


KITTITAS COUNTY
COMMISSIONER REGULAR MEETING

Human Resource Study Session

July 12, 2011
10:00 AM

Topic	Outcome / Minutes
<p>Public Health</p> <ul style="list-style-type: none"> • Travel Authorization • SANE Program 	<p>Session began at 10:03 AM</p> <ul style="list-style-type: none"> • PH Administrator Canfield and Health Promotion Supervisor Read presented a Travel Authorization form for HPS Read to attend training in Hartford, CT. All expenses will be paid by NACCHO grant funds for the purpose of community health assessment and community health improvement plan. Commissioner O'Brien moved to approve the travel authorization; Commissioner Crankovich seconded. Motion carried 2:0 (Chairman Jewell absent). • Community Health Supervisor Navarre had requested that Law & Justice Council funding of the SANE program be placed on the agenda. She was not able to be present, so the topic was tabled for the next meeting.
<p>CDS Staffing</p>	<ul style="list-style-type: none"> • Interim CDS Director Holmes and Administrative Assistant Weed were present to discuss the Planning Official vacancy. At the last study session it was determined that the Senior Planner posting would be reclassified to Planning Official. HR Director Young shared the updated job description. The Board approved moving forward with an updated posting.
<p>Project Update</p>	<ul style="list-style-type: none"> • Commissioner O'Brien and HR Director Young gave an update on the status of the evaluation task force. The proposal would be a three-tier rating structure, maintain no increase for below satisfactory performance, evaluation check-ups at six months, and a structured increase calculator. Commissioner O'Brien indicated that he favored making the calculator optional; Commissioner Crankovich said he believed a standard was necessary. HR Director Young indicated she would continue to work on the project and provide updates.
<p>Other Discussion</p> <div style="text-align: center; margin-top: 20px;">  <p>10/4/2011</p> </div>	<ol style="list-style-type: none"> 1) Org Charts – HR Director Young provided two revised department organizational charts for Board approval and signature. The Public Health Org Chart was approved and signed by Commissioner Crankovich; the CDS Org Chart was approved with one amendment and signed by Commissioner Crankovich. 2) HR Director Young reported that she had been contacted by Carroll Publishing requesting Commissioner O'Brien's contact information; Commissioner O'Brien authorized release. 3) Executive Session: <i>RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However,</i>

	<p><i>subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.</i></p> <p>The Board entered executive session at 10:20 AM to discuss the performance of a public employee.</p> <p>Anticipated length: 15 minutes; Anticipated action: None. The Board exited executive session at 10:35 AM and re-entered executive session for an additional 2 minutes to complete the discussion. The Board exited executive session at 10:37 AM with no action taken.</p> <ul style="list-style-type: none"> • Session ended at 10:37 AM
Attendees	<p>Alan Crankovich, Obie O'Brien, Lisa Young (Paul Jewell absent); others present for specific topics: Maria Canfield, Robin Read, Kirk Holmes, Mandy Weed.</p>