

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

WEDNESDAY

3:30 PM\*

AUGUST 22, 2012

Board members present: Alan Crankovich; Paul Jewell

Others: Lisa Young; Doc Hansen; Christine Luvera; Paul Sander

*\*NOTE: An agenda was sent in error with a time of 2:00 PM which was subsequently changed to 3:00 PM. The meeting was then moved to 3:30 PM, resulting in three (3) agendas for one meeting.*

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SPECIAL MEETING

COMMISSIONERS

CALLED TO ORDER at 3:30 PM

**REQUEST TO SET AN APPEAL HEARING FOR GIBSON PRODUCE**

Commissioner Jewell moved to set a public hearing for September 5 to consider the Rowley appeal. Chairman Crankovich seconded. Motion carried, 2:0 (Commissioner O'Brien was absent).

**STAFFING REQUEST - LOWER DISTRICT COURT**

LDC Administrator Luvera notified the Board of a pending retirement in her office. She requested the ability to fill the position, but stated that her current ½ time employee may be interested in full time work. HR Director Young said she spoke with the Union and they wanted the full time position posted, at least to the Union members, to ensure another Union employee was not also interested in the full time position; and if the current ½ time employee was hired the Union approved use of the previous, but not outdated, pool created for the ½ time position. The Board approved filling the full time position with an internal posting and then using the pool to fill the part time position if the current part time employee was hired full time.

**RSVP MOU - VOLUNTEER SERVICES**

HR Director Young stated that she had been working on a Memorandum of Understanding with RSVP & Volunteer Services which was initially sent to the Commissioners' Office, then provided to HR to handle. The agreement would make Kittitas County a "Volunteer Station", which means volunteers that serve the County and are currently enrolled in the RSVP program would

APPROVED  
10/16/2012

receive benefit from the program, such as special acknowledgement and expense reimbursements. She explained that in the past RSVP would contact individual departments to serve as Stations, and this agreement would bring the program under one coordinator rather than having multiple agreements. The Board asked which departments had MOU's in place. HR Director Young stated that the Fair, Public Health, and the Sheriff's Office have, or had agreements which may or may not be current. She stated that she had been working with DPA Michael Nigrey because he had been asked to review the same document by Public Health, and had similar concerns to HR Director Young's regarding the MOU as it was presented to the County. Most of these concerns pertained to the responsibilities and liability placed on the County; however, together they re-worded the document to produce a more satisfactory outcome. The Board expressed concern over the agreement term being three years and requested that it be reduced to one; however, granted approval to move it to the Agenda with term modification.

#### **CONFIDENTIALITY AGREEMENT**

HR Director Young provided a draft Confidentiality Agreement which she worked on with DPA Michael Nigrey. She stated that some departments within the County already have their own agreement, but this one could be used as a general agreement for all employees and volunteers. She further stated that the draft presented had also been approved by the AFSCME Union Representative. The Board approved the agreement as presented, and asked HR Director Young to prepare a letter for Chairman signature to the Management Team indicating the Agreement will be required of all departments reporting to the Board, and strongly recommended for Elected Officials.

#### **LETTER OF COMMENDATION**

HR Director Young presented a draft Letter of Commendation for Public Works Director Kirk Holmes. The Board had asked that she prepare the letter for their signature at a prior meeting, where Commissioner Jewell was made the point of contact for specific details. The Board noted an issue with the signature line alignment, but approved the letter's content stating they would utilize Director Holmes' upcoming evaluation discussion as a delivery opportunity. HR Director Young will correct the signature lines and provide a final document to the Board for their signature.

#### **OTHER BUSINESS**

Benefits Committee - HR Director Young reported that the

Benefits Committee had met to review the vendor options she had researched, and to formulate a recommendation to the Board. The Committee members, including several Union representatives, stated that they liked the flexibility of the plan options we have available, so if employees wanted to pay more for richer coverage they could. They also liked the ability to waive medical with proof of other comparable coverage. The Committee's recommendation to the Board is to stay with what we have currently. Commissioner Jewell asked HR Director Young to run an analysis of the HDHP option for Board review as part of the budget process.

HR Portal Survey - HR Director Young shared results of HR's recent manager/supervisor survey regarding use of the HR Portal. She felt user satisfaction would increase with continued use, and that HR would be working with IT to make future enhancements.

**MEETING ADJOURNED at 4:20 PM**