

KITTITAS COUNTY COMMISSIONER REGULAR MEETING

Human Resource Study Session

July 13, 2010

10:00 AM

Topic	Outcome / Minutes
Other Discussion	<p>Session began at 10:00 AM with the following added topics taken first for attendee purposes:</p> <ol style="list-style-type: none"> 1) Treasurer Staffing – Treasurer Panattoni requested permission to post internally for her Administrative Assistant II position. BOCC approved 2:0 (Commissioner Crankovich absent). 2) On behalf of Upper District Court Administrator Childs, Interim HR Director Young asked for permission to post internally for the Court Administrator position based on Administrator Childs' pending retirement. BOCC approved 2:0.
Department Organization	<p>Interim HR Director Young came prepared to discuss the staffing in CDS, HR, and Fair/Maintenance. CDS and HR were tabled for a future meeting when all Commissioners could be present. The Board reviewed the proposed job description and wage options for combining the management of Fair and Maintenance under one director; the job description and PAF for Director Anderson were approved as presented at the rate assigned by the BOCC.</p>
Training Opportunities	<p>Interim HR Director Young presented two training opportunities: 1) Tour of local State Archives facility for employees working with the County's records; BOCC approved the tours to be allowed on work time as an educational opportunity for staff, 2:0. 2) Lisa Larrabee from the Prosecutor's office conducts a training called "Protecting Our Children from Child Molesters", which is offered throughout the community. She felt it would be beneficial for employees who were interested; the BOCC did not approve the training during work time but authorized use of the building after hours and announcements to staff, 2:0.</p>
Projects	<p>Interim HR Director Young provided an overview of the projects she is working on, including the evaluation process, evaluation report, future EO wage process, and Investment in Excellence. No action taken.</p>
<p>Personnel Matters</p> <p>Anticipated 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, 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>	<ul style="list-style-type: none"> • BOCC entered executive session at 10:30 AM to discuss matters relating to the performance of a public employee and collective bargaining. • Anticipated length: 5 minutes • Anticipated action: Direction to staff. • BOCC exited executive session at 10:35 AM with direction to staff. • Session ended at 10:35 AM.
<p>Labor Relations Update</p> <ul style="list-style-type: none"> • Local 2658 (Appraisers) 	

APPROVED
8/17/2010

<ul style="list-style-type: none"> 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>	
Attendees	Mark McClain, Paul Jewell, Lisa Young; Alan Crankovich absent; Deanna Panattoni present for staffing request.