="list-style-type: none"> <li>Commissioner Crankovich expressed his desire for the Board to discuss exempt employee use of the Alternate Work Week. He feels this is inappropriate, as managers/supervisors are expected to be available during regular business hours, and receive a higher level of leave accrual for being exempt. This can allow for expedited leave accrual as they receive every other Friday off without the need to use leave. He provided a recent example where a department was contacted regarding an important matter yet two key employees were out. HR Director Young reported that the same department had four employees out on a day they needed information. Chairman Jewell asked HR Director Young to schedule an hour-long special meeting in two weeks with all Department Heads and Elected Officials who have exempt employees on the Alternate Work Week.</li> </ul>
Project Updates	<ul style="list-style-type: none"> <li>HR Director Young provided a brief update on the evaluation project. Commissioner O'Brien stated he felt we were ready to release the "Blueprint" to the Management Team to keep them updated and obtain feedback. Chairman Jewell indicated he would like to review the Blueprint prior to release. Commissioner O'Brien stated he would send the document to both Chairman Jewell and Commissioner Crankovich.</li> </ul>
Other Discussion	<ul style="list-style-type: none"> <li>HR Director Young provided a brief overview of requested updates to the Prosecutor's Org Chart, which reflects</li> </ul>

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	<p>recent changes. The Board requested that a representative from the Prosecutor's Office be invited to the next study session to discuss in more detail, to include any related budgetary impacts. HR Director Young will notify Deputy Prosecutor Sander.</p> <p>Session ended at 10:50 AM</p>
Attendees	<p>Paul Jewell, Alan Crankovich, Obie O'Brien, Lisa Young In attendance for specific items: Kari Braniff</p>