

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS AUDITORIUM
SPECIAL MEETING**

MONDAY

1:00 P.M.

APRIL 2, 2012

Board members present: Chairman Alan Crankovich, Vice-Chairman Obie O'Brien and Commissioner Paul Jewell.

Others: Julie Kjorsvik, Clerk of the Board; Kelly Carlson, Administrative Assistant/Airport Manager; Mandy Weed, Administrative Assistant; Kathy Jurgens, Finance Systems Manager; Doug D'Hondt, Engineer; Doc Hansen, Planning Official; Patti Johnson, Solid Waste Director; Maria Canfield, Public Health Administrator; Joyce Julsrud, Clerk; Deanna Panattoni, Treasurer; Roy Chance, Construction Manager; Lisa Young, Human Resource Director; Diana MacKenzie, Upper District Court Administrator; Jerry Pettit, Auditor; Kirk Holmes, Public Works Director; Megan Acree, Administrative Assistant; Jim Goeben, Information Technology Director; Marsha Weyand, Assessor; Cindy Adams, Administrative Assistant; Brenda Larsen, Fire Marshal; William Holmes, Probation Services Director; Sarah Keith, Administrative Assistant; Matt Anderson, Facilities Maintenance Director; Paul Sander, Deputy Prosecutor; Christine Luvera, Lower District Court Administrator.

SPECIAL MEETING

POLICY UPDATE & BUDGET

COMMISSIONERS

At 1:00 p.m. Chairman Crankovich opened a Special Meeting to discuss a proposed Resolution which would eliminate the alternate work week schedule. He explained the reasons why the alternate work week schedule can result in a liability to the County. He noted he has received a few complaints from the public due to the lack of staff available on Friday's when half of the workforce is off.

Doug D'Hondt, Engineer urged the Board to consider keeping the alternate work week schedule, claiming it creates a sense of happiness with employees. He said they all put in a minimum of 40-hours a week, and suggested putting together a policy (rules of engagement) to ensure it's clear before completely throwing it out.

Commissioner Crankovich felt exempt employees should not be offered the alternate work week and the Prosecutors office has also advised them of this in the past. He said their Department Heads are expected to be there every Friday and they are exempt as well. He said those on the alternate work week schedule can build their vacation hours up and at the end of the year, it can create a shortage of employees available towards the end of the year when it becomes "use it or lose

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it". One of the liabilities to the County is by an employee having so much vacation on the books, when they leave employment they get cashed out which can result in a substantial payout. He said it is a benefit versus expense.

Kelly Carlson said although she understands that perception is important, they have been diligent about having people available at all times, noting their office does not close in the morning or at lunch. She indicated their managers are crossed trained so the public is not turned away when they come into the office. William Holmes said he sees both sides and his employees have voiced that it is a great benefit to them and some have turned other jobs down as they appreciate the flexibility with the schedule. Brenda Larsen, Fire Marshal said aside from the complaints the Board received and liability, she questioned if there is any possibility of allowing those who are currently on the schedule to be allowed to maintain it. She suggested an option to those who want to continue the schedule to give up a couple of hours of leave per month so that it could help with keeping the accrual down. Commissioner Crankovich said Human Resources had looked into the possibility and they indicated they cannot voluntarily reduce their vacation accrual rates, but the Board could change it in the future and maybe others could be grandfathered into it. Roy Chance suggested the possibility of having employees space out their vacation throughout the year.

Commissioner O'Brien said he has never worked in a place where there were such a large number of vacation accrual hours in addition to having a flex schedule. He was not convinced that working an additional hour a day makes up for missing an entire day every other week. He thought maybe if there was a larger work force where the daily vacancy would not impact the public as much it could work, but not the way the County is currently running. He said he can understand the value to the employee, but does not see where it serves the County. He said working 4-10 hour days makes more sense but the extra hour per day in order to take every other Friday off does not.

Kirk Holmes, Public Works Director said from his prospective he could go either way but would like to understand documented financial losses to the County from the alternate work week and be aware of any abuse of banked leave. He said any abuse should be addressed at a management level.

Diana MacKenzie said most of their customers in the Upper District Court are dealt with through the mail. She said the schedule was a large benefit to the employees especially when they have been down a position, it makes it more difficult for employees to take a larger portion of time off at once.

Commissioner Jewell felt the leave accrual's was a liability that is on the books and when an employee leaves they get cashed out. He thought the alternate work week allows for people to not have to take leave because they have a three day weekend every other week. He said he used to be an advocate for the alternate work week schedule because it is a benefit to employees, but now the circumstances with the County's workforce has changed drastically. He said between having less employees in County departments and other factors he believed the policy should be done across the board. He noted customer service is just not about the public, but it has to do with other departments as well and just because the public may not be standing in front of them, does not mean they are not in front of someone in another department needing assistance.

Kirk Holmes said there have been significant changes over the years and employee's salaries have not been keeping up with the increased insurance prices. He indicated his staff feels they are holding a lot of burden on their shoulders. He said the flexible work week was not something he looks at when budgeting, he does continually monitor his employees leave balances and makes sure they are used appropriately.

Commissioner O'Brien said the Public Works Department may have less traffic on Fridays because the customers may have been trained that not many people will be in the office and have chosen to not come in on those days. He said he was not as concerned about one item such as vacation accruals, but it was the entire package and the alternate work week did not help run an efficient government.

Jerry Pettit said his office cannot use the alternate work week schedule because of their work, but cautioned the Board about considering any other alternatives because it may cause their department more work, making it more difficult for them to keep track of time.

Chairman Crankovich said the schedule can cause friction within a department because there are some Union and some non-union employees within the same department. William Holmes asked about ten hour days and if the Board knew what impacts that would have to an employee's energy level.

Commissioner Jewell said he understands the pros and cons, but felt the Board needed to take some type of action, noting he had not heard of anything new or compelling. Lisa Young stated she would coordinate with the Auditors office on how to begin change the hours.

Chairman Crankovich said the issue has been talked about for many years, trailing back to over ten years ago and he was in favor of eliminating the alternate work week.

The Board agreed to place the proposed Resolution on the April 17, 2012 Commissioner Agenda for official action.

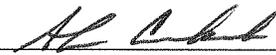
The meeting was adjourned at 2:00 p.m.

CLERK OF THE BOARD

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Julie Kjorsvik



Alan Crankovich, Chairman