

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONER'S AUDITORIUM  
SPECIAL MEETING**

**TUESDAY**

**11:00 A.M.**

**NOVEMBER 22, 2011**

Board members present: Chairman Paul Jewell and Vice-Chairman Alan Crankovich & Commissioner Obie O'Brien.

Others: Mandy Robinson, Deputy Clerk of the Board; Patti Johnson, Solid Waste Director; Lisa Young, Human Resource Director; Megan Acree, Administrative Assistant; Deanna Panattoni, Treasurer; Gene Dana, Sheriff; Kirk Holmes, Public Works/Interim Community Development Services Director; Diana MacKenzie, Upper District Court Administrator; Jim Goeben, Application Development Manager; Duke Senter, Information Services Director; Brenda Larsen, Fire Marshall; Todd Davis, Noxious Weed Director; Maria Canfield, Public Health Administrator; Jerry Pettit, Auditor; Robin Raap, Office Administrator; Paul Sander, Deputy Prosecutor; Matt Anderson, Facilities Maintenance Director; William Holmes, Probation Services Director; Marsha Weyand, Assessor; Cindy Adams, Administrative Assistant; Sarah Keith, Administrative Assistant; Kathy Jurgens, Finance System Manager.

**SPECIAL MEETING**

**ALTERNATE WORK WEEK**

**COMMISSIONERS**

At 11:00 a.m. Chairman Jewell opened a Special Meeting to discuss with the County Management Team the Alternate Work Week schedule. He explained that there have been different issues brought to the attention of the Board surrounding the alternate work week schedule.

Each Department Head shared their office hours and whether or not they had staff that participated in the work schedule. Marsha Weyand, Assessor indicated that she did not have any staff that was on this schedule however, she does allow flexibility where the Appraisers are concerned due to the type of work they do in the field. She explained that they don't come out of the field for lunch breaks they eat in their vehicles while on the job. She explained that this may require occasional flexibility to offset the fact that they were unable to take a lunch break. Jerry Pettit, Auditor indicated that he doesn't have staff on the schedule however he has staff that start at different times in the morning but all staff is Monday - Friday working 8 hour days. He expressed his concern regarding coverage issues and also explained that this schedule creates major payroll problems. Diana MacKenzie, Upper District Court Administrator explained that her office participates in the alternate work week schedule and she reviewed how their coverage works when holidays are involved that interfere with the schedule.

There was discussion on exempt employees vs. non-exempt employees and the impacts and accountability of the alternate work week, as well as the leave bank balances for exempt employees that use the alternate work week schedule.

Deanna Panattoni, Treasurer stated that her office has tried all the schedules available and a standard Monday - Friday 8:00 a.m. to 5:00 p.m. works best for meeting the needs of her office. Sarah Keith, Administrative Assistant III (Clerk) indicated that their office follows the Superior Court schedule and to accommodate that every six weeks one employee (rotates weekly) works 4-10's to staff Drug Court. She explained that when there is a holiday week nobody works the 4-10's and being that she is the only exempt employee she covers Drug Court. Gene Dana, Sheriff explained that his department is extremely different because he has various groups of staff that work long hours (10-12 hour shifts) because they are required to provide 24 hour service. He indicated that his Command staff works the alternate work week. Patti Johnson, Solid Waste Director stated that her office works from 7:30 a.m. - 4:00 p.m. or 8:00 a.m. - 4:30 p.m. and her work weeks are either from Monday - Friday or Tuesday - Saturday. Todd Davis, Noxious Weed Coordinator stated that his seasonal workers work 4-10's and then Marc Eylar, Assistant Coordinator works five eight hour days. Maria Canfield, Public Health Administrator, explained that there is only one employee of hers work 4-10's, and then she has a lot of part time positions and exempt employees. Brenda Larsen, Fire Marshal indicated that she will have an employee going to a 36 hour work week and therefore he will be working 4-9's. She indicated that she has also been considering making a proposal to the Board to consider other options for her set hours.

Commissioner Crankovich explained that he was the one who requested this meeting and that it has been a long time concern of his. He explained how it is a liability to the County and an abuse of the system. He stated that it was his opinion, but he feels no exempt employee should be working the alternate work week schedule.

Kirk Holmes, Public Works/Interim Community Development Services Director stated that CDS staff works Monday - Friday 8:00 a.m. - 5:00 p.m., noting that there are night meetings required of staff from time to time. He stated that for Public Works, the Road Crew works different shifts pending the time of year to accommodate types of weather and projects. Kathy Jurgens, Finance System Manager stated that the office staff has a choice of working the standard work week or the alternate work week. She stated that currently there are three employees on the standard work week (by choice) and the rest work the alternate work week. William Holmes, Probation Services Director stated that he has different bargaining units under his supervision and the schedules they work vary, which creates very complex management issues. Commissioner Crankovich

stated that we are running an extremely lean crew and to add to the lack of staff all the additional time off taking away from the office's there is an extreme impact to those staff members left to cover. Maria Canfield, stated that in her former career it was determined that the alternate work week was of no benefit to the agency and therefore not allowed. Matt Anderson, Facilities Maintenance Director stated that his crew in the Maintenance department works 40 hour weeks Monday - Friday, (noting potential for call backs). He stated that he is the only exempt employee in that department. Mr. Anderson indicated that for the Event Center his staff, they work a 40 hour week and 8 hour days. Duke Senter, Information Services Director stated that in his department of seven there are six exempt employees and he does allow them to flex their hours to accommodate family needs, however they always work a full day. Paul Sander, Chief Administrative Deputy Prosecutor and Robin Rapp, Administrative Assistant (PA) reviewed the operations in the Prosecutors office. Robin indicated that of the 13 support staff members 8 are on the alternate work week. She stated that during the holidays the alternate work week can be extremely cumbersome. Paul explained that he oversees the Attorneys and Robin oversees the administrative staff. He stated that the Attorneys are all exempt and also act as the Deputy Coroner. He explained that they work often 40+ hours a week. Lisa Young, HR Director stated none of her employees work the alternate work week.

Lisa Young, HR Director reviewed past legal opinions that they have obtained and cautioned the Board with the legal ramifications that can be brought up if the County becomes too restrictive with exempt employees.

Commissioner O'Brien expressed his struggle to understand exempt staff working the alternate work week. He felt it creates inefficiencies in the County.

Jerry Pettit, Auditor stated that there are courthouses across the state that close on Fridays. He stressed the importance of exempt staff tracking their time for programs and projects that they are working with or on. Marsha Weyand, Assessor reminded the Board that the County opted for higher earning rates in leave banks to compensate for the lack of wages the County provides.

Commissioner Jewell stated that it was obvious from this discussion there is an extreme need for policy direction with regard to exempt staff and what their work week should look like. He stated this discussion will be continued to a future date to allow time to come up with policy and to also allow the Board to digest the dialogue from today. He stated when they set the next meeting they will notify and invite the County Management Team.

The meeting was adjourned at 12:07 p.m.

DEPUTY CLERK OF THE BOARD

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Mandy Robinson

  
Paul Jewell, Chairman