TOPICS
• Labor Relations – Exec Session
  a) Local 2658 (Appraisers)
     i) Contract Negotiations
  b) Local 792CH (Courthouse)
     i) Healthcare Reopener
• Safety & Security
  a) Update on OSHA Training
• Compensation
  a) Non-Bargained Wage Scales
• HR Process Updates
  a) HR Department Structure
  b) Training
  c) Risk Management

ATTENDANCE: David Bowen, Alan Crankovich, Perry Huston, Kirk Eslinger, and Lisa Young.
Excused for Specific Topics: Lisa Young

**WALK ON TOPIC**
• Vouchers Signed by BOCC

EXECUTIVE SESSION 10:02 a.m.
• Labor Relations – Exec Session
  a) Local 2658 (Appraisers)
     i) Contract Negotiations – Update given to Board.
  b) Local 792CH (Courthouse)
     i) Healthcare Reopener – Update, discussion, direction given to staff.

END EXECUTIVE SESSION 10:12 a.m.

REGULAR SESSION 10:12 a.m.

DISCUSSION:
• Safety & Security
  a) Update on OSHA Training – Lisa attended OSHA Compliance and Recordkeeping Training January 10 – 11. She gave an overview to the Board of what kind of Safety Plan was recommended in order to be in
compliance with OSHA standards. Tom Swenson also attended the Compliance training and purchased software that will make writing plans a smoother process. She also noted that these plans need to be audited annually by each department, and training also needs to be provided annually on the department-specific hazards outlined in the plans. Tom also purchased training software to help us prepare training modules.

- Compensation
  a) Non-Bargained Wage Scales – Kirk notified the Board that they will see a transition document on Monday mornings when they sign the PAF's. This is something Judy needs to implement the update of ranges. Kirk also asked about the possibility of granting retro increases to those employees who have been at the top of their wage scale and were not eligible for an increase in 2005 because a wage scale update was not completed. With the 2006 update, some now have room for movement. Kirk stated that this would still be done through a departmental presentation to the Board. Perry suggested having their 2006 increase reflect their current merit-based increase plus an adjustment. He stated that he would be open to the department approaching it how they see fit, but that he would be more receptive to a method that would not create a retroactive situation, but rather remedy the situation and move forward from there. Kirk asked if it would be acceptable to process the adjustment earlier for those who were not due a merit increase until later in the year, and the Board agreed that the adjustment could be made now with a 1/1/06 effective date, but that the merit portion would need to wait until the position date. Board approved the process.

- HR Process Updates – Lisa excused.
  a) HR Department Structure
  b) Training
  c) Risk Management

END REGULAR SESSION