

KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

February 10, 2011

11:00 AM

Topic	Outcome / Minutes
<p>PH Staffing</p> <ul style="list-style-type: none"> <li>• SANE Nurses</li> <li>• Health Promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Session began at 10:00 AM</li> <li>• PH Co-Interim Administrator Rivard presented a request to increase the number of contracted SANE (Sexual Assault Nurse Examiners) Nurses due to the increase in demand and to help share the workload, as these nurses are needed to provide exams and still work their regular nursing shifts. He and HR Director Young indicated the examinations are funded by various sources, and not by Public Health. The main cost to the County would be for a small amount of management staff time to help coordinate the program and ensure the necessary documentation is taken care of.</li> <li>• The Board asked if there were any issues with the Nurse's union through the hospital. James indicated that a memorandum of agreement was pending with KVCH.</li> <li>• The Board then inquired what the liability would be to the County. HR Director Young indicated it would be the same as any other employee because they are PAF'd in as regular employees, covered by L&amp;I, and track their time in NOVAtime.</li> <li>• BOCC approved pursuit of four additional SANE Nurses.</li> <li>• PH Co-Interim Administrator Rivard then reported that their full time Health Educator I had requested to move from a 40-hour/week schedule to 32-hours/week due for personal reasons. HR Director Young added that this reduction would also help the department through the recent funding reductions.</li> <li>• The Board asked if the employee was aware that the position may not be returned to full-time in the future. Both PH and HR representatives indicated that the employee is aware of the funding issues and should be cognizant of that possibility.</li> <li>• The Board approved the reduction in hours, and signed the PAF as presented.</li> </ul>
<p>Other Discussion</p> <ul style="list-style-type: none"> <li>• Prosecutor Staffing</li> </ul> <p style="text-align: center; font-size: 2em; font-weight: bold; margin-top: 100px;">APPROVED</p> <p style="text-align: center; margin-top: 10px;">3/1/2011</p>	<ul style="list-style-type: none"> <li>• Prosecutor Zempel informed the Board that one of his Deputy Prosecuting Attorneys had just given notice, and requested approval to fill the vacancy. He stated this employee handles District Court Criminal cases.</li> <li>• The Board asked Prosecutor Zempel if he needed to fill the position and he replied yes. The Board then asked if any duties could be rearranged between remaining staff, given the potential changes in process for contract review which may help alleviate some work in the Civil division. Prosecutor Zempel stated that even if a reduction in contract review occurred it would not be equal to a one FTE, and not filling the position would require a reduction in services provided by the department.</li> <li>• Chairman Jewell indicated that he was still concerned about the budget, and this may provide a good opportunity to implement attrition rather than fill a position. He added</li> </ul>

	<p>that the Prosecutor's department was the only department that had not been impacted by budget reductions, and they would likely be next should the need arise again.</p> <ul style="list-style-type: none"> <li>• Commissioner Crankovich added the possibility that employment law services may change in July which would provide additional staff time.</li> <li>• Commissioner O'Brien asked when a replacement attorney would be brought onboard if approved, considering the possible benefit of a delay; however, Prosecutor Zempel explained that the process could take less than a month.</li> <li>• The Board asked HR Director Young to add this to her next Study Session (February 22) to provide more time for the Board and Prosecutor to consider the impacts of filling the position vs. leaving it vacant.</li> </ul>
CDS Budget Discussion	<ul style="list-style-type: none"> <li>• HR Director Young was asked to invite PW/Interim CDS Director Holmes and Administrative Assistant Weed to this session to provide a financial update with respect to updated revenue projections for 2011, continued stipends, and a transition plan for returning to a clean division between CDS and Public Works staff/projects.</li> <li>• Chairman Jewell said he had spoken with Budget &amp; Finance Manager Pless who confirmed that CDS estimated their revenues conservatively; if projects fell short they may still be okay.</li> <li>• PW/Interim CDS Director Holmes discussed some of the outstanding projects including a transition for the Senior Planner once they are onboard, which they hope will occur in March. However, he added that it could take some time to fully separate the two again to ensure project completion.</li> <li>• Chairman Jewell expressed his interest in having the Capital Facilities Plan be a Public Works project from here forward. PW/Interim CDS Director Holmes indicated that it was possible, but outside of the transportation components, it could not be funded by the road fund and would require a separate general fund line for expenses. Chairman Jewell acknowledged that need.</li> <li>• The existing stipends were discussed; direction from the Board indicated their desire to have the Planning Official stipend end when the Senior Planner is hired. PW/CDS Director Holmes indicated there would still be projects that would require billing to CDS. Chairman Jewell stated that would be preferred over a continued stipend.</li> <li>• PW/CDS Interim Director Holmes also stated there would be continued mapping work billed to CDS because it is a required step in the process. He will continue to review options for completing the 2011 projects while working toward the end goal of separation between departments.</li> <li>• Commissioner Crankovich suggested returning to PW/CDS staff meetings each Monday; however, doing so would require an update to Code or special meeting notices for the additional meetings. Chairman Jewell agreed that it would be worth trying for a few months, and to utilize the special meeting notices until a determination is made on whether or not weekly meetings are needed. The Board will add it to the next Agenda for further discussion.</li> <li>• In closing, the Board stated there is not an anticipated date for transition away from the Interim CDS Director role/stipend. It will continue to be monitored as new staff members are hired.</li> </ul>

<p>Org Chart Updates</p> <ul style="list-style-type: none"> <li>• KCSO</li> <li>• Public Works</li> <li>• Public Health</li> </ul>	<ul style="list-style-type: none"> <li>• HR Director Young presented updated organizational charts for staffing adjustments that had already been approved by the Board; one for the Sheriff's Office and one for Public Works; both approved and signed by the Chairman. The org chart for Public Health will need additional edits to adjust for the staffing changes approved at this meeting.</li> </ul>
<p>Parking/Accommodation Update</p>	<ul style="list-style-type: none"> <li>• HR Director Young reported that she did some research via MRSC as requested by the Board, with respect to requiring employees to obtain a disabled parking placard if they request an exception to the Parking Policy. Her research confirmed that requirement would not be considered accommodation because it would just give the employee the same accommodation as members of the public. Her recommendation is to move forward with handling requests through HR and issuing some sort of permit with a specific expiration/review date. The Board expressed some concern over abuse of the request process; HR Director Young will do further research into our ability to screen and monitor requests to avoid abuse.</li> </ul>
<p>ID Cards – Interlocal Agreements</p>	<ul style="list-style-type: none"> <li>• HR Director Young reported that HR had received a request from the Kittitas Police Department to provide new ID cards for their officers. She explained it is a service that has been provided in the past with no charge to the entity, but more recently an Interlocal Agreement was implemented to provide cards to the Housing Authority on a cost-recovery basis. The Board felt cost-recovery was necessary and authorized HR Director Young to move forward with an Interlocal Agreement.</li> </ul>
<p>Other Discussion</p> <p>a) Voucher Approval – Treasurer</p> <p>b) Travel Authorization – HR Director</p> <p>c) WCRP/Piercy Update</p>	<p>a) HR Director Young was asked to present a voucher for approval on behalf of the Treasurer and Auditor to authorize payment for postage. Approved as presented.</p> <p>b) HR Director Young presented Travel Authorization and Exception to Maximum Lodging forms for Board approval. She explained that she had been granted a scholarship through the WCRP to attend the Annual PRIMA Conference in Portland, as well as funding to take the ARM 54 Exam (Associate in Risk Management), which is one of three required to obtain the ARM designation. The scholarship covers the conference registration, exam fees, and three of four night's lodging/meals/incidentals. Our portion would only include one night lodging/meals/incidentals. The Board confirmed she had funds in her budget to cover the remaining cost and approved both forms as presented.</p> <p>c) HR Director Young provided notice that she would be scheduling a conference call with the Board, Prosecutor Zempel, and the Risk Pool regarding the Piercy claim.</p> <ul style="list-style-type: none"> <li>• Session ended at 12:14 PM</li> </ul>
<p>Attendees</p>	<p>Paul Jewell, Alan Crankovich, Obie O'Brien, Lisa Young</p> <p>Also present for specific topics: James Rivard, Greg Zempel, Kirk Holmes, Mandy Weed</p>