TOPICS

- Personnel Change Requests
  a) Community Development Services
     i) Organizational Chart

- Labor Relations
  a) Local 2658 (Appraisers)
     i) Reopener on Healthcare
  b) Local 792CH (Courthouse)
     i) Reopener on Healthcare

- Compensation
  a) Department Head Wage Scales
  b) Follow-up on Gallagher Reppond Presentation

- Policy
  a) On-Call Policy
  b) Solicitation Policy – Held for next meeting

- HR Process Updates
  a) Turnover Data – Held for next meeting

ATTENDANCE: Perry Huston, David Bowen, Alan Crankovich, Kirk Eslinger, and Lisa Young (Tom Swenson present for walk-on topic)

REGULAR SESSION 10:00 a.m.

DISCUSSION:

- Item Not on Agenda (Tom present)
  a) Use of Inmate Labor
     • There was a complaint to the BOCC of inmates not being supervised during an event involving children.
     • Per the Board, if they are not working and under supervision, they need to be returned to the jail.
     • A letter of direction from Perry will follow.
     • A letter should be sent to employees to communicate the importance of this.
     • Per Tom, he had a staff meeting to discuss the use of Trustees, and enforced the “line of sight” rule. He believes the claim is bogus and he is confident his employees are using inmates appropriately.

- Personnel Change Requests
  a) Community Development Services
     i) Organizational Chart – Department changed Code Enforcement Officer to Investigation/Enforcement Officer. Org chart needs Board approval. Approved and signed.
• Labor Relations
  a) Local 2658 (Appraisers)
     i) Reopener on Healthcare – $520 effective 1/1/05.
  b) Local 792CH (Courthouse)
     i) Reopener on Healthcare – $520 effective 1/1/05.

• Compensation
  a) Department Head Wage Scales
     • Internal Equity – trying to create and maintain.
     • Concept – Kirk provided handouts.
     • Wage Scales – Kirk provided wage scales showing high, low, and midpoints. He feels this
       will be useful in assigning wage scales to other management positions internally.
     • Updated info could be impacted by change in external comps and market changes.
     • Board approved to move ahead.
  b) Follow-up on Gallagher Reppond Presentation
     • Contracts would be impacted.
     • This would be a big change in concept – employee impact would be great.
     • Provider network not confirmed (locally).
     • LEOFF 1’s can remain with WCIF.
     • Kirk recommends that we stay with WCIF at this time, but to keep looking in the future.
     Perry said to keep asking questions of Nancy. David would like info on catastrophic plans –
     Kirk will provide info.

• Policy
  a) On-Call Policy
     • Perry suggested having a checklist to identify on-call need vs. having a phone.
     • Board approved a call-out roster.
     • Send to Management Team for input.
  b) Solicitation Policy – *Held for next meeting*

• HR Process Updates
  a) Turnover Data – *Held for next meeting*

• Item Not on Agenda
  a) Teamster Insurance Agreement – Signed by Perry.

**END REGULAR SESSION 11:05 a.m.**

**EXEC SESSION (NOT ON AGENDA) 11:05 a.m.**

**DISCUSSION:**
• Personnel Issue – Discussion, direction given to staff.

**END EXEC SESSION 11:10 a.m.**