

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

MONDAY

9:40 A.M.

NOVEMBER 8, 2010

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

Others: Mandy Robinson, Deputy Clerk of the Board; Lisa Young, HR Manager/Interim Director.

REGULAR MEETING

DEPARTMENT HEAD

HUMAN RESOURCES

Ms. Young explained that she was asked to present a PAF on behalf of her position change from HR Manager to HR Director. Commissioner McClain explained that the PAF reflects a 2% increase for a promotion, as well as a superior merit increase totaling a 7.8% increase. Ms. Young was questioned on whether or not an updated organizational chart had been done. She explained that it had not, but that she would have it ready for the next HR Study Session. Commissioner Jewell questioned if an evaluation had been completed yet and if not who was drafting it. Chairman McClain indicated he would draft one and could have it ready by 1:00 p.m. today if the Board would like to continue the meeting until then.

Commissioner Jewell moved to continue the meeting to 1:00 p.m. November 8, 2010 in the Commissioner's Conference Room.

EXECUTIVE SESSION

1:00 P.M.

COMMISSIONERS

At 1:10 p.m. **Chairman McClain** opened the meeting continued from 9:40 a.m. and announced that the Board would retire into Executive Session for 5 minutes 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. Action was anticipated.

At 1:15 p.m. the Board reconvened from Executive Session.

Commissioner Jewell moved to appoint Ms. Lisa Young to HR Director and to sign a PAF reflecting a 7.8% increase as discussed in the

earlier meeting, and to authorize the Chair to sign the new organizational chart for the Human Resources Department structure, in addition, adopting the HR Director job description as presented. Commissioner Crankovich seconded. Motion carried 3-0.

Meeting adjourned at 1:18 p.m.

DEPUTY CLERK OF THE BOARD



Mandy Robinson

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Mark McClain, Chairman