

KITTITAS COUNTY  
COMMISSIONER REGULAR MEETING

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Human Resource Study Session  
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May 10, 2011

10:00 AM

Topic	Outcome / Minutes
<p>WCRP Designations</p>	<ul style="list-style-type: none"> <li>• Session began at 10 AM</li> <li>• HR Director Young summarized the need for discussion, indicating that a Resolution was scheduled for the April 19, 2011 Agenda and pulled for discussion at Prosecutor Zempel's request. She further explained that she has participated in Risk Pool activities for some time and noted their expressed desire to have one point of contact for the County. The Board appoints designees to the Risk Pool to serve as Director, Alternate, Risk Manager, Safety Officer, and Claims Administrator, the last being the reason for the discussion. The Risk Pool has on occasion contacted HR Director Young to ask the status of a claim, which she cannot answer because she is not involved in the claims process. She further stated that she is also asked questions when she attends Risk Pool events which she cannot answer. Her recommendation to the Board was to renew the Resolution naming her the Claims Administrator rather than the Prosecuting Attorney to enhance communication and assist with the administrative workload for DPA Caulkins; however, claims would still be managed by the Prosecutor's office. Commissioner Crankovich clarified that she would just be the point of contact. Prosecutor Zempel indicated that after he had time to think about the recommendation, he was opposed to the change; citing claims are handled by his department as set in Statute. Chairman Jewell asked what the process is when the County receives a claim. DPA Caulkins explained that claims are filed in the Auditor's office and sent to him for review. He will then make a recommendation to the Board on whether to pay, not pay, or consider alternatives. Chairman Jewell then asked whether the Risk Pool had a single point of contact; HR Director Young replied no, it depended on the topic, training vs. claims. DPA Caulkins further explained that they do not work with one Claims Associate at the Risk Pool; they rotate. HR Director Young indicated she was fine with the appointment remaining as is, and had prepared a second Resolution that indicated such; however, she asked that she be copied on claims communications so she can at least have some knowledge of exposures. DPA Caulkins said that would not be a problem. The Board asked when the Risk Pool gets involved; HR Director Young stated they want to be aware of every claim, regardless of size; DPA Caulkins indicated that they may or may not get involved depending on the severity and whether it could exceed our deductible. Commissioner O'Brien stated he thought keeping HR informed was a good idea. Commissioner Crankovich indicated that the Risk Pool asked because at times they do not get a response. HR Director Young confirmed that the requests she has received have been when they have tried multiple times to get an answer but could not. Commissioner O'Brien asked who tracks claims; DPA Caulkins said their office did. Commissioner O'Brien asked who monitored for trends; HR Director Young replied that the Risk Pool watches for patterns so they know what areas they need to provide training; DPA Caulkins reported that the Risk Manager would do that; HR Director Young responded that she does not see the claims that come in. Chairman Jewell summarized the discussion by stating the designation would remain as is but that HR Director Young would be included in claims communications. HR Director Young stated that she will place the</li> </ul>

APPROVED

5/17/2011

	Resolution on the next Agenda to remove the previous HR Director's name and update her title.
<b>Policy</b> <ul style="list-style-type: none"> <li>Workplace Violence</li> </ul>	<ul style="list-style-type: none"> <li>HR Director Young indicated she had a draft revision of the Workplace Violence policy, and stated that at the time Commissioner O'Brien had brought some concerns to her attention that a couple other inquiries had also come in. She explained that she had updated the policy with some language clean up, and had asked DPA Lowe for her review and input regarding the weapons restriction. The policy currently in place is over-restrictive, applying to the public and all County property, to include parking lots. The revision excludes reference to the public, and removes parking lots as restricted areas. Commissioner O'Brien stated he still felt the policy was too restrictive, as every person has a right to bear arms, and felt we could not limit employees from doing so. Chairman Jewell echoed his concern. HR Director Young replied that DPA Lowe had a specific reference that indicated employers have a right to set rules that employees cannot bring weapons into the workplace or possess them while on duty. The Board expressed concern over having a policy which was not enforced, and the liability that could pose. HR Director Young stated that in the absence of a policy, we still face liability because we were not proactive in taking steps to protect employees. Chairman Jewell asked Prosecutor Zempel what his thoughts were, and he replied that we could revise the language to say employees are encouraged not to bring weapons to work. He stated that it was easier to have a policy in place; however, if we are going to reduce it to "encourage" that we need to have specific language in place that establishes personal use, etc. He added that silence will not necessarily increase liability, and that training is more beneficial than language on paper. Chairman Jewell asked HR Director Young what her thoughts were; she replied that she felt it was better to have a policy in place. She offered to re-draft the policy to not be as specific, and would also send DPA Lowe's reference material to the Board for review.</li> </ul>
<b>Great West Deferred Compensation</b> <ul style="list-style-type: none"> <li>Restated Plan Document</li> </ul>	<ul style="list-style-type: none"> <li>HR Director Young reported that Great West, one of our deferred compensation providers, had sent us a re-stated plan document to adopt. She stated that she and Budget &amp; Finance Manager Pless are the two authorized signors for documents pertaining to Great West, and that DPA Lowe had reviewed the document and had no concerns. This was simply to keep us in compliance with IRS regulations. She asked the Board if they were comfortable with her signing the re-stated plan document or if they would prefer to sign. They again confirmed that legal had reviewed then stated that they had no issues with HR Director Young signing.</li> </ul>
<b>Other Discussion</b>	<ul style="list-style-type: none"> <li>No other discussion.</li> <li>Session ended at 10:45 AM</li> </ul>
<b>Attendees</b>	Paul Jewell, Alan Crankovich, Obie O'Brien, Lisa Young Others in attendance for specific topics: Greg Zempel, Neil Caulkins