

KITTITAS COUNTY COMMISSIONER REGULAR MEETING

Human Resource Study Session

October 12, 2010

10:00 AM

Topic	Outcome / Minutes
UDC Staffing	<ul style="list-style-type: none"> • Session began at 10:00 AM • The Commissioners asked Judge Ellis if the vacant Assistant Administrator position is necessary to fill. He indicated that he thought the department would be okay without filling it. They also discussed the wage for the newly appointed Court Administrator. Judge Ellis stated that he felt everyone was on the same page. Next the Board asked Judge Ellis about the PAF presented for L. Childs to become a Judge Pro-Tem for the UDC. They wanted to ensure she is qualified to serve in this capacity; Judge Ellis indicated that she is. The PAF was signed as presented. They also confirmed that a PAF should be processed for R. Bueschel, ending his Judge Pro-Tem status. In closing, the Board asked Judge Ellis if it was necessary to continue with staff working out-of-class. He said it was not necessary if the Assistant Administrator position would be eliminated. Interim HR Director Young will contact the Court Administrator to discuss the necessary PAF's.
Prosecutor Staffing	<ul style="list-style-type: none"> • A PAF was presented for DPA Bottoms to receive a 10% increase upon completing his second year of employment with an above average evaluation. The Board felt a discussion was necessary because Mr. Bottoms was granted a 20% increase after his first year when the policy allows for up to 10%. Prosecutor Zempel expressed that while he could have hired Mr. Bottoms in at the median, he did not know at that time how his previous experience would transfer. He felt that the 20% granted the first year was in part acknowledgement of how well he transitioned. The PAF was signed as presented; the Board asked Interim HR Director Young to review the policy. • Interim HR Director Young introduced the next topic for discussion which was the Prosecutor's desire to enhance the staffing level at the Civil office, for the purpose of providing added support for the Civil Division, which currently has just one Legal Secretary II. He would bring another Legal Secretary over from the Courthouse location and promote the current Civil secretary in recognition of added supervisory duties. He suggested doing so without an increase in pay; however Interim HR Manager Young cautioned that doing so would not follow policy for promotions. The Commissioners did not approve the promotion of staff at this time.
<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</i></p>	<ul style="list-style-type: none"> • The Board entered executive session at 10:40 a.m. to discuss matters related to collective bargaining. • Anticipated length: 15 minutes • Anticipated action: Direction to staff • The Board exited executive session at 10:55 a.m. and re-entered for an additional 10 minutes. • The Board exited executive session at 11:05 a.m. and re-

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<i>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>entered for an additional two minutes.</p> <ul style="list-style-type: none"> • The Board exited executive session at 11:07 a.m. with direction to staff.
Project Update	<ul style="list-style-type: none"> • Interim HR Director Young stated that she worked with IS and Skype is set up and available for the PH Administrator interviews if needed. She also offered an assistance she could provide to the Board with respect to the budget.
Other Discussion	<ul style="list-style-type: none"> • None • Session ended at 11:10 a.m.
Attendees	<p>Mark McClain, Paul Jewell, Alan Crankovich, Lisa Young</p> <p>Also present for specific topics: Judge Ellis, Greg Zempel, Zera Lowe</p>