KITITAS COUNTY
COMMISIONER SPECIAL MEETING
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Human Resource Study Session
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Tuesday, April 8th, 2003
10:00 a.m.

TOPICS:
• Department Restructures
• Union Matters
• Process for Approving PAFs
• Parking Permits and Towing

ATTENDANCE: Max Golladay, Perry Huston, Bruce Coe, Kirk Eslinger, Lisa Young

DISCUSSION:

Department Restructure
a) Fair
• There has been no word from Kathryn.
• Bruce will begin work on a job description, and suggested that the Board meet and discuss their 3-year vision for the Fairgrounds.
• The Board seems to feel that there is no need for an Administrative Assistant; that a Promotions/Marketing Director and a Receptionist should work just fine.
• At this point help is not needed from HR.

b) Community Development
• It has been 90-days since this transition.
• Perry stated to leave Code Enforcement as they are.
• No job description for Allison yet; no finalized organizational chart for department.
• Max’s preference is that Kirk will communicate with David on behalf of the Board.
• Bruce gave the direction to ask David for a time frame or an official extension request for the trial period.
• Kirk will make contact with David to outline what is needed of him and by what date.

c) Maintenance
• There are currently two leads.
• Half of the staff is Union, half is not.
• Again, under direction of the Board, Kirk will make contact with Warren to resolve outstanding issue and to ask if there is anything that needs BOCC involvement.

Union Matters
a) Line – Update given to Board, direction given to staff.
b) Appraisers – Update given to Board, direction given to staff.
Process for Approving PAFs
   a) Approvals vs. Denials
      • Approval of the monthly payroll is done in an Agenda session.
      • Denials do not have a formal process.
      • Jim Hurson has broached this topic, asking why that is.
      • Would there be confidentiality issues?
      • The BOCC would like Jim to present to the Board RCW, Interpretation, Case Law, and a proposal, if he is concerned.
      • Other than a response to Jim, no HR action is requested at this time.

Parking Permits & Towing
   • DO NOT TOW ANY VEHICLE AT THE PRESENT TIME.