

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
SPECIAL MEETING**

WEDNESDAY

10:00 A.M.

JUNE 17, 2009

Board members present: Chairman Alan Crankovich; Vice Chairman Paul Jewell and Commissioner Mark McClain.

Others: Mandy Robinson, Deputy Clerk of the Board; Jerry Pettit, Auditor; Marsha Weyand, Assessor; Joseph Whalen III, HR Director.

SPECIAL MEETING SUPERVISOR TRAINING POLICIES COMMISSIONERS

At 10:00 a.m. Chairman Crankovich opened a Special Meeting a follow up session on June 11, 2009 with Tammy Redmon, of Redmon and Associates (CTI).

Commissioner Jewell indicated that he requested to set this meeting after a previous meeting the Elected Officials had with Ms. Redmon. He explained that following the last Elected Officials round table session, the Board was informed that there were some concerns conveyed through the second session of the CTI Sessions. He explained that there was question of what type of training, if any, have supervisors had, and if the Board is interested in mandating required training for all current and future "Management and Lead" staff. He explained that he had spoke with Joseph Whalen, HR Director and asked him to look into what the risk pool can offer for training in supervisory roles. Joseph indicated that the Risk Pool does provide training and if the training is held in the County and we are listed as the host, there is no cost associated with it for County employees. He indicated that the training would provide training in basic fundamentals for Supervisors. He noted this type of training is offered seasonally.

Commissioner McClain questioned if the trainings provided are documented and a copy kept in employees personnel files.

Commissioner Jewell questioned how often "Supervisory" training is offered to the Management level and Lead level staff.

Commissioner McClain felt we should make this training mandatory by six months of the hire or promotion date. He indicated that he would like to see this language get into policy within the next three months.

Commissioner Jewell felt we needed to define whom the training pertains to. He questioned whether it should be anyone who has supervisory responsibilities and experience. He questioned if this training becomes mandatory, that we will need to have departments to put in their travel and training budget for funding as a placeholder.

Chairman Crankovich expressed his concerns over language used if the language in policy states anyone who is in a supervisory position. He used for example the Public Works Department who has different leads on different days and different projects.

Commissioner McClain questioned making the training mandatory within three months of being hired or promoted and a certificate of completion, would need to go in their file.

Joseph indicated that he would begin drafting policy for review by the policy committee and Management Team.

Chairman Crankovich and Marsha felt that it would be beneficial if HR could orcastrate yearly refresher courses.

There was discussion on the types of refresher courses HR could provide annually. Marsha felt sexual harassment training should be annual as well. There was discussion that annual evaluations and PAF's should have a spot on them for supervisors to check off that they have had completed the annual training.

The Board discussed having a 90-day requirement to get all current supervisors trained up. There was also discussion on costs to have group webinars and have a lab set up in the basement to make them available for groups to go through.

It was discussed and determined that the Board would work on drafting an e-mail to the Elected Officials to allow them to give feedback on the proposed policy and once the feedback had been received then the Management Team would have an opportunity to weigh in as well.

Meeting adjourned at 10:30 a.m.

DEPUTY CLERK OF THE BOARD

Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Alan Crankovich, Chairman