KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

Tuesday, September 13, 2005
10:00 a.m.

TOPICS

• Personnel Change Requests
  a) Prosecutor’s Office
     i) Organizational Chart

• Compensation
  a) Department Head Wage Scales

• Policy
  a) Protective Orders
  b) Solicitation Policy

• HR Process Updates
  a) Personnel ID Cards
     i) Acceptance Forms
     ii) Replacement Policy
  b) Turnover Data

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

REGULAR SESSION 10:00 a.m.

DISCUSSION:

• Personnel Change Requests
  a) Prosecutor’s Office
     i) Organizational Chart – A new attorney position was approved; need approval of the Board Chairman to update the org chart. Change approved.

• Compensation
  a) Department Head Wage Scales – Kirk has the 2005 comparable data, so following the regular process, he will bring back recommendations for 2006, and will also bring back recommendations for any positions that would be adversely affected in 2005. The Compensation Committee will be revived as requested, and will look at “topping out” issues and COLA, other “hot” topics, and how they view interaction with the Board for process (who takes the information or in what format is it presented). Kirk will move forward. Perry also asked if either of the other Commissioners were interested in pursuing a County Administrator. Neither is in favor at this time.
Policy
a) Protective Orders – Kirk provided a draft policy pertaining to protective orders/no-contact orders, a draft worksheet, and a draft notification. Board approved, Kirk will move forward.
b) Solicitation Policy – Solicitation in County offices was brought up at a previous management team meeting. Kirk suggested that he discuss the policy and the history at the next management team, and also asked the Board if they felt any changes were needed. No changes were recommended but it was agreed that it would be discussed.

HR Process Updates
a) Personnel ID Cards – Photo process is moving along; lanyards will be ordered from Correctional Industries, and pocket clips will be ordered from IDville.
   i) Acceptance Forms – Discussed whether there should be some type of inventory sheet and/or an acceptance form to be signed by the employee stating that they abide by the policy and are responsible for their ID cards. Also discussed similar forms for other pieces of County property: keys, laptops, etc. The Board felt this was a good idea.
   ii) Replacement Policy – It was decided that Kirk would draft a master form, and then look at expense and replacement value of other County property. He will then draft policy language for replacement of lost or damaged items and bring back to the Board.
b) Turnover Data – Kirk has the ability to pull a report that gives detailed turnover information. He asked if this would be something the Board is interested in reviewing on an annual basis because it shows how many employees leave and the reasons given. He offered to provide one with 2005 data and the Board agreed that it would be interesting to look at.

END REGULAR SESSION 10:23 a.m.