

**KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**

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Tuesday, September 9th, 2003
10:00 a.m.

TOPICS:

- Public Health Restructure
 - Reassignment of Staff
 - Reclassification of Administrative Assistant

- Arbitration Results
 - Open Enrollment

- Local 792 Comp Time Issue
- Requests for Wage & Benefit Changes
- HR Budget Update
 - Legal Fees
 - Civil Service

- Non-Bargained Wage Scales
- Notice of Sheriff's Incidents
- Juvenile Probation Workspace
 - Deanna Honeycutt

- Scan/Cell Usage

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

PARTIAL ATTENDANCE: Nancy Goodloe, for Public Health Topics

DISCUSSION:

Public Health Restructure

a) Reassignment of Staff -

- Nancy has an upcoming Public Health Clerk II vacancy in her department and has a proposed plan for filling it.
- The current Administrative Assistant is interested in the position, feeling that it better suits her skill level.
- Nancy also feels that the skill level is not sufficient for her current position, and has documented this in a recent performance evaluation, but feels she would bring a lot to the PHC II position.
- Nancy would like to have her current Admin Assistant step into the Public Health Clerk II spot, and fill the Admin position via posting.
- Nancy would like to freeze the salary of the current Admin Assistant although she takes a voluntary demotion.
- Perry is fine with the change in position, but will not allow the wage to remain the same. He is willing to allow her to be at the top wage for the PHC II range, but no more.

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- Nancy will pass the information on to her Admin Assistant, and decide where to go from here.

- b) Reclassification of Administrative Assistant –
 - Nancy feels that some of the duties that should have been performed by her PHC II have been assumed by the Admin Assistant.
 - With the proposed restructure, she feels the duties could shift back where they belong, in addition to some change in what both positions responsibilities could potentially become.
 - Per Perry, she needs to review the job descriptions for these positions, decide what each should do, and hire based on the needs of the department.
 - Nancy will review the options with her current Admin Assistant and begin review of the job descriptions.

Arbitration Results

- a) Update given to Board, direction given to staff.

Local 792 Comp Time Issue

- Update given to Board, direction given to staff.

Requests for Wage & Benefit Changes

- Department heads often request Kirk's assistance at meetings they would like to have with the Board when they would like wage or benefit changes.
- Kirk's process has been to give each department head an outline of issues they may want to look at, suggestions on how to prepare for the meeting, and recommendations on what to bring to the meeting.
- Kirk is not supposed to be there to *present* on behalf of the department head, but rather to be a support to the discussion if needed. However, it often ends up with the department head being unprepared, and looking to Kirk for leadership and documentation mid-meeting.
- Kirk would like to make a process whereby those department heads asking for *assistance* approaching the Board regarding wage/benefit issues would need to present documentation to HR prior to scheduling with the Board.
- The Board is okay with this. Perry suggested creating a coversheet that Kirk would sign and the department head would submit to the Board upon requesting a meeting. Without the signature, the Board would not schedule the meeting.
- Kirk will draft something to bring back for approval.

HR Budget Update

- a) Legal Fees -
 - The legal fees of arbitration, negotiation, and other issues continue to skyrocket.

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- Kirk stated a conservative estimate of another \$20,000, which could easily not be enough.
- Perry feels that reality is the only thing that will hit home, by leaving it up to department heads to decide how to divvy up the "pot".
- Kirk wanted to provide an "FYI", but will bring back more solid numbers later.

b) Civil Service –

- Kirk just wanted to let the Board know that the budget for Civil Service advertising is nearing it's depletion.
- In addition, Matt will have to post again for Corrections, as the roster is below the desired level due to a number of applicants "removed for cause" from the recent process.

Non-Bargained Wage Scales

- Kirk is working on the updated ranges for Non-Bargained employees.
- Part of the update process would give the Admin Assistant for the Sheriff some room to grow.
- Perry is requiring documentation from the Sheriff prior to any changes, including an updated job description and written request documenting why that should be approved.
- Kirk will pass that on to the Sheriff.

Notice of Sheriff's Incidents

- In light of the recent incident at the Corrections center involving an inmate and C. Berg, Kirk would like to draft a policy regarding notification to the Board in such cases, as the Board was never formally notified.
- The Board supports this process.

Juvenile Probation Workspace

a) Deanna Honeycutt

- Deanna currently works in what used to be a closet.
- The space is not ADA compliant, or is it ergonomically sound.
- A solution possibility is to remove an inside wall, opening the space up.
- Kirk has requested two things from Warren: Is the current wall weight-bearing, and what would it cost to remove said wall.
- Per Warren, the wall is not weight-bearing, and would cost approximately \$300 to remove.
- Kirk's recommendation is to fix it as soon as possible.
- Per Perry, Kirk is to have Warren find a line item that could come out of and present it to the Board at a Monday meeting.

Cell/Scan Usage

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- The findings from the State Auditors included personal use of County cell phone and scan account, particularly by those in CDS.
- The Board thought the issue had been taken care of long ago when it first came up. The department was told to stop.
- The County Auditor's office apparently knew it was still happening, but waited until the findings were released before going to the Board.
- Perry will not process any PAF for the department head until the issue is resolved. Perry will check with Max when he returns, but Bruce is in agreement.
- Perry feels that disciplinary action should be taken if the matter is not resolved, as there is a policy in place that states personal use is not allowed.
- Kirk suggested some type of notification process, so these issues are not overlooked for months at a time in the future. He will draft something up and bring it back to the Board.