REGULAR SESSION 9:32 a.m.

TOPICS:
- Safety Committee Issues
  a) General Process
  b) Leaking Roof
  c) Courthouse Temperature
  d) Smoking
  e) First Aid
- Compensation
  a) Merit Increase % Chart
  b) Non-Bargained Wage Scales
- Policy
  a) Commissioners’ Endorsement of Personnel Policy
- HR Process Updates
  a) HR Involvement in Personnel Issues
  b) Label on PAFs for New Hire Paperwork
  c) Consistency on Employee Categories
- HR Copier

ATTENDANCE: Perry Huston, David Bowen, Al Crankovich, Kirk Eslinger, Lisa Young

DISCUSSION:
- Safety Committee Issues
  a) General Process - Warren was chair previously; Lisa has chaired since September 2003; Committee has heavy supervisory presence.
  b) Leaking Roof - Rich Prill, Air Quality Specialist from WSU, was in the Courthouse yesterday with Lisa, Holly Duncan, and Terry Powers. He tested carbon dioxide levels and said they were within normal, reviewed our problem areas for water leaks, and recommended a new roof for best case scenario, but in the interim to get the
dripping away from the occupied areas and clean those areas up. He made several
brain-storming recommendations to Terry, and said to contact Dri Eaz, a company
specializing in drying out buildings (based on the West side). He also said the area
above the vending machines is a liability as the ceiling has lost integrity and could
collapse. Asbestos is an issue in dealing with the leaks, per Terry. The Board agreed
that the roofing issue is our #1 priority. Possible funding sources: General Fund,
Real Estate Excise Tax, Criminal Justice (Lower District Court area). Kirk will be
monitoring risk management and maintenance issues, and Perry will draft a memo
appointing him. Use of Trustees will be addressed with the new Facilities
Maintenance Director. Also addressed Software and Jail issues and funding briefly.

c) Courthouse Temperature – Determined that the HVAC issues are third priority.
Possible funding sources include: General Fund, REET. Perry would like to proceed
with separating areas such as HR and the BOCC from the main heating/cooling
system which would hopefully allow the other areas to receive appropriate heat
without roasting the South side offices. This would be similar to what the
Accounting office has.

d) Smoking – The Safety Committee will be looking at smoking areas just outside of
building entries. There is not a regulation with regard to smoking within a specific
distance of a public building, but we could set our own policy. Perry suggested we
examine that thoroughly because a policy would require policing. Lisa suggested
that we show a good faith effort by moving ashtrays away and posting requests
instead of requirements. Will discuss with Committee.

e) First Aid – The Safety Committee has been discussing requirements. Our current
manual language states that one person per department will be current in CPR/First
Aid training. Lisa did some research with L&I and found that only First Aid is
required. The Committee will review and make a recommendation as to how many
people should be First Aid certified. Chuck Berg (KCSO) is a trainer, so we will likely
seek him out for classes. Lisa will schedule with the Board in the near future.
• Compensation – *HELD FOR FUTURE MEETING*
  a) Merit Increase % Chart
  b) Non-Bargained Wage Scales

• Policy
  a) Commissioners' Endorsement of Personnel Policy – Kirk asked if original policy manuals were needed to pass the endorsement via resolution. Perry said one needs to be available for public viewing.

• HR Process Updates
  a) HR Involvement in Personnel Issues – HR is hoping to streamline the process. Kirk has drafted a new coversheet form for personnel requests, which will be turned in to HR with supporting documentation, and then Kirk will schedule with the Board and attend with the requesting department head. Board approved.
  b) Label on PAF's for New Hire Paperwork – HR has had difficulties getting new hire paperwork returned for processing, including PAF's. During orientation forms are given to the employee, and the majority of them are allowed to be taken home. We are looking for a way to ensure these get submitted in a timely manner. Perry was very supportive and suggested that the supervisor accompany the new employee while new hire paperwork is completed in HR, or that an appropriate and sufficient amount of time be scheduled in HR to complete necessary paperwork. We have times when the PAF is not completed until after the new employee orients. HR would like PAF's to be submitted *prior* to the new hire starting.
  c) Consistency on Employee Categories – Kirk will be cleaning up the process (such as the hiring of interns).

• HR Copier – *HELD FOR FUTURE MEETING*

END REGULAR SESSION 11:15 a.m.
EXECUTIVE SESSION 10:27 a.m.

ATTENDANCE: Perry Huston, David Bowen, Al Crankovich, Kirk Eslinger, Lisa Young

TOPICS/DISCUSSION:

- Labor Relations
  a) Local 2658 (Appraisers) – Healthcare Reopener; Discussion, direction given to staff.
  b) Local 760 (Corrections) – No current issues.
  c) Local 792CH (Courthouse) – Healthcare Reopener, Grievance, Labor Mgmt. Meeting; Discussion, direction given to staff.
  d) Local 760 (Line) – Contract ended 12/31/04; Discussion, will reconvene on 1/12/05.
  e) Local 760 (Misdemeanant) – No current issues.
  f) Local 792 (Road/Maintenance) – L&I claim; Discussion/update, direction given to staff.

END EXECUTIVE SESSION 10:58 (to be continued 1/12/05)

RECONVENED EXECUTIVE SESSION 1/12/05, 10:30 a.m.

ATTENDANCE: Perry Huston, David Bowen, Al Crankovich, Kirk Eslinger

DISCUSSION:

- Labor Relations
  a) Local 760 (Line) – Continued discussion from 1/11/05, direction given to staff.

RECONVENED SESSION ENDED 11:00 a.m.