

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

**TUESDAY**

**10:00 AM**

**DECEMBER 13, 2011**

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

**Others:** Lisa Young, Deanna Panattoni, Tip Hudson, Paul Sander

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**REGULAR MEETING**

**COMMISSIONERS**

**CALL TO ORDER: 10:02 AM**

**STAFFING REQUEST - TREASURER**

Treasurer Panattoni requested approval to post and fill her vacancy for Tax Collection Deputy, with an anticipated start date of late January/early February. The request was approved, 3:0.

**STAFFING DISCUSSION - FAIR/MAINTENANCE/WSU**

HR Director Young and WSU Extension Director Hudson presented a proposal to blend two Extension office positions under one new title (Extension Assistant), with a wage scale that reflects the additional duties yet still saves salary expenditures. The department was forced to reduce staff by one full time employee, leaving the other employee to pick up the remaining duties. While the reduction eliminated the Office Manager position, many of the duties remained, and would be added to those of the Office Assistant. This proposal would blend the remaining duties into one job description. The Board asked for more descriptive documents that would outline exactly which duties would go away completely, which were already handled by the remaining employee, and which would be added to her workload. HR Director Young will work with Extension Director Hudson and bring something back to the next HR Study Session.

**ORGANIZATIONAL CHART UPDATES**

Deputy Prosecutor Sander was present to discuss the proposed changes to the Prosecutor's organizational chart. HR Director Young explained that due to the complicated reporting structure, a second page was added to reflect approved staffing levels per division in a more simplistic way. While the Board recognized that the office of another elected official can be organized in the manner they determine best, Chairman Jewell signed the new

**APPROVED**  
2/7/2012

organizational charts acknowledging approval for HR to post the chart as presented.

HR Director Young presented two additional department charts that were updated to reflect current staffing as approved in the 2012 budget; one for Probation Services, and one for the Clerk's office. Both were approved to post as presented and signed by Chairman Jewell. An updated chart for the BOCC was also presented, but an error was discovered, which will be corrected and presented at the next HR Study Session.

**OTHER BUSINESS: LETTER FROM BOCC TO CITY OF ELLENSBURG**

The Board briefly discussed a draft letter to Ellensburg City Manager, Ted Barkley, expressing the Board's interest in exploring ways the two entities can reduce duplication and increase efficiency with respect to the services provided to residents. The letter also named Commissioner O'Brien as the point of contact for this endeavor. Commissioner Crankovich moved to approve the letter as presented, Commissioner O'Brien seconded. The letter was approved 3:0 and signed by all Board members.

**OTHER BUSINESS: TRAVEL AUTHORIZATION - COMMISSIONER O'BRIEN**

Commissioner O'Brien presented a Kittitas County Travel Authorization form for Board review and approval. The request was to approve out-of-state travel for Commissioner O'Brien to attend composting training in Austin, Texas. Chairman Jewell moved to approve the request as presented, Commissioner Crankovich seconded. The request was approved 2:0, with one abstention, and the form was signed by all Board members.

**EXECUTIVE SESSION: APPRAISERS UNION**

The Board entered executive session at 10:35 AM to discuss matters pertaining to contract negotiations (see RCW reference below). Anticipated length: 20 minutes; Anticipated action: direction to staff. At 10:55 AM the Board exited executive session with direction to staff to proceed as discussed.

*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.*

**MEETING ADJOURNED: 10:56 AM**