

**KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**  
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Tuesday, August 26<sup>th</sup>, 2003  
10:00 a.m.

**TOPICS:**

- Union Use of E-mail and Computer Storage
- Wage Scale for:
  - Community Services Director
  - Maintenance Director
  - Public Works Director
  
- Increase for Catherine Dunn
- Request for Consideration from Jan Sharar
- Wage Change for Public Health Officer
- Washington Counties Risk Pool
- Arbitration Results
- Union Proposal for Road-Maintenance

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

**PARTIAL ATTENDANCE:** Paul Bennett & Warren Beed, for Road-Maintenance Proposal

**DISCUSSION:**

Union Proposal for Road-Maintenance

- a) Local 792 – Update given to Board, direction given to staff.

Union Use of E-mail and Computer Storage

- a) The Courthouse Union has requested the ability to send minutes out via electronic means.
  - Perry stated “minutes only – no party invitations” with the caveat that there is no privacy guarantee and would be subject to public inspection.
  - Kirk stated that it is good to keep the lines of communication open, but that storage is an issue.
  - Perry said no use of space allowed.
  - Final decision was okay with e-mail transmission as long as they are okay with the privacy issue.
  - Kirk will do a bit more checking into the legal/exposure ramifications before responding to the Union.

Wage Scale for:

- a) Community Services Director
  - Position date is currently August 1<sup>st</sup>, it was not changed at the time the departments were merged, nor was there a promotional increase of any kind.
  - Proposal is to change to 1/1/03 with the change of the department name and structure.
  - Perry feels it would make for better tracking if the date were changed.

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- Kirk reported that the impact of a 4% increase effective 1/1/03 would be \$1337.
  - David is requesting that we look at agencies that have a combined Building/Planning department for comparables.
  - Perry noted that this is the case in most cities.
  - It was decided that research should be done in the cities that are within our comparable counties. Kirk will begin this research.
- b) Maintenance Director
- Position date will also change.
  - At this point there will not be a pay increase.
  - Perry feels the job description should be reviewed to see what types of abilities are currently listed. With the possibility of a new Correctional facility, the need for more HVAC and Electrical experience would be necessary.
  - At this point it will be considered an audit of our current job description, done by Kirk, to see if the current director would fill the needs of the future. Findings will be reported back to the Board at a later date for discussion.
  - Warren will not be involved at this point.
  - Possibly look at contracting duties out as well – what are others doing?
- c) Public Works Director
- There has been an evaluation meeting with the director.
  - A follow-up meeting is scheduled for September 8<sup>th</sup>, for finalization of the evaluation process.
  - Kirk offered to refresh the data as much as projecting for 2004 to see if that would create a growth opportunity. The Board feels this is not necessary at this point.
  - Per Perry, Kirk could freshen data as he saw fit, but there is not to be a wage adjustment at this time.
  - Kirk will be updating wage scales for the upcoming year anyway, so the info will be available at that time.

Increase for Catherine Dunn

- a) David is requesting a 23% increase for Catherine.
- Catherine has been made an Admin Assistant III, but the wage scale had been placed on hold.
  - David is requesting that she be moved to the mid-point of the Admin Assistant III scale (23%).
  - To bring Catherine to the base of the scale would be a 7.3% increase.
  - Per Perry, do not process the PAF until the Board can meet with David.
  - Per Kirk, the PAF will be sent back to David until discussion with the Board takes place.

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Request for Consideration from Jan Sharar

- a) Jan is requesting a response to her correspondence regarding equality.
- Perry does not see issues with the current status. He feels she is arguing workload, not responsibility. She may do the same workload, but does not have the responsibility that Clay does.
  - Perry will draft a response.

Wage Change for Public Health Officer

- a) Public Health has submitted a PAF decreasing the wage for Dr. Miller.
- Kirk reported that the decrease in wage for Dr. Miller is due to the administrative cost to process her paperwork/payroll.
  - Since there is an Employment Agreement in place, Kirk will not process the PAF until there is further direction from the Board.

Washington Counties Risk Pool

- a) New Vendor as of September 1<sup>st</sup>, 2003.
- Kirk is volunteering to sit on the Board.
  - Max is the main representative, but the Board supports having Kirk be the one always involved in meetings and process.
  - The recommendation is that both Max and Kirk go to the first Board meeting to get a feel for their process and get recommendation from other members.

Arbitration

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

Item Not on Agenda

- a) Sheriff Budget
- There seems to be confusion – Kirk is getting visits from employees wanting to know what to do and apparently the Sheriff is sending them over.
  - Commander – Line
  - Lieutenant – Corrections
  - Receptionist
  - Per Perry, they are to submit a zero-growth budget, no matter what they do to the structure of the department.
  - Due to their current staffing deficiencies, there is \$ showing for these positions, including Receptionist. However, once positions are filled it could be a different story.
  - The Board confirmed that these issues are between them and the Sheriff, not HR and the Sheriff.