

**KITTITAS COUNTY
COMMISSIONER REGULAR MEETING**

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Human Resource Study Session

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**July 28, 2009
10:00 AM**

Topic	Outcome / Minutes
Meeting Commenced	<ul style="list-style-type: none"> Session started at 10:02 a.m. (<i>non exec items taken first</i>)
Personnel Matters Anticipated executive session: <i>RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.</i>	<ul style="list-style-type: none"> BOCC entered Executive Session at 10:25 a.m. to discuss matters relating to the performance of a public employee. Anticipated length: 10 minutes Anticipated action: Direction to staff BOCC exited the Executive Session at 10:35 a.m. Action taken: <ul style="list-style-type: none"> HR Director asked to obtain legal review of the personnel matter.
Labor Relations Update <ul style="list-style-type: none"> Local 792CH (Courthouse) <ul style="list-style-type: none"> Bargaining Request Anticipated executive session: <i>RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.</i>	<ul style="list-style-type: none"> BOCC re-entered Executive Session at 10:35 a.m. to discuss matters relating to Collective Bargaining Anticipated length: 5 minutes Anticipated action: None BOCC exited the Executive Session at 10:40 a.m. and re-entered for 5 minutes BOCC exited the Executive Session at 10:45 a.m. and re-entered for 5 minutes BOCC exited the Executive Session at 10:50 a.m. and re-entered for 5 minutes BOCC exited the Executive Session at 10:55 a.m. with no action taken.
Public Works Staffing <ul style="list-style-type: none"> Traffic Technician 	<ul style="list-style-type: none"> BOCC approved an internal posting for the position upon receipt of the written resignation/retirement notice. BOCC also approved an overlap of one month for training purposes.
Fire Marshal Staffing <ul style="list-style-type: none"> Deputy Fire Marshal 	<ul style="list-style-type: none"> BOCC approved posting for the position; HR directed to ensure experience in plans examination is a preferred qualification.
CDS Staffing <ul style="list-style-type: none"> Planning Official Building Official 	<ul style="list-style-type: none"> HR Director indicated that there were six new applications for Planning Official; he recommended one be sent a denial letter based on level of qualifications/experience. BOCC approved a letter be sent to the one candidate, and accepted the remaining five for review. BOCC would like to hold on review of Building Official until they have made progress with Planning Official.
Training <ul style="list-style-type: none"> EEOC conference (HR Director & Prosecutor) 	<ul style="list-style-type: none"> The Prosecutor is requesting funds for himself and the HR Director to attend the EEOC Conference in Seattle. The BOCC requested review of the Prosecutor's training budget prior to approval.
Recruitment <ul style="list-style-type: none"> Neogov 	<ul style="list-style-type: none"> HR Director introduced a recruitment tool that would allow online submission of employment applications. Candidates would also be notified of positions that fit their profile. Cost would be \$6,000/year; data would be hosted on an outside server (via Neogov) and ideally reduce the

	<p>need to advertise in the newspaper, thereby reducing cost.</p> <ul style="list-style-type: none"> • He indicated that IS has been working on an in-house solution with no anticipated completion date. This solution would save the IS team significant time. • The BOCC requested that members of IS be invited to the next study session to discuss, and would like research done to find out if advertising in the official County newspaper is statutorily required.
<p>Recycling Program</p> <ul style="list-style-type: none"> • Kickoff Contest – Funding Request 	<ul style="list-style-type: none"> • HR Manager requested \$50 of the EIC Budget to provide a prize for a departmental contest to promote recycling by County employees. • With the exception of the Employee BBQ, the EIC budget was completely cut when departments were asked to submit budget reductions earlier this year. • The recycling effort is being driven by Solid Waste and Maintenance, with assistance from HR. • BOCC approved, pending clarification from the Budget & Finance Manager regarding State Auditor requirements. • The BOCC would also like to see a press release regarding the effort and the recent cost savings from Maintenance hauling garbage rather than utilizing an outside vendor.
<p>Other Discussion</p> <ul style="list-style-type: none"> • TPI Funding 	<ul style="list-style-type: none"> • The BOCC approved the ongoing cost of \$241 per participant, for managers and supervisors only.
<p>Meeting Adjourned</p>	<ul style="list-style-type: none"> • Session ended at 10:55 a.m.
<p>Attendees</p>	<p>Alan Crankovich, Paul Jewell, Mark McClain, Joseph Whalen, Lisa Young</p>