

KITTITAS COUNTY
COMMISSIONER REGULAR MEETING

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Human Resource Study Session
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January 25, 2011

10:00 AM

Topic	Outcome / Minutes
Staffing Requests Noxious Weed	- Session began at 10:00 AM. - Noxious Weed Coordinator Davis requested approval to post for his seasonal Noxious Weed Inspectors. He said he would like to bring his returning employees back with a \$.25/hour increase as he has in the past. BOCC approved. - NW Coordinator Davis also indicated that he will be bringing the Lead Inspector back with an increase that follows County policy, and that one Noxious Weed Inspector will be brought back as a benefited employee for eight months. HR Director Young clarified that since he would be here longer than six months, which is the maximum for a seasonal employee, he will be classified the same as the Lead Inspector as far as benefits. BOCC approved. - Commissioner Crankovich asked if the certification/recertification expenses were paid for by the County or by the employee. NW Coordinator Davis explained that the fees have been covered by the County historically, and the test is taken on County time; however, studying for the exam is done on the employees' own time. Commissioner Crankovich explained that this issue has come up in other departments and policy may be updated to require initial certification at the expense of the employee with recertification covered by the employer. NW Coordinator Davis indicated he had no concern with the potential change in practice.
Scholarship Application – Public Health	- PH Co-Interim Administrator Navarre presented an application for scholarship funding for her to attend a series of leadership conferences in North Carolina. The scholarship is provided through the Public Health Leadership Institute, and if selected, would require her to attend training in NC several times during the year. She explained that the scholarship would cover the training and major travel, and that she would be willing to pay for incidentals herself (such as taxi fares, etc.). - The Board approved her application which was signed by Chairman Jewell.
Org Chart Updates - Public Health - Sheriff - CDS APPROVED 2/15/2011	- HR Director Young presented a draft org chart for CDS that reflects the staffing plan for 2011, and asked the Board if it accurately depicted their vision for the department. - The Board initially indicated that the Director position should be removed and a space created for Building Official; however, after discussion it was determined that the hope is to potentially fill the Director position in the future and the Building Official duties will be handled by designation/assignment by the BOCC. Therefore, the Director box was left in place marked as "vacant", and a note will be added indicating the Building Official designation by BOCC. A final draft will be brought to the

	next meeting. • HR Director also wanted to confirm that the existing stipends should continue, given the proximity to the first payroll in 2011. The Board said they should for the time being; however, a budget amendment would be necessary and a discussion required with respect to 2011 budget/revenue. They asked HR Director Young to add this to her next study session. • The other org charts will be presented at a future meeting.
Policy • Technology Use • Streaming Media	• HR Director Young indicated that she is still working on an update to the Technology Use policy. • She also reported that HR would like to designate a page of the next newsletter to the updated Parking policy, and also highlight other driving-related safety tips. They would like to include a link to a short video about the consequences of texting, and had checked with IS Director Senter, who felt it was acceptable if tied to policy. In light of recent discussions surrounding streaming media, HR Director Young wanted to ask the Board if they would be okay with linking to this video as a policy-related training opportunity. BOCC approved.
Other Discussion	• Parking Policy Update – HR Director Young reported that HR has received two requests for parking accommodation in the form of exception to policy by allowing the affected employees to park closer as they recover from health issues. She indicated she would like to provide some sort of permit to the employee so the vehicle could be identified as approved. This could be assigned by number designation with a set expiration date. Commissioner O'Brien expressed his interest in requiring employees in need to obtain a disabled parking placard rather than have HR monitor and determine eligibility for exceptions to policy. HR Director Young indicated that some employees may not want to go through the process, which would still leave us with the need to provide reasonable accommodation. Several options were discussed, and the Board asked HR Director Young to further research the option of requiring a disabled parking placard. • HR Director Young indicated that she is working with the Directors from WSU Extension and Fair/Maintenance to review staffing solutions in preparation for their move to the Armory, as well as a transition plan for the retirement of current staff. She indicated it will be brought to a future meeting for Board review. • Session ended at 11:10 AM
Attendees	Paul Jewell, Alan Crankovich, Obie O'Brien, Lisa Young; Todd Davis and Linda Navarre also present for specific topics