

# KITTITAS COUNTY COMMISSIONER REGULAR MEETING

## Human Resource Study Session

December 14, 2010

10:00 AM

Topic	Outcome / Minutes
KCSO – Jail Contract with EPD	<ul style="list-style-type: none"> <li>Session began at 10:00 a.m.</li> <li>Undersheriff Myers and Sheriff Dana provided an overview of the status of negotiating a new jail contract with EPD. Further analysis is needed and that data should be available by next year. Undersheriff Myers indicated that all contracts will renew in January 2012.</li> <li>No action taken.</li> </ul>
Probation Services Staffing – Misdemeanant OA	<ul style="list-style-type: none"> <li>HR Director Young requested approval to post for the vacant Office Assistant position in Misdemeanant Probation on behalf of Mr. Holmes.</li> <li>Request approved.</li> </ul>
Voucher Approval	<ul style="list-style-type: none"> <li>HR Director Young presented a voucher on behalf of the Auditor's Office and Sheriff's Department, which represented payment of a settlement agreement.</li> <li>Commissioner Jewell moved to approve the voucher; Commissioner Crankovich seconded. Voucher approved and signed by the Chair as presented.</li> </ul>
Compensation Committee	<ul style="list-style-type: none"> <li>HR Director Young asked the BOCC what they would like to see the Compensation Committee work on in 2011. They indicated that they would like HR Director Young to create a task force to review and update the evaluation and compensation (merit) policy and process. The Board discussed the structure of the task force; HR Director Young will reach out to the employees that they suggested, and draft an invite soliciting a member from the Independently Elected Officials. Commissioner Jewell was selected as the BOCC participant. Target completion date: March 31, 2011.</li> </ul>
Policy Updates	<ul style="list-style-type: none"> <li>HR Director Young provided updates on the policies that she has been working on. She was directed to move the Parking and Merit Increase policy to Agenda, and to send the update to Wage Administration to Management Team for final review.</li> </ul>
Legal Services	<ul style="list-style-type: none"> <li>Prosecutor Zempel declined to attend the meeting. The Board instructed HR Director Young to schedule a Special Session for Monday, December 20, with an invitation to the Prosecutor.</li> </ul>
Labor Relations Update <ul style="list-style-type: none"> <li>Local 792 CH (Courthouse)</li> <li>Local 792 Road</li> </ul>	<ul style="list-style-type: none"> <li>BOCC entered Executive Session at 11:10 a.m. to discuss matters related to collective bargaining, qualifications of an applicant, and performance of a public employee.</li> <li>Anticipated length: 10 minutes</li> <li>Anticipated action: Direction to staff</li> </ul>
<b>Executive session:</b> RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to	

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<p><i>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> <p>And</p> <p><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"> <li>• The Board exited executive session at 11:20 a.m. and re-entered to continue discussion.</li> <li>• Anticipated length: 10 minutes</li> <li>• Anticipated action: Direction to staff</li> <li>• The Board exited executive session at 11:30 a.m. with the following direction: <ul style="list-style-type: none"> <li>○ HR Director Young to move forward as discussed pertaining to collective bargaining</li> <li>○ HR Director Young to move forward with offer of employment</li> <li>○ HR Director Young to schedule a Special Session for Monday, December 20 and invite PW Management</li> </ul> </li> </ul>
<p>Other Discussion – Technology Use Policy</p>	<ul style="list-style-type: none"> <li>• HR Director Young reported that she is working with Policy Committee on updating the Technology Use policy to include an allowance for data plans, and to update the reimbursement rate for personal use of a County-owned cell phone in the event of emergencies because the Board felt the current rate was outdated and excessive.</li> <li>• Chairman McClain indicated that he felt participation in the Policy Committee should be on a rotational or by-topic basis, while remaining under the guidance of the HR Director and under the authority of the Board. HR Director Young was asked to draft a memo for Board review introducing the concept of 2 or 3-year terms that would be on alternate cycles.</li> <li>• Session ended at 11:40 a.m.</li> </ul>
<p>Attendees</p>	<p>Mark McClain, Paul Jewell, Alan Crankovich, Lisa Young Other attendees for specific topics: Clayton Myers, Gene Dana</p>