

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

TUESDAY

10:00 AM

JANUARY 10, 2012

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

Others: Lisa Young, Jim Goeben, Joyce Julsrud, Christine Luvera

REGULAR MEETING

COMMISSIONERS

CALL TO ORDER: 10:03 AM

(Commissioner O'Brien arrived at 10:07 AM)

INFORMATION SERVICES - PROJECT SPECIALISTS

Interim Information Services Director Goeben presented a request to hire two previous employees to assist with the virtualization project. Commissioner Jewell asked where we were with the recruitment of a new IS Director. HR Director Young replied that she had sent an email to Commissioner O'Brien before Christmas regarding the process but had not heard back. Interim Director Goeben then gave a brief overview of the project scope, and indicated that one employee had been involved in preparation for this project prior to his departure, and the other has had experience in virtualization with his current employer. He added that there were funds set aside in their budget to support the request, and having the additional help would reduce user impact during the transition. The Board asked when the extra help would be needed; Interim Director Goeben stated not until mid-February. Chairman Crankovich stated that he did not want this to be a commonplace resource; Commissioner Jewell asked who would be accountable for their work. Interim Director Goeben replied that he and the County would. Commissioner Jewell and Commissioner O'Brien asked about some other options, including the City of Ellensburg. Chairman Crankovich and HR Director Young both stated that an Interlocal would need to be created. Commissioner Jewell indicated his displeasure regarding the position we are in with this project. Interim Director Goeben stated he was under the impression that at least two of the three BOCC members were already aware of this request prior to the meeting, to which they all replied this was the first they'd heard about it. Commissioner O'Brien will work with Interim

APPROVED

2/7/2012

Director Goeben on this issue and it will be revisited at the next HR Study Session (February 14).

CLERK STAFFING - DEPUTY CLERK VACANCY

Kittitas County Clerk Julsrud requested the ability to post for and fill their 3/10ths funded position. This position was vacated when the employee accepted a lateral move into a recently revised position after another employee retired. The position is approved in the 2012 budget, and will be an external posting. Board approved, 3:0.

OTHER BUSINESS: LOWER DISTRICT COURT STAFFING

Court Administrator Luvera reported that she had an unexpected employee resignation and would like to fill the vacancy. The Board entered executive session at 10:20 AM to discuss the performance of a public employee (see RCW reference below). Anticipated length: 15 minutes; anticipated action: None. The Board exited executive session at 10:35 AM and re-entered for an anticipated additional two minutes. At 10:37 the Board exited executive session. Court Administrator Luvera reported that she has another employee out on FMLA, leaving her short two staff members. She requested to fill the vacancy. Based on the Board's strategy to streamline resources and reduce expenses for 2013, they expressed their desire to table this request until the special meeting scheduled for January 24.

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.

PARKING

HR Director Young shared a request for parking accommodation that she received from a maintenance employee. The request was to park in the Courthouse parking lot starting at 3:00 PM (the start of her shift). HR Director Young said they discussed this issue when the policy was first implemented, and the determination at that point was the employee could move their vehicle closer to the building at or after 5:00 PM if they wished to do so. The Board asked if the Facilities Maintenance Director had any concern with her moving her car while working; HR Director Young said she did not think so, but would check. The Board decided to uphold current County policy and deny the request, but allow the employee to move her vehicle at or after 5:00 PM on work time.

POLICY UPDATES

HR Director Young provided a draft copy of the revised (5-1)

Wage Administration policy. Commissioner Jewell asked if Management Team had reviewed it; HR Director Young replied that the draft was presented at the July Budget Retreat, and no comments or questions were received. The Board approved the draft; HR Director Young will place it on the January 18 Agenda.

OTHER BUSINESS: PAF (Personnel Action Form)

HR Director Young presented a PAF that was generated by BOCC staff reducing the Interim CDS Director stipend from \$1,000 per month to \$500 effective 1/1/12. The stipend will be further reduced to \$250 for building official duties on 7/1/12, pending satisfactory performance of the new Planning Official. PAF approved/signed as presented.

OTHER BUSINESS: RESOLUTION TO ADOPT NEW WAGE SCALES

HR Director Young presented the recommended update to wage scales for non-Union employees, as presented at the July Budget Retreat. No changes have been made since that time. She reported having discussions with a couple of Department Heads/Elected Officials regarding certain positions, but will address concerns on a case-by-case basis. The Board approved moving the recommendation to the January 18 Agenda for adoption via Resolution.

EXECUTIVE SESSION: APPRAISERS UNION

The Board entered executive session at 11:00 AM to discuss matters pertaining to contract negotiations (see RCW reference below). Anticipated length: 15 minutes; anticipated action: None. The Board exited executive session at 11:15 AM, and re-entered for an anticipated additional two minutes. At 11:17 AM the Board exited executive session 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.

Meeting ADJOURNED: 11:17 AM

AC Clark 2/7/12