

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

TUESDAY

10:00 AM

NOVEMBER 27, 2012

Board members present: Alan Crankovich, Obie O'Brien, Paul Jewell (arrived at approximately 10:45 AM)

Others: Lisa Young, Kirk Holmes, Paul Sander, Deanna Panattoni, Jim Goeben, Michael Nigrey

REGULAR MEETING

COMMISSIONERS

MEETING CALLED TO ORDER AT 10:10 AM

Note: Discussion items taken out of order to accommodate those present.

STAFFING REQUESTS

Prosecutor - Administrative DPA Paul Sander was present to request the ability to fill their upcoming Receptionist vacancy. The Board approved posting as soon as the department is current on evaluations.

Treasurer - Treasurer Panattoni was present to request the ability to fill their Tax Collection Deputy vacancy. The Board approved posting as soon as the department is current on evaluations.

MANAGEMENT PLAN UPDATE

Public Works Director Holmes presented an update on his management plan as requested by the Board. He has started the review process to create a plan, and recently conducted a broad leave bank analysis with some surprising results. He plans to send a memo to staff regarding the analysis and will conduct more in-depth review as part of his plan. He would like to bring a report back to the Board in January.

TRAINING

IT Director Goeben was present to discuss a training plan for

APPROVED
12/18/2012

IT-related policies and procedures. He recommended that basic technology training be required at hire, and again every other year. Commissioner O'Brien suggested it be done annually. IT Director Goeben stated that he may be able to combine initial training efforts with HR Director Young, who stated that she is looking into mandatory training for Diversity/Respectful Workplace. She had been speaking with the County Auditor regarding the same-sex marriage law, and they felt this would be a good time to provide awareness training for all staff. She is researching training options. The Board supported this effort. IT Director Goeben will follow up with a Monday Morning meeting to further discuss his training ideas.

INTERIM ADMINISTRATOR - PUBLIC HEALTH

HR Director Young was asked to bring information back to the Board regarding the interim duties at Public Health. She reviewed the duties that are being handled by EH Supervisor Rivard and Health Officer Dr. Larson, and recommended a \$500 stipend for EH Supervisor Rivard effective 9/1/12 which is when Dr. Larson reduced his time spent in the department. This stipend will recognize the day-to-day management of the department by EH Supervisor Rivard. The Board approved; HR Director Young will prepare a PAF for Board signature.

RISK MANAGEMENT ASSESSMENT RESULTS

This topic was tabled for a future meeting due to time constraints.

EXECUTIVE SESSION - UNION MATTERS

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.

The Board entered executive session at 10:35 AM to discuss matters pertaining to Union negotiations. Anticipated length: 25 minutes; anticipated action: Direction to staff. The Board exited executive session at 11:00 AM and re-entered for an anticipated 60 minutes. The Board exited executive session at Noon, and re-entered for an additional 25 minutes. The Board exited executive session at 12:25 PM with direction to staff to proceed as discussed.

EXTENDED SEASON EMPLOYEES

HR Director Young would like to change the way vacation is handled for extended season employees, which are employees who work eight or nine months of the year rather than the standard six month season defined by policy. Currently these employees are receiving full benefits and leave accruals since they work full time during the months they are employed. However, our policy prevents them from using vacation for the first six months leaving them two or three months to use the leave they have accrued, and they are paid out for any remaining leave. The cycle begins again the next year. She suggested making them inactive rather than terminating them, which would allow the leave to roll over and prevent the waiting period each year. The other option would be to reduce the amount they earn and/or accrue. Commissioner Jewell suggested that these employees be given one week of vacation leave upon hire, which they can use at any time during their employment, and any leave not used will be cashed out at the end of their season. HR Director Young and the rest of the Board liked this idea; HR Director Young will revise policy to include this language.

MEETING ADJOURNED AT 12:32 PM

KITTITAS COUNTY
COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Lisa Young



Alan Crankovich, Chairman