TOPICS

- Facilities Maintenance Issues
  a) Notice to Union on Department Restructure
     i. Notice from AFCSME Local 792
     ii. BOCC Update of Job Descriptions
  b) Standby Pay for Carrying a Cell phone
  c) Jeff Davis Out-of-Class Pay
  d) Terry Powers Out-of-Class Pay
  e) Use of Inmate Labor
- Labor Relations – EXEC SESSION
  a) Local 2658 (Appraisers)
     1. Reopener on Healthcare
  b) Local 792CH (Courthouse)
     1. Reopener on Healthcare
  c) Local 760 (Line)
     1. Negotiations Update
- Safety & Security
  a) Asbestos Training
- HR Process Updates
  a) Unemployment Compensation
  b) FLSA Exemptions

ATTENDANCE: Perry Huston (late), David Bowen, Al Crankovich, Kirk Eslinger, Lisa Young; Paul Bennett present for FLSA Exemption discussion.

REGULAR SESSION 10:00 a.m.

- HR Process Updates
  b) FLSA Exemptions (topic discussed first to accommodate Paul’s presence)
     o Paul provided a recommendation to make Design Engineer and other Public Works positions non-exempt.
     o Paul feels this would be a productivity booster and that he is capable of controlling overtime cost.
     o Board approved to allow Design Engineer to be a non-exempt position, but wanted to have more time and/or research to consider the others.
- Facilities Maintenance Issues
  a) Notice to Union on Department Restructure
i. Notice from AFCSME Local 792
   o Kirk has received communication from the Union.

ii. BOCC Update of Job Descriptions
   o Kirk wanted to be sure there wasn’t something he was supposed to be doing for the Board with regard to job descriptions.
   o Per David and Al, neither was sure where this was, but thought it may be on Tom’s desk.
   o Discussed basic direction of need: Flexibility to move maintenance employees around, so the job description would incorporate all duties. Per Al, they would remove the Custodian job description and make it part of Maintenance Tech I
   o Kirk questioned whether the job description would include verbiage on custodial duties, and wondered if this may lead to certain people only doing certain tasks and being compensated equally.
   o Al and David would like to review the job descriptions once Tom has reworked them, and suggested involving Tom in a study session.

b) Standby Pay for Carrying a Cell phone
   o There are two areas that address this issue: The Standby Compensation Policy, and the Road/Maintenance Contract (Lead Pay).
   o Per Al, the $.50 referenced in policy is acceptable, but only if it is given in the true absence of the supervisor (for example, while on sick or vacation leave).
   o Kirk will draft something and bring it back to the Board.

c) Jeff Davis Out-of-Class Pay
   o This has been taken care of.
   o There is potential for reclassification to follow.

d) Terry Powers Out-of-Class Pay
   o Letter of Understanding is pending.

e) Use of Inmate Labor
   o Policy – Perry, Tom, and Kirk will meet to discuss.
   o Training – Perry is working on this.
KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

Tuesday, March 22nd, 2005
10:00 a.m.

- Safety & Security
  a) Asbestos Training
     o Lisa and Rod attended the Prezant & Associates Asbestos Worker Certification Training.
     o Maintenance is lacking in proper equipment for any clean-up job.
     o Use of negative-pressure respirators requires medical evaluation.
     o Tom and Terry are scheduled to attend the Asbestos Supervisor Certification April 4 – 8.

- HR Process Updates
  a) Unemployment Compensation
     o Kirk reviewed our claim process to be sure we were following the Board’s wishes.
     o We typically contest an unfavorable decision if we feel the phone hearing would end in our favor.
     o Board approved of our current process.
  b) FLSA Exemptions (covered first...see above).

END REGULAR SESSION

EXECUTIVE SESSION 10:52 a.m.

DISCUSSION:

- Labor Relations
  a) Local 2658 (Appraisers)
     1. Reopener on Healthcare – Review and discussion, direction given to staff.
  b) Local 792CH (Courthouse)
     1. Reopener on Healthcare – Review and discussion, direction given to staff.
  c) Local 760 (Line)
     1. Negotiations Update – Update to Board.

END EXECUTIVE SESSION 11:06 a.m.