

COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
SPECIAL MEETING
HR STUDY SESSION

MONDAY 2:30 PM DECEMBER 19, 2011

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

Others: Lisa Young, Tip Hudson, Patti Johnson

SPECIAL MEETING

COMMISSIONERS

CALL TO ORDER: 2:37 PM

This special meeting was scheduled in place of the December 27, 2011 regular HR Study Session.

WSU STAFFING

As requested at the December 13 HR Study Session, HR Director Young and Extension Director Hudson put together job description visual aids to better explain the changes occurring with WSU Extension staffing. With the necessary reduction of one full time employee in the Extension office, Extension Director Hudson and HR Director Young proposed a blended job description for the remaining employee, with a wage scale that acknowledges the increased work load yet still achieves a reduction in salary expenditures. Based on the additional documentation provided, the Board approved the new job description and wage scale, 3:0.

UPDATES TO ORGANIZATIONAL CHARTS

HR Director Young presented two updated department organizational charts, one for the BOCC and one for HR, reflecting the recent staffing changes. The charts were signed by Chairman Jewell indicating Board approval.

OTHER BUSINESS: EXECUTIVE SESSION

The Board entered executive session at 2:45 PM to discuss the performance of public employees (see RCW reference below) pertaining to Solid Waste, the Sheriff's Department, and Public Works. Anticipated length: one hour; anticipated action: none. The Board exited executive session at 3:45 PM 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.

APPROVED
2/7/2012

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: APPRAISERS UNION

The Board re-entered executive session at 3:45 PM for an anticipated 10 minutes to discuss matters pertaining to contract negotiations. Anticipated action: direction to staff. At 3:55 PM 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.

OTHER BUSINESS: HR OFFICE CLOSURE

HR Director Young notified the Board that she would like to close the HR office from Noon - 1:00 PM on December 21 so her staff can have a holiday lunch. Board approved.

OTHER BUSINESS: BEREAVEMENT LEAVE

HR Director Young notified the Board that she may take Bereavement Leave rather than her previously scheduled vacation due to the recent passing of her Grandfather. The Board indicated their support of the leave whenever needed.

Meeting ADJOURNED: 3:57 PM