

**KITTITAS COUNTY**  
**COMMISSIONER SPECIAL MEETING**

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**Human Resource Study Session**  
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April 22, 2011  
 11:30 AM

Topic	Outcome / Minutes
Fair/WSU/NW Staffing	<ul style="list-style-type: none"> <li>• Session began at 11:30 AM</li> <li>• HR Director Young opened the discussion with a brief review of the Armory transition process to-date, as Chairman Jewell was absent from the previous discussion. She explained that she had worked with Facilities Director Anderson and WSU Extension Director Hudson to formulate new job descriptions, and had also provided some wage options. Chairman Jewell expressed his primary concern of having only one person who knows how to do a specific job. He also felt this was a good opportunity to look at the possibility of having the Auditor's Office incorporate the high-end financial responsibilities into their office. Facilities Director Anderson stated that the nature of their business and financial functions would best be served by having the financial person on-site. He assured the Board that cross-training and succession planning would be implemented, and added that the current Bookkeeper works closely with the Auditor's office and the Office Manager would continue to do so. Chairman Jewell asked what would happen currently if the Bookkeeper were suddenly unavailable. Budget &amp; Finance Manager Pless indicated that their department would be able to cover operations in the event of an emergency, and Facilities Director Anderson added that he would also be able. Facilities Director Anderson discussed the relationship between their two departments and the financial tools and methods used. Commissioner O' Brien asked why efforts were being duplicated between use of Cayenta and QuickBooks, and Facilities Director Anderson reported that they use QuickBooks for invoicing clients. Chairman Jewell asked Budget &amp; Finance Manager Pless if she had any concerns; she responded that her only concern was regarding the ability and desire of the person filling the position to do the job. Chairman Jewell stated that he wanted to give her the opportunity to absorb some of the duties or ensure that she is comfortable with the structure as it is currently. She responded that she was comfortable with the current structure. She added that they had recommended the Bookkeeper position before it was created and they work very closely with the person fulfilling that role. HR Director Young then shared some possible wage options to consider, recommending that the Office Manager be brought up to par with the other like positions in the same Union. The Board agreed, and approved moving forward with the proposed structure and wage recommendation.</li> </ul>
HR Projects <ul style="list-style-type: none"> <li>• Healthcare</li> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>• HR Director Young asked the Board if they would be open to her looking at other benefit options if the opportunity arose. She indicated that her department was working on putting together some census data, but stated that we were still at a disadvantage not having access to our claims experience. The Board was in full support of researching options.</li> <li>• HR Director Young reported that she had purchased online training licenses to provide harassment training. She asked whether or not the Board supported making it mandatory. The Board indicated their full support and said to let them know if she experienced any difficulty.</li> </ul>

**APPROVED**  
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5/17/2011

Other Discussion	<ul style="list-style-type: none"><li>• No other discussion.</li><li>• Session ended at 12:22 PM</li></ul>
Attendees	Paul Jewell, Alan Crankovich, Obie O'Brien, Lisa Young Other attendees for specific topics: Matt Anderson, Tip Hudson, Judy Pless, Todd Davis