KITTITAS COUNTY

COMMISSIONER SPECIAL MEETING

ORIGINAL

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Human Resource Study Session

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April 13, 2011

10:00 AM

Topic	Outcome / Minutes
NW Staffing • Employment Overlap	• Session began at 10 AM • Noxious Weed Coordinator Davis reported that one of his inspectors has accepted employment elsewhere, and he would like to hire from the existing pool and provide a one-month overlap for training purposes. • Board approved.
PH Staffing • Promotion Request • PH Administrator Status	• PH Interim Co-Administrator Navarre presented a request to promote her Assessment Coordinator from a level "I" position to a level "II". She explained that the employee had worked under the direction of a previous Assessment Coordinator II for approximately one month before they left employment, and she has been doing level II work for quite some time. She stated that the previous Administrator had planned to request the promotion prior to her departure, and they have saved some budget dollars that would help offset the minimal increase in pay. Commissioner Jewell asked if the employee had received her evaluation and increase on her position date (March) and if this would be in addition to that. Interim Administrator Navarre and HR Director Young replied yes. The Board asked if the title change would be beneficial to the employee's career path; Interim Administrator Navarre replied yes, because the current title does not reflect the duties she actually performs. Chairman Jewell expressed his concern regarding the PH budget. Commissioner O'Brien and Commissioner Crankovich both indicated they were in favor of the promotion if the employee is working beyond the scope of a level "I" employee. The Board approved the promotion and signed the PAF as presented. • Interim Administrator Navarre asked the Board if they would be open to expanding the requirements for PH Administrator to include a degree in Business Management in hopes that it would expand the candidate pool. Commissioner Crankovich asked if that would mean they may not have direct nursing or environmental health experience; HR Director Young replied that was correct. Chairman Jewell asked what other counties do; HR Director Young reported that the health department had spoken with several counties who said this is the approach they took and it provided successful results. She added that it has a better chance of working in an agency that already

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	has strong program managers in each of those divisions, which we have. The Board approved and asked HR Director Young to make the necessary changes and renew the advertising effort.
Prosecutor Staffing • Promotion Request	• On behalf of Prosecutor Zempel, Deputy Prosecuting Attorney Hooper and Office Manager Raap presented a request to promote one of their Legal Secretary I's to a level "II" based in her ability to take on some criminal assignments successfully. Office Manager Raap indicated they did not want to request the promotion until they were confident in her ability to take on the new assignments. She explained that a Legal Secretary II has to conduct more in-depth review when processing case paperwork. HR Director Young added that the promotion would change her position date, meaning she would not qualify for a merit increase this year which would have been available in August. Chairman Jewell stated that the financial impact would essentially equate to her receiving a merit increase three months early. He then asked if they knew the status of the plan to work towards a restructure of staffing to include more file clerks and fewer legal secretaries. DPA Hooper and Office Manager Raap stated that they did not know the status of that project; however, Office Manager Raap stated they had reclassified one Legal Secretary position the last time it was vacant and she believed Prosecutor Zempel was working on a reorganization project as she had been providing him with related information. Chairman Jewell and Commissioner O'Brien approved the promotion and signed the PAF as presented; Commissioner Crankovich abstained.
WCRP Designations • Update Resolution	• HR Director Young reported that she needs to update the Resolution that appoints designees for the Washington Counties Risk Pool because the current Resolution includes the previous HR Director. Designees are appointed by the Board for the following: Director, Alternates, Risk Manager, Safety Officer and Claims Administrator. She also recommended that she be named as the Claims Administrator, rather than a member of the Prosecutor's Office. Given the loss of an attorney in the Civil Division, she felt this may help alleviate some of the front-end work for DPA Caulkins and would help the Risk Pool obtain information quicker. Chairman Jewell asked if she had notified Prosecutor Zempel of the change; HR Director Young responded that she had not because the designations are at the discretion of the BOCC. She said the actual handling/processing of claims would still be done by the Prosecutor's office; she would just assume the role of collecting the information, reporting to the Risk Pool, and coordinating any action needed. She explained that our County is different than others in that it handles risk management in a fragmented fashion, so when she attends the meetings she is

	often asked questions that she cannot answer because different people handle different parts of the process. She stated that the Risk Pool has contacted her about the status of claims because DPA Caulkins is too busy, and they would prefer to have one point of contact for the County. Commissioner O'Brien asked if we operated in this fashion because of size; HR Director Young replied yes in part; but she also believes that our County has not been as involved and proactive in risk management in the past. Most other counties have one person who coordinates all aspects. Chairman Jewell asked why we have multiple alternates; HR Director Young replied that the Budget & Finance Manager is a 2nd alternate because she is involved in part of the risk management process but does not attend the meetings. Commissioner Crankovich stated that he attends some meetings, but that HR Director Young is the primary contact. HR Director Young also stated that she has achieved the Advanced Compact Certification, exceeding the Risk Pool requirements. Chairman Jewell approved placement of the Resolution on the Agenda, but asked HR Director Young to notify Prosecutor Zempel and DPA Caulkins in case they had any questions or concerns.
Projects	• HR Director Young provided updates on some of her current projects, including: ADA accommodation, ergonomic review, evaluation task force, and review/update of the Workplace Violence policy. • She also notified the Board that she has two other items on next week's Agenda, which include an Interlocal for ID cards for the Housing Authority and the MOU with the Courthouse Union acknowledging the casual position in Solid Waste as non-Union (Scale House Attendant On-Call). We may also have an Interlocal for ID cards for Kittitas PD.
Other Discussion	• No additional discussion. • Session ended at 10:40 AM
Attendees	Paul Jewell, Alan Crankovich, Obie O'Brien, Lisa Young Also present for specific topics: Todd Davis, Linda Navarre, Candace Hooper, Robin Raap