KITITAS COUNTY
COMMISIONER SPECIAL MEETING

Human Resource Study Session

Tuesday, August 12th, 2003
10:00 a.m.

TOPICS:
- Non-Bargained Wage Scales
  o Recommendation
  o Guidance for Supervisory & Advanced Positions
  o Payroll Document
  o Compensation Committee
- Missing Adoption of Personnel Policies Manual
- Wage Scale for Maintenance Director
- Employment Agreement with Health Officer
- Arbitration Results

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

DISCUSSION:
Non-Bargained Wage Scales
a) Recommendation
   - Kirk showed positions impacted and dollar impact for 2003 budget.
   - Okay to move ahead for 2003 adjustment.
   - Kirk will be preparing for 2004 and will be bringing information back to the Board.
   - Per Board, it would be helpful to know how we compare to our comp counties as far as our job title/description structure...are other counties as specialized/complex?
   - Max would like to know what kind of responses we are getting to our postings, which might be useful in determining if our wage scales are on-target:
     a. Are we getting insufficient candidates (wage too low)?
     b. Are we getting numerous or over-qualified candidates (wage attractively high)?

b) Guidance for Supervisory & Advanced Positions
   - Kirk will follow same process for other non-bargained positions.

c) Payroll Document
   - Kirk will provide document to Judy to adjust scales as approved.

d) Compensation Committee
   - Does not operate as Perry hoped it would.
   - Kirk asked about gathering them again, for wage adjustment, but it appeared that the preference was that Kirk be in charge of the process.

Missing Adoption of Personnel Policies Manual
   - Send reminders to the Judges.
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- Will be considered in the Budget Process if not adopted.

**Wage Scale for Maintenance Director**
- Kirk asked if he should be completing a special review of Warren’s wage scale.
- Per the Board, there is no need.

**Employment Agreement with Health Officer**
- Kirk asked if the Board was aware that his recommendation to Nancy was NOT to sign an Agreement with Dr. Miller.
- The Board was not aware of this recommendation against an agreement.

**Arbitration Results**
- Should be coming soon.

**Item Not on Agenda**
- Cop Grants – Max would like to know where we are with these – when they will be expiring.