

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

TUESDAY

10:00 AM

DECEMBER 11, 2012

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

Others: Lisa Young, Jim Goeben, Joyce Julsrud, Paul Sander, Gary Berndt

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REGULAR MEETING

COMMISSIONERS

MEETING CALLED TO ORDER AT 10:05 AM

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

**OTHER BUSINESS**

IT Staffing - IT Director Goeben was present as a follow up to his 10-minute meeting with the BOCC the day prior. He provided data requested by the Board to support starting his new employee at 1/8 point of the range, with a move to 1/4 point upon successful completion of his first six months. The data reflected a budget savings of \$119 from the amount previously budgeted. The Board approved.

**STAFFING REQUEST - CLERK'S OFFICE**

HR Director Young stated that the Clerk's office has an employee who will retire at the end of the year and Clerk Julsrud would like permission to post. The Board asked Clerk Julsrud about the duties of the position and confirmed that she is still down one general fund employee for budget purposes. They asked if her evaluations were current to which she replied yes. The Board approved.

**WAGE ADMINISTRATION POLICY**

Since the Board had previously expressed a desire to adjust the wage ranges for 2013, HR Director Young asked for direction with respect to the Board's ability to adjust wage ranges based on

APPROVED  
12/18/2012

CPI or a set percentage, subject to the financial status of the County. HR Director Young stated that we have historically used the July CPI data for compensation considerations; however, July happens to be the lowest point of data for 2012 to date. She suggested that the Board could use the average of January through June as a basis rather than one month, which would equal 2% for this year. The Board liked the idea of a six month average, and asked HR Director Young to update the policy accordingly, leaving in language referring to the discretion of the Board and budget considerations. Commissioner Jewell asked HR Director Young if she would be drafting a guidance document to assist managers with distribution of performance-based increases utilizing the 2% granted in the budget. She said yes, however, from what she is hearing it sounds like departments will be distributing the amount evenly among staff. He stated that the Board will lead by example and he will be available to assist her with the document.

#### **WCRP RISK ASSESSMENT 2012**

HR Director Young stated it was her duty as the County Risk Manager to share risk data with the Board. An onsite assessment of some of our facilities was conducted by Arthur J. Gallagher and the Risk Pool in 2009. For 2012 it was HR Director Young's assignment to follow up on any recommendations that were made during the 2009 assessment to see if solutions were implemented or in progress, and if not, why. She stated that we did not receive very many recommendations from the visit, and most were fairly minor issues which have since been resolved or are in process. The main exception is the hill at the fairgrounds, which resulted in a recommendation that the County perform an engineering inspection to ensure a landslide does not occur. It was noted that inspections had been done in the past; however, it was unclear how long ago or if the report was on file. The Board asked HR Director Young to follow up with the Facilities Director to see if he has any documentation regarding past inspections.

#### **EXECUTIVE SESSION - UNION MATTERS**

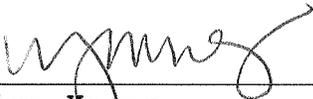
*RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting 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 10:40 AM to discuss matters pertaining to Union negotiations. Anticipated length: 30 minutes; anticipated action: Direction to staff. The Board

exited executive session at 11:10 AM with direction to staff to proceed as discussed.

MEETING ADJOURNED AT 11:10 AM

KITTITAS COUNTY  
COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
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Lisa Young

  
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Alan Crankovich, Chairman