

KITTITAS COUNTY
 COMMISSIONER REGULAR MEETING

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 Human Resource Study Session

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 August 10, 2010

10:00 AM

Topic	Outcome / Minutes
Compensation Committee	<ul style="list-style-type: none"> • Session began at 10:00 AM <p>Assessor Weyand, Chair of the Compensation Committee, presented the Committee's wage-related recommendations for the 2011 budget year. This included separation of COLA set at 1% applied to all non-bargained employees, and a merit increase of 2% based on a satisfactory rating or above on the employee's evaluation, within the established range. They also requested the ability to review the survey data that was compiled this year. Marsha will send a copy of the recommendations to the BOCC for further review and consideration. Chairman McClain requested that all Elected Officials on the Compensation Committee indicate their support of the Committee's recommendations in writing. Absent BOCC acceptance of the wage recommendations, the Committee asked what amount managers should utilize to prepare their budgets, stating that one number would be easier than having three options as discussed at the budget retreat. The Board approved 2% as a starting point, with the likelihood that it could change as we progress through budget preparation.</p>
Department Staffing	<ol style="list-style-type: none"> 1) Public Works/Equipment Operator – Interim HR Director Young wanted to confirm that the Board had approved filling of one Equipment Operator vacancy. The Board confirmed the approval to post. PW Director Holmes stated that they are short more than one operator, and noted that the subject may come up during the budget process. 2) Public Works/Airport Manager – PW Director Holmes requested the ability to move away from the blended position of Airport Manager/Administrative Assistant (75/25) and increase the Airport Manager function to 100% FTE. The 25% administrative function would be transferred to his existing administrative staff. This change would have an impact of approximately \$2,214 annually. Interim HR Director Young indicated that she and PW Director Holmes were working on the job description to ensure that we capture the needs of the airport, especially pertaining to marketing and growth. The Board was not prepared to make a decision and asked that the issue be brought to the next HR Study Session. Interim HR Director Young stated that she would continue to work on the job description with PW Director Holmes to share at the next meeting. 3) Public Health/Interim Management Plan and Recruitment: PH Administrator Bambrick and Health Officer/Dr. Larson indicated that there were no internal candidates for the upcoming Administrator vacancy. They expressed their concerns over the ability to find an RN who is also well versed in Environmental Health. The desire would be to find an RN or a candidate with a Masters in Nursing; however, those were recommended as preferred qualifications. In the interim, Administrator Bambrick


 9/17/2010

	<p>recommended co-Interim directors as CHS Supervisor Navarre and EH Supervisor Rivard. Dr. Larson also offered his interim services should the need arise. Administrator Bambrick indicated that members of BOHAC had helped screen applications in the past. The Board agreed it would be of benefit this time as well. Dr. Larson expressed his interest in participating in the interview panel which the Board also agreed was of benefit. Administrator Bambrick stated that her staff would help draft interview questions. Chairman McClain asked how soon we could get the position posted. Interim HR Director Young said as long as we finalize the job description and all evaluations are current for the department, we could post this week. The Board approved posting as soon as all items are complete.</p>
Policy Review	<p>Interim HR Director Young was asked to bring the Wage Administration Policy forward for review at this meeting when all BOCC members could be present. She also indicated that the merit increase chart, a separate policy, will also need to be reviewed. She will email the policies to the Board for their review and consideration, and offered her services in drafting revised language as needed. Commissioner Jewell asked that she schedule a Monday Morning to discuss.</p>
Projects	<p>Interim HR Directory Young provided a brief overview of her current projects, including IIE, EO Wage Review Process, Evaluation Process, PDR, Benefit Research, and a Training Reimbursement Agreement. She was asked to bring the EO Wage Review project to this meeting when all BOCC members could be present. It was determined that this project could be held until late 2010/early 2011 as preparation for the 2012 election cycle.</p>
Other Discussion	<p>Commissioner Crankovich indicated that extended probationary periods shall be discussed with the BOCC prior to taking action.</p>
<p>Labor Relations Update</p> <ul style="list-style-type: none"> • Local 792 CH (Courthouse) • Local 760 (Probation) <p>Anticipated executive session: <i>RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.</i></p>	<ul style="list-style-type: none"> • The Board entered executive session at 10:51 AM to discuss matters related to collective bargaining. • Anticipated length: 5 minutes • Anticipated action: none • The Board exited executive session at 10:56 AM and re-entered for an additional 2 minutes. • The Board exited executive session at 10:58 AM with no action taken. • Session ended at 10:58 AM.
Attendees	<p>Mark McClain, Paul Jewell, Alan Crankovich, Lisa Young; Others present for open session topics : Marsha Weyand, Gene Dana, Jerry Pettit, Patti Johnson, Joyce Julsrud, William Holmes, Cathy Bambrick, Kirk Holmes, Kathy Jurgens, Dr. Mark Larson, and Greg Zempel; Others present for executive session: Greg Zempel.</p>