

**MINUTES
KITITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING
HR STUDY SESSION**

TUESDAY

10:00 AM

AUGUST 09, 2011

Board members present: Paul Jewell, Alan Crankovich, Obie O'Brien

Others: Lisa Young, Candace Hooper, Robin Raap, Kirk Holmes, Linda Navarre, Suzanne Becker, Maria Canfield

CALL TO ORDER: 10:00 AM

PROSECUTOR STAFFING

Deputy Prosecuting Attorney Hooper and Office Administrator Raap presented a request to promote Jacob Schroder to Legal Secretary II based on his skills and contributions to the department. The request was accompanied by supporting documentation drafted and signed by Mr. Schroeder, detailing his justification for the reclassification/promotion. DPA Hooper and Administrator Raap added that the budget could support the promotional increase. Chairman Jewell and Commissioner O'Brien approved, as long as it fit within the budget. Commissioner Crankovich abstained.

PUBLIC WORKS STAFFING

Public Works Director Holmes requested the ability to post and fill three positions: Accountant, Construction Manager, and Engineer Tech I. He stated that all three were necessary for the department to maintain operations, adding that the Engineer Tech I is responsible for Roadlog work, which is essential to continue to receive outside funding. He stated that his budget can support filling these positions. The Board approved all three.

PUBLIC HEALTH

Community Health Services Supervisor Navarre reported that a presentation to the Law & Justice Council was scheduled for the 17th, regarding the transfer of the SANE program to KVCH (previously handled by our Public Health Department). KVCH needs funding to implement the program, which would include necessary equipment and specialized training for nursing staff. The Board asked CHSS Navarre to verify the funding process with the Auditor's office, and asked that she send a copy of the proposed budget to the BOCC. Chairman Jewell indicated he would attend the meeting. Commissioner O'Brien asked if the program would be more cost-effective using non-ER nurses. Both CHSS Navarre and Public Health

APPROVED

2/7/2012

Administrator Canfield said no. The Board asked if the Union had approved (at KVCH). CHSS Navarre said their only concern was training, which may take a couple of years to complete, but then the expense should level out as trained nurses can train others. CHSS Navarre added that Harborview's SANE program is the leader in WA state. The Board indicated their support for moving this discussion to the Law & Justice Council.

HR Director Young asked the Board if PH Administrator Canfield could receive a data plan stipend. Administrator Canfield said data plan access would be extremely helpful. The Board approved; a PAF will be submitted accordingly.

EXECUTIVE SESSION: PERSONNEL MATTERS

The Board entered executive session at 10:42 AM to discuss the performance of a public employee (see RCW references below). Anticipated length: 5 minutes; anticipated action: None. The Board exited executive session at 10:47 AM, and re-entered for an additional 15 minutes. The Board exited executive session at 11:02 AM with no action taken.

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.

EXECUTIVE SESSION: UNION MATTERS

The Board entered executive session again at 11:02 AM to discuss matters pertaining to collective bargaining. Anticipated length: 5 minutes; anticipated action: None. The Board exited executive session at 11:07 with no action taken.

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.

OTHER BUSINESS: EXECUTIVE SESSION

The Board re-entered executive session at 11:07 AM to discuss the performance of a public employee. Anticipated length: 15 minutes; anticipated action: direction to staff. The Board exited executive session at 11:22 AM. Direction to staff: Invite Prosecutor Zempel to the next HR Study Session for further discussion.

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.

OTHER BUSINESS: HR CLOSURE

HR Director Young reported that her office would be closed on

August 11 from 10:30 AM - Noon for a meeting with Information Services regarding the HR Portal, which all staff will attend. She gave a brief update on the status of the project.

MEETING ADJOURNED: 11:33 AM