

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

TUESDAY

10:00 AM

June 12, 2012

Board members present: Alan Crankovich, Paul Jewell

Others: Lisa Young, William Holmes, Christine Luvera, Maria Canfield, Linda Navarre, Jim Goeben

CALLED TO ORDER at 10:03 AM

LDC/MISD STAFFING

Lower District Court Administrator Luvera and Probation Services Director Holmes were present to discuss their staffing vacancies. HR Director Young provided an overview of the discussion to this point, indicating that both departments would like to fill their positions at 100%. The BOCC had asked both departments to consider other options, such as sharing a position. HR Director Young said the two best options would be to post each position at 50%, or to create a blended position with one wage scale, which we try to avoid because it can cause complications down the road. The Union prefers to maintain as much separation as possible in the event the positions can be filled at 100% again in the future. Administrator Luvera asked if the budget was looking any better. Commissioner Jewell stated that while reserves are improving, revenues really have not, and some departments have continued to face new funding challenges. Probation Director Holmes stated that the Probation position lives off its own funding, and there are funds to cover it at 100%. He further stated that Case Management staff members are doing more Office Assistant type work which increases liability. The Board did not realize that the Probation position was separately funded and approved to fill it at 100%, and approved to fill LPA III at 50%.

PUBLIC HEALTH STAFFING

Public Health Administrator Canfield and Community Health Services Supervisor Navarre were present to discuss a list of staffing topics, which were discussed as follows:

- 1) Environmental Health Supervisor Rivard will begin FMLA leave in July. During his leave, Administrator Canfield

APPROVED

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would like to increase the work hours of EH Specialist Duncan so the water program remains supported. In addition, EH Specialist Gilbert will be the acting team lead, while Administrator Canfield and Dr. Larson pick up the upper level work. The Board noted that this will increase department expense since the employee on leave is utilizing paid time off. Administrator Canfield estimated that this would cost approximately \$1,000 which would be taken from fund balance. The Board reviewed the remaining department topics, and then granted approval to change hours upon the leave start date.

- 2) Health Educator Bedsaul is leaving the County. Administrator Canfield would like to increase the hours of Health Educator Knutson from 32 to 40 per week, and post to fill the vacancy at 32 hours. The 8-hour increase would be funded through federal grants, PHEPR & Blue Ribbon. They will reassess need at the end of the year. The Board approved, but Commissioner Jewell stated he wanted it noted in the job description that the position is subject to, and directly impacted by, grant funding.
- 3) EH Specialist Still is leaving in September. Administrator Canfield requested the ability to post for an EHS I, and allow for a one-month overlap for training purposes. The Board approved.
- 4) Administrator Canfield stated that they really need additional nursing staff. She reported that PH Nurse Beardsley will be going out on FMLA this month and will likely return as a 50% employee. This leaves CHS Navarre as the only remaining nurse, and she is already working over 40-hours per week on a regular basis. The Board asked what the department needed. Administrator Canfield said they would like to post for a 50% PH Nurse. The Board approved.
- 5) Administrator Canfield notified the Board that EH Specialist Duncan will likely be submitting a request for a month of leave in the near future. She is going to ask that she schedule the leave after EH Supervisor returns from his leave. HR Director Young reported that EH Specialist Duncan does not qualify for FMLA based on her current work schedule.

IT STAFFING

HR Director Young presented an overview of the request to be presented. The IT Department has had a couple of recent issues that have necessitated calling a past employee to come in and assist. The first was back in April. In order to pay Mr. Clark for his time, we need to either bring him on as an employee, or pay him as a contractor; however, he does not have a business

license. When contemplating the employee status for the situation, HR Director Young advised IT Director Goeben that there were two ways to approach it. We could assign the employee as a Project Specialist, and then term him out, or if the department thought they may need to utilize his services again in the future, we could create an On Call Specialist category and use that. That way the employee paperwork only has to be done once, rather than done each time he works. The Board entered executive session at 10:52 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 11:07 AM with no action taken. HR Director Young presented a PAF allowing IT Director Goeben to bring Mr. Clark on as an On Call Specialist, with the caveat that IT Director Goeben must notify Commissioner O'Brien or Commissioner Jewell of the situation prior to utilizing on-call services.

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.

PROJECT UPDATES

Project updates were tabled for a future meeting as the Board had another meeting to attend.

EXECUTIVE SESSION: UNION NEGOTIATION UPDATE

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.

The Union update was also tabled.

MEETING ADJOURNED at 11:10 AM