

**KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**  
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Tuesday, April 8<sup>th</sup>, 2003  
10:00 a.m.

**TOPICS:**

- Department Restructures
- Union Matters
- Process for Approving PAFs
- Parking Permits and Towing

**ATTENDANCE:** Max Golladay, Perry Huston, Bruce Coe, Kirk Eslinger, Lisa Young

**DISCUSSION:**

Department Restructure

a) Fair

- There has been no word from Kathryn.
- Bruce will begin work on a job description, and suggested that the Board meet and discuss their 3-year vision for the Fairgrounds.
- The Board seems to feel that there is no need for an Administrative Assistant; that a Promotions/Marketing Director and a Receptionist should work just fine.
- At this point help is not needed from HR.

b) Community Development

- It has been 90-days since this transition.
- Perry stated to leave Code Enforcement as they are.
- No job description for Allison yet; no finalized organizational chart for department.
- Max's preference is that Kirk will communicate with David on behalf of the Board.
- Bruce gave the direction to ask David for a time frame or an official extension request for the trial period.
- Kirk will make contact with David to outline what is needed of him and by what date.

c) Maintenance

- There are currently two leads.
- Half of the staff is Union, half is not.
- Again, under direction of the Board, Kirk will make contact with Warren to resolve outstanding issue and to ask if there is anything that needs BOCC involvement.

Union Matters

- a) Line – Update given to Board, direction given to staff.
- b) Appraisers – Update given to Board, direction given to staff.

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Process for Approving PAFs

a) Approvals vs. Denials

- Approval of the monthly payroll is done in an Agenda session.
- Denials do not have a formal process.
- Jim Hurson has broached this topic, asking why that is.
- Would there be confidentiality issues?
- The BOCC would like Jim to present to the Board RCW, Interpretation, Case Law, and a proposal, if he is concerned.
- Other than a response to Jim, no HR action is requested at this time.

Parking Permits & Towing

- DO NOT TOW ANY VEHICLE AT THE PRESENT TIME.