

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

TUESDAY

10:00 AM

JANUARY 29, 2013

Board members present: Obie O'Brien, Paul Jewell, Gary Berndt

Others: Lisa Young, William Holmes, Marsha Weyand, Jim Goeben,
Julie Kjorsvik

REGULAR MEETING

COMMISSIONERS

MEETING CALLED TO ORDER AT 10:04 AM

STAFFING REQUESTS

Probation - Probation Services Director Holmes was present to request the ability to post for Misdemeanant Probation Secretary. One of his employees accepted a position with Lower District Court. He indicated that he may not post right away; they are reviewing the potential impact new software may have on job assignments. He also added that the position is funded separately from the General Fund. The Board approved.

Assessor - Assessor Weyand was present to request the ability to post for Appraiser due to a recent vacancy. She would like to post for Appraiser I-III which allows the broadest pool of candidates. The Board approved.

Public Health - moved to the end of the meeting.

MANAGEMENT TEAM SUPPORT

HR Director Young stated that the Executive Committee of the Management Team would like to ask the Board to return to providing administrative support to the Management Team and Executive Committee. She stated that the support provided in the past brought continuity and strong communication to the Management Team, and when the group went through a tumultuous time the support ended and it had a big impact; since then participation has fallen and communication is lacking. Assessor Weyand added that she asked the Management Team at the first meeting this year whether they felt a Commissioner should attend the meetings and the response of the group was yes. Chairman

APPROVED

5/7/2013

O'Brien said he spoke with the Clerk of the Board who stated she would be willing to provide the support; she was asked to join the meeting and provided a history of how the Management Team meetings were started, and how they evolved over time. At the time she stopped attending there was a lot of negativity within the group and it was going in different directions. The Executive Committee members who were present said they would very much appreciate her return to the group and they would like it to transition back to the way it was. She agreed, as did the Board. IT Director Goeben will ensure that she is added to the meeting distribution list/calendar.

RECORDS MANAGEMENT GROUP

IT Director Goeben provided a history of the formation and work of the Records Management Group. He said that the Secretary of State's retention schedules have changed and his department has received questions. He proposed that the group be reactivated as a committee that would meet quarterly to review and update policy. The Board felt it was a good idea, but Commissioner Jewell said it should not be IT's responsibility to drive the committee; he suggested that the Prosecutor's office may be appropriate since they have a Public Disclosure specialist who handles records requests. Chairman O'Brien suggested that Commissioner Berndt be the point person for the formation of the committee. Director Goeben suggested that the group start drafting bylaws. The Board asked if they were necessary, and he stated that he thought they were for a formal committee of the Board; Director Young concurred, indicating they would be adopted by Resolution. The Board stated they would like to invite Paul Sander to discuss this at the next HR Study Session.

PERSONNEL POLICIES

4-14 Drug & Alcohol Use - HR Director Young provided a draft of proposed changes to the policy that mainly focus on updating reference to the EAP (Employee Assistance Program). She stated that the policy indicates all employees have access to EAP, which is no longer true. Employees who do not have medical through the Washington Counties Insurance Fund do not have EAP. She further stated that both legal and HR agree that the main content of the policy should remain as is given that the County receives federal funding. The Board discussed possible future amendments to the vehicle use policy, but felt the minor changes to the Drug & Alcohol Use policy were appropriate and asked that Director Young move them to the next Agenda for ratification.

Director Young also provided a copy of a memo that was drafted for her by DPA Nigrey to remind employees that the County's policy will not change despite the passing of I-502. The Board suggested a wording change and approved that the memo be sent.

5-1 Wage Administration - HR Director Young presented a draft of proposed changes to the policy that incorporate Board decisions made during the budget process for 2013. The Board requested that a portion of the language stricken remain. Director Young will update and move the policy to the next Agenda for ratification.

5-2 Merit Increase Chart - HR Director Young presented a draft of proposed changes to the policy, recommending that the chart itself be removed due to changes in compensation practices. As an alternative she suggested that the policy be stricken altogether given that its main purpose (the chart) has ceased to exist, and the rest is covered by the Wage Administration Policy. Commissioner Berndt supported removal of the policy altogether. The other Board members agreed.

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 11:00 AM to discuss matters related to collective bargaining. Anticipated length: 10 minutes; anticipated action: none. The Board exited executive session at 11:10 AM, and re-entered for an additional 5 minutes. The Board exited executive session at 11:15 AM with no action taken.

OSHA 300A - CHAIRMAN'S SIGNATURE

HR Director Young provided the prepared OSHA 300A to the Chairman for signature. The report is required to be posted from February 1 - April 30 of each year and is a summary of all reportable accidents for 2012. During the year we only had 19 days away from work, which is low compared to some years. Commissioner Jewell moved to approve the Chairman's signature on the OSHA 300A; Commissioner Berndt seconded. The motion carried 3:0 with Chairman signature.

BUDGET AMENDMENT - LABOR LAW POSTERS

HR Director Young presented a budget amendment form requesting \$424 to purchase new all-in-one labor law posters. Commissioner Jewell moved to approve the Chairman's signature authorizing the amendment; Commissioner Berndt seconded. The motion carried 3:0 with Chairman signature.

HR CLOSURE ON FEBURARY 7 FOR STAFF TRAINING

HR Director Young requested Board approval for HR to be closed on February 7 to attend the spring meeting through the Washington Counties Insurance Fund. She indicated that there would be updates on the Affordable Care Act, as well as new information on the benefits enrollment portal that has been in the works for over a year. She said they offer two meetings, one on the west side and one in Spokane; however, for the spring meeting they typically choose Spokane not knowing what the pass may be like. In addition to her, Stephanie from HR and Heidi from Accounting will be attending. The Board approved the closure.

STAFFING REQUESTS - PUBLIC HEALTH (Earlier agenda item)

HR Director Young asked the Board if they would like to discuss the changes in the fiscal division of the Health Department or table it for a time when someone from Public Health could attend. Administrator Snyder was invited but was not present. Commissioner Jewell asked for an executive session to discuss 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 11:21 AM. Anticipated length: 5 minutes; anticipated action: none. The Board exited executive session at 11:26 AM, but re-entered for additional discussion. Anticipated length: 25 minutes; anticipated action: direction to staff. The Board exited executive session at 11:51 AM. Direction to staff to move forward with the restructure of the fiscal division of the Health Department, including notification to the Union. Further discussion will be arranged when the restructure has been approved by all parties. The wage

range for the Fiscal Manager will match that of the Chief
Financial Manager with the Sheriff's Office.

Meeting adjourned at 11:51 AM

KITTITAS COUNTY
COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Lisa Young



Obie O'Brien, Chairman