

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

TUESDAY

10:00 AM

JANUARY 24, 2012

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

Others: Lisa Young

CALLED TO ORDER: 10:00 AM

EXECUTIVE SESSION: APPRAISERS UNION

The Board entered executive session at 10:00 AM to discuss matters pertaining to collective bargaining (see RCW reference below). Anticipated length: 15 minutes; anticipated action: direction to staff. The Board exited executive session at 10:15 AM and re-entered for an anticipated 2 additional minutes. The Board exited executive session at 10:17 AM, 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.

WCIF ACE Meeting - HR Office Closure

HR Director Young requested the ability to close HR so both staff members can attend the spring WCIF ACE meeting scheduled for February 7 in Spokane. Two HR members have attended the WCIF meetings historically, with the third covering the office. Now that the department is down to two people, they would need to close in order to attend. She explained that the spring meeting is especially important because they are going to be introducing a new system that will impact our next open enrollment as well as all current benefit administration. She hopes this will be a better system than the one they launched in late 2010. They will also be discussing HIPAA and other important benefit updates and information. HR Director Young added that they typically spend the night prior at the host hotel, given the winter driving conditions, and the WCIF covers the lodging expense. A member from Payroll will also be

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attending. She asked if the Board had a preference on when they would leave on the 6th. Leaving mid-day would avoid comp time accrual, but HR would have to close early on the 6th in addition to being closed on the 7th. If they leave at 5:00 PM, the two non-exempt employees would earn comp time since they would be traveling outside of regular business hours. The Board stated their preference is to begin travel at 5:00 PM to avoid additional office closures; however, Commissioner O'Brien added that if leaving earlier would improve safety in poor weather conditions, it could be at HR Director Young's discretion to leave earlier. The Board approved HR closure for February 7, and a portion of the 6th if necessary to increase safety.

OTHER BUSINESS: PAF'S

HR Director Young presented seven (7) Personnel Action Forms for Board approval and signature. One was to increase the HR Director's cell phone allowance to a data plan allowance, which would enable her to check her calendar and email while she is traveling or away from her office. The other six (6) were for performance based increases, and presented in an effort to meet the deadline for the January payroll. All PAF's were approved as presented.

OTHER BUSINESS: POLICY

Commissioner Jewell asked HR Director Young to work on a draft policy update removing the Alternate Work Week as a schedule option. The Board has determined that this schedule is detrimental to the ability for departments to provide an acceptable level of service, particularly as they are forced to continually look for ways to reduce expenditures and do more with less. Chairman Crankovich expressed his support for this change. HR Director Young will provide draft language for Board review at the next HR Study Session.

OTHER BUSINESS: BENEFIT COMMITTEE

Commissioner Jewell notified the other Board members that HR Director Young will begin work with the previously identified benefits committee. The committee's purpose is to review options that will result in cost savings, and make recommendations to the Board. The Board intends to incorporate cost-saving measures as part of the 2013 budget, as we cannot keep pace with the rising cost of healthcare. Commissioner O'Brien will participate as a member of that committee. The Board would like information prepared in time for the July Budget Retreat.

OTHER BUSINESS: EXECUTIVE SESSION

The Board entered executive session at 10:45 AM to discuss the qualifications of a candidate for public employment (see RCW

reference below). Anticipated length: 5 minutes; anticipated action: none. The Board exited executive session at 10:50 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.

MEETING ADJOURNED: 10:50 AM

AL C. H. 2/7/12