

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

TUESDAY

10:00 AM

MARCH 25, 2014

Board members present: Gary Berndt, Obie O'Brien, Paul Jewell
(via phone)

Others: Lisa Young, Kirk Holmes

REGULAR MEETING

COMMISSIONERS

Called to Order at 10:05 AM

Staffing Updates

Public Works Director Holmes was present to provide the Board with preliminary information on a new position he would like to create. He will return with more information at the next HR Study Session. The duties would be similar to an Engineer Tech II but include CADD and GIS. He also stated he would like to fill his last Equipment Operator vacancy, which has been vacant for some time. The Board approved.

The Board entered executive session at 10:25 AM to discuss the performance of a public employee. Anticipated length: 15 minutes. Anticipated action: None. The Board exited executive session at 10:40 AM with no action taken.

Regular session resumed, returning to Staffing Updates.

HR Director Young provided draft copies of the job description for Event Center Director and briefly discussed wage options. The Board wanted more time to review the job description, particularly since Commissioner Jewell was participating via phone. They asked HR Director Young to schedule a special session for Friday.

Policy Updates

HR Director Young provided redline versions of two Personnel Policies: Employment Categories and Vacation Benefits. She stated that the change to vacation accruals for "Extended

APPROVED

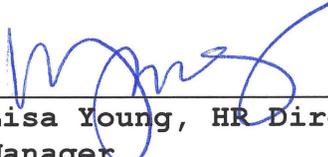
5-6-14

Season" employees was approved by the Board last year, but was not ratified via Resolution. At this time she was asking for approval of the draft verbiage so she could move the policies to the Agenda. She then offered to give the Board more time to review the changes and they could conclude the discussion on Friday as well. The Board agreed.

Other Business

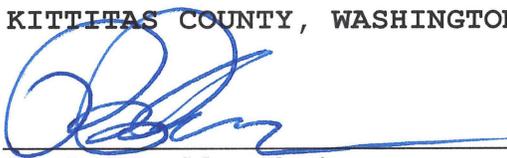
HR Director Young asked the Board if they would support hiring a contract videographer to record the upcoming Records Management Training. This way the video could be used for any employees who could not attend the training, as well as all new employees. She stated that the recording could be provided in segments so employees would not have to view the entire four-hour presentation at once. She has money in her training budget to cover the cost, which is approximately \$1500. The Board supported the idea.

Adjourned at 11:00 AM



Lisa Young, HR Director/Risk
Manager

KITTITAS COUNTY
COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Paul Jewell, Chairman