

**KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**

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Tuesday, April 22nd, 2003
10:00 a.m.

TOPICS:

- Department Restructure
- Union Matters
- Performance Evaluations for Leadership Positions
- Error on Board Direction for PW Leave Bank Extensions

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

DISCUSSION:

Department Restructure

a) Fair

- Bruce has been preparing flow chart and job description drafts.
- Perry is fine with the proposed job description, but had problems with the flow chart setup. Gave a recommendation of how he sees the flow.
- Bruce will continue to work on the process, at this point there is no help needed from HR.

Union Matters

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

Performance Evaluations for Leadership Positions

a) Department Heads to Complete Self-Evaluations

- Kirk has been working on drafts of possible evaluation formats, to include the following possible sections:
 1. Goals
 2. Comment Areas
 3. Specific Skills
 4. Overall Rating
- Bruce has also ordered some reference materials, as it has proven difficult to find comparable evaluation procedures.
- There was discussion of the rating “categories”. Perry feels there should only be one rating less than “satisfactory”, which would be “Improvement Essential”. There was a suggestion of a low-end and high-end satisfactory rating as well.
- Fine tuning will continue once the materials have arrived and both Bruce and Kirk have the opportunity to review.

Error on Board Direction for PW Leave Bank Extensions

a) Extension Exceptions for Use of Bank Time

- Two PAFs were approved extending a minimal amount of bank time for use in 2003. The stipulation being it had to be used by March 31st. The

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process did not go beyond there, so Kirk asked for an additional 30 days for the employees to use their time. Approved.

Items Discussed but not on Agenda

- a) Sheriff's Request for Reclassification of Administrative Assistant
 - The Sheriff submitted a written request with the evaluation of his Administrative Assistant II to be reclassified to Administrative Assistant III.
 - The BOCC will not accept this approach.
 - Kirk will draft a response to the Sheriff explaining the appropriate procedure.

- b) Sherry Gow of Waddell & Reed
 - Sherry Gow, Financial Planner, would like to come provide "Personal Analysis" consultations regarding the PERS 2/3 Transfer Decision, at a fee of \$100 per 45-minute meeting. The BOCC denied this request.