

KITTITAS COUNTY  
COMMISSIONER SPECIAL MEETING

ORIGINAL

Human Resource Study Session

March 11, 2011

11:00 AM

Topic	Outcome / Minutes
<p>PH Staffing Changes</p> <ul style="list-style-type: none"> <li>Reduction in Hours</li> </ul>	<ul style="list-style-type: none"> <li>Session began at 11:02 AM</li> <li>PH Interim Co-Administrator Rivard was present to request approval to further reduce the work hours of a current part-time Environmental Health Specialist to 60% FTE. This request came from the employee; not the department. The Board asked if the current workload would continue to be supported by other staff; Interim Co-Administrator Rivard replied that he and the employee discussed it and she was aware she may be asked to increase her hours if needed. The request was approved and the PAF signed as presented. The Board asked that he carefully monitor the workload.</li> </ul>
<p>Other Discussion</p> <p>1) CDS Staffing</p>	<p>1) Interim CDS Director Holmes and Administrative Assistant Weed requested the ability to hire the candidate selected for the 8-month Building Inspector position above the minimum of the wage scale based on her extensive applicable experience. The Board approved quarter point.</p>
<p>Employee Purchase Program</p> <ul style="list-style-type: none"> <li>Office Depot</li> </ul>	<ul style="list-style-type: none"> <li>HR Director Young reported that Office Depot has an employee purchase program similar to that of Dell. She stated that she wanted them to be aware before HR posted the information. In addition, she had recently discovered another discount program offered through NaCO, which includes Dell, Office Depot, and hundreds of other vendors. HR will be posting this information as well. The Board did not have any concerns.</li> </ul>
<p>HR Office Hours</p> <ul style="list-style-type: none"> <li>March 16</li> </ul>	<ul style="list-style-type: none"> <li>HR Director Young asked for permission to close the HR Department for two periods of time on March 16 so staff could participate in a webinar and meet with IS regarding the HR Portal. The closures would be 11 AM – Noon, and 3:00 – 4:30 PM. The Board approved.</li> </ul>
<p>Other Discussion - continued</p> <p>2) Org Chart – Noxious Weed</p> <p>3) Travel Authorization</p> <p>4) Staffing – SW – Casual Scale House Attendant I</p> <p>5) Evaluation Task Force</p> <p style="text-align: center;"><b>APPROVED</b> 4/19/2011</p>	<p>2) HR Director Young presented an updated organizational chart for the Noxious Weed Department that reflects previously approved changes. Board approved.</p> <p>3) HR Director Young presented two Travel Authorization forms for Patti Johnson and Lisa Lawrence from Solid Waste (SW Director Johnson could not attend the meeting). Board approved.</p> <p>4) HR Director Young presented a job description for <i>Scale House Attendant I – On Call</i>, on behalf of SW Director Johnson, and explained that an on-call</p>

	<p>position would provide greater flexibility to the department than a seasonal position, which they have historically used. They would like to post for the on-call position because their seasonal employee just accepted full time employment in another department. However, the Union would also have to approve, since this employee type is not recognized in their contract. The Board approved posting upon Union approval.</p> <p>5) HR Director Young asked Chairman Jewell for direction with regard to the Evaluation Task Force. He indicated the goals as follows:</p> <ul style="list-style-type: none"> <li>a. Revamped evaluation process/tool</li> <li>b. Revamped merit pay system</li> <li>c. Adoption of updated wage ranges based on survey results</li> </ul> <p>She also asked if he wished to continue as the BOCC representative for this project. He indicated that while he would not be opposed, Commissioner O'Brien may have an interest in participating, and asked HR Director Young to inquire via email.</p> <ul style="list-style-type: none"> <li>• Session ended at 11:40 AM</li> </ul>
Attendees	<p>Paul Jewell, Alan Crankovich, Lisa Young (Obie O'Brien absent); Also present for specific topics: James Rivard, Kirk Holmes, Mandy Weed</p>