

COMMISSIONERS' MINUTES  
KITITITAS COUNTY, WASHINGTON  
BOCC CONFERENCE ROOM  
REGULAR MEETING

TUESDAY

10:00 AM

JUNE 26, 2012

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

Others: Lisa Young, Doc Hansen, William Holmes, Clay Myers, Gene Dana, Maria Canfield

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REGULAR MEETING

COMMISSIONERS

CALLED TO ORDER AT 10:00 am

CDS STAFFING

HR Director Young was asked to invite PW Director Holmes and Planning Official Hansen to discuss the supervisory structure at CDS now that the Planning Official position has been in place for six months. PW Director Holmes was not available; Planning Official Hansen was present and stated that things are going very well, adding that he is active in the building side of things even though PW Director Holmes is serving as the Building Official. Commissioner O'Brien asked if changes needed to be considered with respect to job description verbiage and/or titles. Commissioner Jewell stated the intent was to hire the Planning Official and make changes as they came up. Planning Official Hansen said there is good communication in the department and that it is nice to have building, planning and public works work together so well. He would like to see the wall come down between CDS and PW to create a more open environment. Commissioner Jewell asked how the staff was handling the changes; PO Hansen said they were doing well but having to adjust from the old ways. Chairman Crankovich asked if there was a difference in philosophies between planning staff; PO Hansen said yes, but they are working through it. Commissioner Jewell stated he would like to have PW Director Holmes participate in the conversation as well and asked HR Director Young to invite them both back in two weeks.

APPROVED  
12/18/2012

### **MISDEMEANANT STAFFING**

HR Director Young provided a brief introduction of the proposal to reclassify the Probation Office Assistant to Probation Secretary, which initiated when Probation and Lower District Court were asked to consider sharing a position. While going through the steps of how to make that work, job descriptions were reviewed and it was determined that the Office Assistant duties were not accurately reflected. As a result, Probation Services Director Holmes worked with his staff and HR to improve the job description, which supported a wage adjustment. HR had also been working with the Union. Director Holmes provided additional supporting comments, and indicated that the funds come straight from probation fees, and would be sufficient to cover the increase in wages. Commissioner Jewell moved to approve the job description and wage adjustment; Commissioner O'Brien seconded the motion. Motion carried, 3:0.

### **SHERIFF STAFFING**

HR Director Young provided an overview of the Sheriff's request to reintroduce a Corrections Lieutenant position. Commissioner O'Brien asked why the structure change was needed. Undersheriff Myers stated the Commander was struggling to do both operations and management, particularly with the pod project, and added that the Lieutenant would handle more of the day to day operations of the jail to allow the Commander to focus on administrative duties. HR Director Young stated this would be a Union position so an MOU would be necessary. The Board asked why, and the Sheriff stated he would like to reserve his last exempt vacancy to fill the Chief Criminal Deputy, which has been vacant due to budget. He further stated that RCW only allows him to have five exempt staff. The group discussed the disciplinary responsibilities and supervisory authority of this position, and Commissioner Jewell said he felt this position should be exempt. Commissioner O'Brien moved to approve the position as presented; Chairman Crankovich seconded. Motion carried, 2:1 with Commissioner Jewell opposed. He stated that he disagreed, but acknowledged that law enforcement is different.

### **PUBLIC HEALTH STAFFING**

Public Health Administrator Canfield reported that she was happy with the feedback received during the recruitment of their recent hire, and she felt they will be a good addition to the team. She then reported that the Administrative Assistant had given notice, and requested permission to fill. In addition,

the Community Health Services Supervisor had given notice, and their only other nurse is also on leave. She would like to post as soon as possible. She said she had been speaking with Dr. Larson, and provided the Board with some ideas for how to fulfill the nursing duties until a new employee could be hired. Commissioner O'Brien suggested possible reasons for why employees are leaving, such as KVCH seeming to take a lot of our employees; Chairman Crankovich stated that their hiring practices are unethical. Funding was mentioned as another possible reason, as well as management. Administrator Canfield stated overall low staff morale and poor attitude may play a factor, but she was not hired to provide a warm and fuzzy environment. Commissioner Jewell asked what she could do differently. Administrator Canfield said she was mostly hired to improve the fiscal situation, which has not been successful. Chairman Crankovich stated that the bulk of the financial restrictions are coming from the State and asked if the employees understood that. Administrator Canfield stated that she had tried to reach out to the previous Administrator three times then gave up leaving her to move forward on her own. She felt that the previous Administrator treated staff like friends or family, and they no longer felt protected. She concluded stating that they really needed to fill the two positions, and recommended maintaining the same structure, at least until they had two nurses on board. The Board approved filling both the Administrative Assistant position and the CHS Supervisor position, 3:0.

#### **EXECUTIVE SESSION - UNION NEGOTIATION UPDATE**

Tabled for future discussion - no report at this time.

#### **OTHER BUSINESS**

EXECUTIVE SESSION - To evaluate the performance of a public employee.

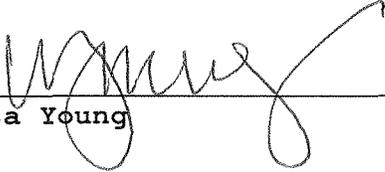
*RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency 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.*

The Board entered executive session at 11:20 AM. Anticipated length: 40 minutes; anticipated action: None. The Board exited executive session at Noon; however, more discussion was needed. The meeting was continued until 4:45 PM. At 4:50 PM the Board re-entered executive session. Anticipated length: 25 minutes; anticipated action: Direction to staff. The Board exited executive session at 5:15 PM directing staff to proceed as

discussed.

MEETING ADJOURNED AT 5:15 PM

KITTITAS COUNTY  
COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON



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Lisa Young



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Alan Crankovich, Chairman