KITITAS COUNTY
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

Wednesday, April 28th, 2004
10:00 a.m.

TOPICS:

• Local 792 Grievance Discussion
  a) Continuation of Grievance Hearing 04/21/04

• Negotiations Update
  a) Corrections – Local 760
  b) Road/Maintenance – Local 792
  c) Courthouse – Local 792CH
  d) Appraisers – Local 2658

• Local 792 Arbitration

• Update to Job Descriptions – Public Works Director and Road Supervisors

• Update on CDS Vacancy

• Policy for Exempt Positions

ATTENDANCE: Perry Huston, Max Golladay, Paul Bennett (Executive Session/792 Issues)
Kirk Eslinger, and Lisa Young.

EXECUTIVE SESSION 10:06 a.m.

• Local 792 Grievance Discussion
  a) Continuation of Grievance Hearing 04/21/04 – Discussion, direction given to staff.

• Negotiations Update
  a) Corrections – Local 760 – Update given to Board.
  b) Road/Maintenance – Local 792 – Discussion, direction given to staff.
  c) Courthouse – Local 792CH – Update given to Board.
  d) Appraisers – Local 2658 – Update given to Board.

• Local 792 Arbitration – Discussion, direction given to staff with request for more research.

END EXECUTIVE SESSION 11:00 a.m.
REGULAR SESSION 11:01 a.m.

- Update to Job Descriptions – Public Works Director and Road Supervisors
  - For taxation purposes, it was recommended that the job descriptions of the Public Works Director and Road Supervisors be amended to include clarification of proper use of County vehicles when they are taken home.
  - Board agreed.
  - Perry signed job description of director.

- Update on CDS Vacancy
  - Per the Board, nothing new to report at this time.
  - There is no intent to hold off on posting the position.
  - Bruce is working with the department, and has requested their review and comments with regard to the job description.
  - Max reported that some taxpayers have stated a preference for hiring someone with Land and Water Use knowledge.
  - Kirk and Matt are working on inserting the core expectations of a department head into the job description as well.

- Policy for Exempt Positions
  - Max suggested having verbiage regarding expectations of an exempt level employee with regard to schedule.
  - Discussed possible accountability record-keeping.
  - Kirk stated he will be working on policy language soon – at least some guidelines and examples. Perry felt even some type of philosophy statement or written expectations of public employees would be beneficial.
  - Max asked if any research of other counties had been done. Kirk said he had to contact them for other information so he would ask about their exempt timekeeping practices.

ADJOURNED 11:18 a.m.