### Human Resource Study Session

**April 27, 2010**

**10:00 AM**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Outcome / Minutes</th>
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| **HR Staffing**  
  - HR Associate |  
  - HR Manager Young requested the ability to post for HR Associate. Chairman McClain asked if the position could be left vacant; HR Manager Young indicated that the vacancy would greatly reduce HR’s ability to maintain current service levels, further explaining the essential functions of that position.  
  - Posting approved, 2:1 (Chairman McClain opposed) |
| **Investment In Excellence**  
  - Update |  
  - HR Director Whalen discussed the outcome of the recent Investment In Excellence course facilitated by him and Kathy Jurgens. Review was mixed; ranging from feeling forced to finding great value in the experience.  
  - The materials have been depleted; future sessions would require the purchase of additional supplies.  
  - HR Director Whalen suggested another session with Tammy Redmon to boost/re-energize Management support of the program. The Board asked HR Director Whalen to find out how much that would cost. |
| **Wage Survey**  
  - Update |  
  - HR Director Whalen discussed market-based wage range updates for non-bargained employees and the financial impact of a variety of scenarios. Commissioner Jewell asked if he could obtain the information electronically. HR Manager Young will send the information to the Board. A change is not anticipated for 2010. |
| **Other Discussion** |  
  1. Elected Official Wages  
  2. First Aid/CPR Cards  
  - Hold for discussion at separately scheduled meeting.  
  - Commissioner Jewell requested the following: a) Last Resolution setting EO wages; b) Recent wage data; and 3) Recent contract increases.  
  - HR has had some difficulty collecting the remaining fees due for First Aid/CPR cards for the training that was conducted in November 2009. The Board would like to know if the difficulty continues. |
| **Labor Relations Update**  
  - Local 2658 (Appraisers)  
  - Local 760 (Corrections)  
  - Local 760 (Probation) |  
  - The Board entered executive session at 10:55 a.m. to discuss matters related to collective bargaining.  
  - Anticipated length: 20 minutes  
  - Anticipated action: Direction to staff  
  - The Board exited executive session at 11:15 a.m. with direction to staff. |
| **Other Executive Session** |  
  - Anticipated executive session: 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  
  - The Board re-entered executive session to discuss the qualifications of an applicant for public employment.  
  - Anticipated length: 5 minutes  
  - Anticipated action: None  
  - The Board exited executive session at 11:20 a.m. with no action taken.  
  - Session ended at 11:20 a.m. |
Discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

| Attendees          | Mark McClain, Paul Jewell, Alan Crankovich, Joseph Whalen, Lisa Young |