KITITAS COUNTY
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

Tuesday, January 10, 2006
10:00 a.m.

TOPICS
• Personnel Change Requests
  a) Public Health Department
     i) Organization Chart
• Labor Relations – Exec Session
  a) Local 2658 (Appraisers)
     i) Contract Negotiations
  b) Local 792CH (Courthouse)
     i) Healthcare Reopener
• Compensation
  a) Non-Bargained Wage Scales
• Budget
  a) HR Department Structure
• HR Process Updates
  a) Files & Organizational Projects
  b) Quality Processes
  c) Personnel Change Form

ATTENDANCE: Perry Huston, Alan Crankovich, and Kirk Eslinger.
Also Present for Specific Topics: David Bowen, Iris Rominger, and Marsha Weyand

EXECUTIVE SESSION 10:00 a.m.
• Labor Relations – Exec Session
  a) Local 2658 (Appraisers) – Iris and Marsha present
     i) Contract Negotiations – Update, discussion, direction given to staff.
  b) Local 792CH (Courthouse)
     i) Healthcare Reopener – Update, discussion, direction given to staff.

END EXECUTIVE SESSION 10:39 a.m.

REGULAR SESSION 10:39 a.m.

DISCUSSION:
• Personnel Change Requests
  a) Public Health Department

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i) Organization Chart – The changes reflect the removal of the “Permit Technician” position reassigned to Community Development Services and the revised title of “Environmental Health Manager”.

- Compensation
  a) Non-Bargained Wage Scales – Kirk explained the confusion over the timeframe for release of new wage scales. He shared the goal to have future annual updates to the Board by the first day of the last quarter of the year in the form of a formal proposal. Traditionally the update is delayed due to a desire to work on one more element. There needs to be a point in time when work is halted and an update is made. The Board concurred.

- Budget
  a) HR Department Restructure – Kirk shared with the Board a series of options on department structure. He identified that the Boards request to look at additional and/or strongly focused services had caused him to review the need for additional staff. The Board instructed Kirk to bring back a written proposal.

- HR Process Updates
  a) Files & Organizational Projects – Kirk provided an update on personal goals to better organize the paper files of the department. He stated that he felt the he was about 50% of the way through the process he had intended.
  b) Quality Processes – Kirk shared quality review processes which he felt may be invisible to the Board on a general basis.
  c) Personnel Change Form – (David Bowen arrived at the end of this discussion point). Kirk requested direction as to the use of the “Personnel Change Form” approved by the Board in early 2005. A discussion had occurred earlier between Kirk and David Bowen during a review of the “New Year Changes/Reminders” memo sent out 01/06/06. A portion of the memo directed items relating to County policies (salaries, job descriptions, benefits, etc.) to be reviewed by the HR Director prior to submission to the Board. The Personnel Change Form assists in sharing requests in a consistent fashion and helps to plug HR into the process. The Board is supportive of HRs role and in reinforcing the expectation for review.

**END REGULAR SESSION 11:40 p.m.**