KIITITAS COUNTY
COMMISSIONER SPECIAL MEETING

Human Resource Study Session

July 25, 2006
9:00 a.m.

TOPICS

1) Labor Relations
   a) Local 760 (Corrections)
      i) Negotiations scheduled July 31st
   b) Local 792CH (Courthouse)
      i) Initial Union proposal received
   c) Local 760 (Probation)
      i) Negotiations scheduled July 31st
   d) Local 792 (Road/Mtnc)
      i) County response pending
      ii) Negotiations scheduled for August 2nd

2) Director-Level Job Descriptions

3) Public Works Department Vacancies

4) Cancellation of 08/22 HR Study Session

ATTENDANCE: David Bowen, Alan Crankovich, Kirk Eslinger, and Lisa Young. Patti Johnson (Road/Mtnc Contract) attended for specific issues.

EXECUTIVE SESSION 9:02 a.m.

DISCUSSION:

* Labor Relations – General discussion; direction given to staff.
   a) Local 760 (Corrections)
      i) Negotiations scheduled July 31st
   b) Local 792CH (Courthouse)
      i) Initial Union proposal received – no discussion, no action.
   c) Local 760 (Probation)
      i) Negotiations scheduled July 31st
   d) Local 792 (Road/Mtnc)
      i) County response pending – discussion, Patti present, direction given to staff.
      ii) Negotiations scheduled for August 2nd

END EXEC SESSION 9:34 a.m.
REGULAR SESSION

DISCUSSION:

* Director-Level Job Descriptions
  - Kirk provided a draft Job Description for Public Works Director; Perry was interested in moving to a more generic description for the director band of positions; Alan and Patti shared concerns over losing some important specific duties, and Patti reinforced that some positions may benefit from having more specific requirements in the job description to find the right person; David said to let Perry review it.

* Public Works Department Vacancies
  - Kirk provided an updated Org Chart for Public Works, reflecting the department reorganization. Patti approved; David approved after crossing out the year-round Flagger (to be addressed at a later date).
  - Kirk and Patti presented a PAF moving Jim V. to Maintenance Manager. Board discussed wage scale; wage scale flagged to be reviewed as part of budget process; approved PAF.
  - Public Health Administrator has not been posted yet – pending updated job description format.
  - Public Works Director has not been refreshed since the original posting was released – pending updated job description format.
  - County Engineer – one application has been received to date.
  - Design Engineer has not been posted because of the vacant County Engineer position. Patti feels it is best to wait until County Engineer is filled because a Design Engineer often needs to work under the direction of a PE for up to three years so they can take the test to become a PE. She said they are getting to the point where they will need to consider contracting out until they can fill the position.
  - Per David, Public Works Director and Public Health Administrator need to be filled and Kirk can post using the current job descriptions. Kirk will work with Patti on PW Director.

RETURN TO EXEC SESSION 10:02 a.m.

* Labor Relations
  - Local 760 (Corrections) – Update, Clay unable to attend, direction given to staff to schedule a time Clay can be present.
  - Local 760 (Probation) – Update, direction given to staff.

RETURN TO REGULAR SESSION 10:11 a.m.

* Cancellation of 08/22 HR Study Session – Kirk will be requesting vacation leave the week of August 21 – 25. Board approved cancellation.

ITEM NOT ON AGENDA

* NOVAtime – Training is scheduled for this Thursday. It has been somewhat of a hairy ordeal, but it’s getting there. Attendance is not mandatory or being traced; some responsibility should be on the department supervisors to ensure their staff is trained.

END REGULAR SESSION 10:15