KITTITAS COUNTY
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

May 23, 2006
10:00 a.m.

TOPICS

1) Personnel Action Forms

2) Personnel Change Requests
   a) Probation Services
      i) CPO Wage Scale

3) Labor Relations
   a) Local 760 (Corrections)
      i) Initial negotiations scheduled for 06/21/06
   b) Local 792CH (Courthouse)
      i) Union is working on initial proposal
   c) Local 760 (Juvenile)
      i) Cross-Check Tally
   d) Local 760 (Misdemeanant)
      i) Initial negotiations scheduled for 06/21/06
   e) Local 792 (Road/MtnC)  
      i) Review of initial Union proposal

4) Compensation
   a) Update on NOVAtime Project

5) Personnel Policy Updates

6) Safety & Security
   a) Suspicious Mail Training

ATTENDANCE: David Bowen (until 10:32 a.m.), Alan Crankovich, Perry Huston, Kirk Eslinger, and Lisa Young
William Holmes and Scott Bradshaw attended for specific topics

REGULAR SESSION 10:00 a.m. (items taken out of order for guests)

Personnel Change Requests
   a) Probation Services
      i) CPO Wage Scale – Continuation from discussion held 5/22/06. Mr. Holmes suggested looking at County comps and consider the following:
         (1) What’s the risk to the County if we are unable to fill the position?
         (2) Consider Stevens County which comes closest to our staff and structure.
         (3) Mr. Holmes proposes an A14 scale ($3,640 - $4,805), which is above the top Supervisor Band ($3,467 - $4,576)

Perry recommended use of internal comps/bands because there is lack of proof that we have a deficient applicant pool. He also referenced similarity to Corrections Lieutenant, but Kirk stated that due to command structure difference it may not equate.

Commissioners agreed to post the position at the top Supervisor Band ($3,467 - $4,576).

END REGULAR SESSION 10:27 a.m.

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EXECUTIVE SESSION 10:27 a.m. – To evaluate strategy and/or positions relating to collective bargaining negotiations. Anticipated length: 30 minutes

- Labor Relations
  - Local 760 (Juvenile)
    - Cross-Check Tally – Mr. Holmes present, update given to BOCC.
  - Local 792 (Road/Mtnc)
    - Review of initial Union proposal – Mr. Bradshaw present, update given to BOCC.
  - Local 760 (Corrections)
    - Initial negotiations scheduled for 06/21/06 – Update given to BOCC.
  - Local 760 (Misdemeanant)
    - Initial negotiations scheduled for 06/21/06 – Update given to BOCC.

END EXEC SESSION 11:08 a.m.

RETURN TO REGULAR SESSION 11:08 a.m.

- Compensation
  a) Update on NOVAtime Project – Kirk wanted input from the Board as to how involved they wanted to be in dictating NOVAtime policy, such is how timekeeping is done for Exempt employees:
    1. Straight 8-hour entries – Offers less accountability but more management involvement.
    2. Actual hours worked – A management tool that may be leaned on too much, however this has allure to the BOCC if it is monitored closely.

  Kirk will continue to float issues past the BOCC as they come.

- Personnel Action Forms – BOCC signed PAF’s for Lorraine Hill and Carolyn Denton, both moving from a 35- to 40-hour work week.

- Personnel Policy Updates – Held.

- Safety & Security
  - Suspicious Mail Training – Held.

END REGULAR SESSION