

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

TUESDAY

10:00 AM

JANUARY 28, 2014

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

**Others: Lisa Young, Michael Nigrey, Judy Pless, Jim Goeben,
Andrew Drain**

REGULAR MEETING

COMMISSIONERS

Called to Order at 10:05 AM

Personnel Policies:

HR Director Young opened the discussion with review of the Multiple Positions policy, and invited Budget & Finance Manager Pless to share how allowing multiple positions would affect payroll. Manager Pless provided a history of how it worked in the past, but that was prior to electronic timekeeping. The new system cannot track separate elements for one person, such as different pay rates, union codes, occupation codes, etc. The Board determined that the policy would remain unchanged. DPA Nigrey suggested that while the policy is to remain the same, the language could be amended to better clarify our intent. Director Young stated that she would work with Manager Pless and DPA Nigrey to improve policy language.

Director Young asked if she could momentarily bypass the next two policy discussions to allow guests to participate in the Project discussion.

Projects:

Director Young stated that one of her project updates pertained to the Professional Development Plan (PDP), and that application testing has resulted in some complications caused by the shared management of CDS. She said many of the applications IT has created to benefit our departments, such as the evaluation tracking, PDP, and Merit Increase Calculator, require work-around fixes for CDS and the BOCC to have the access to application. She encouraged those present (Pless, Goeben, and Drain) to provide input from their perspective. The group discussed how the dual supervision creates complications because

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it is unclear who is in charge, and the system is set up to recognize one department head per department. Allowing for multiple department heads would require rewriting of CAMAS. The Board asked if things could remain status quo for now, as they will be looking into options in the near future. IT indicated that if the current situation was going to be long-term, it would require a different solution, but they could continue to implement temporary fixes in the short-term.

Personnel Policies (continued):

Director Young provided draft amendments to the Inmate Use Policy. The changes were requested by Commander Hactor, with some additional modification by HR. The changes were briefly reviewed by the Board. Director Young stated she would like to place the revised policy on the February 4 BOCC Agenda because staff training was scheduled for February 19. This would require skipping review at the next Management Team meeting, but Director Young indicated she could email the policy out to Management Team to receive any feedback they may have. The Board approved this approach.

Director Young then provided draft amendments to the Wage Administration Policy to ratify the decision made by the Board last fall to increase the promotional percentage from 2 to 5%. At that time the Board asked her to draft language that stated any exceptions requested would have to be funded by the department's current budget rather than one-time money. She offered to email this policy to Management Team so she may include it on the February 4 Agenda. The Board approved the language as presented and authorized moving the policy to Agenda.

Projects (continued):

Director Young indicated she was beginning work on the non-bargained salary survey and hoped to have results compiled by the end of February. Chairman Jewell asked that she make Coroner research a priority as they would need to make decisions regarding that position prior to the filing period.

Labor Relations - Appraisers Wages

Director Young notified the Board that the Appraisers Union decided how to distribute their wage increases for 2014. Contract language provides them with the same amount as non-represented employees and gives them flexibility to determine how those funds are distributed.

HR Closure February 6:

Director Young requested permission to close HR from 3:00 - 5:00 PM on February 5 and all day February 6 so staff may attend the WCIF annual spring meeting/training in Spokane. The two hour closure on the 5th would allow staff to begin travel while reducing overtime for non-exempt staff, including a member of the Auditor's Office. The Board approved.

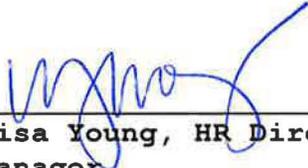
Other Business:

Director Young had a personnel matter arise that she wanted to update the Board on. The Board entered executive session at 10:41 AM to discuss the performance of a public employee. Anticipated length: 10 minutes; anticipated direction: None. The Board extended the executive session at 10:51 AM for two additional minutes. The Board exited executive session at 10:53 AM with no action taken.

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.

Meeting adjourned at 10:53 AM

**KITTITAS COUNTY
COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



**Lisa Young, HR Director/Risk
Manager**



Paul Jewell, Chairman