

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

MONDAY

2:00 PM

September 17, 2012

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

Others: Lisa Young, Doc Hansen, Marsha Weyand, Paul Sander, Michael Nigrey

CALLED TO ORDER at 2:00 PM

CDS STAFFING - PLANNER VACANCY

HR Director Young stated that Planning Official Hansen was present to request to fill the upcoming Planner vacancy. She stated that in their brief interaction, she had suggested to Official Hansen that he had some options for filling this position, since we could fill it with a Planner II, a I, or depending on budget, possibly 1.5 Planner I's. The Board stated funding was an issue and they could not hire more than one. They asked what the wage difference between Planner I and II is. HR Director Young provided both wage scales. The Board discussed the possibility of posting for Planner with the option of selecting a I or II based on experience. Official Hansen stated his preference was to post for Planner I. The Board approved. HR will work with the department to get the position posted as soon as possible.

PUBLIC WORKS STAFFING - PROJECT STATUS

HR Director Young stated that this item has been pulled indefinitely per department staff.

ASSESSOR STAFFING - RESTRUCTURE OF APPRAISERS

Assessor Weyand requested to post for a promotional opportunity. She stated that the Appraisers contract allows for two Sales Analysts and she currently has one. She would like to post to fill the 2nd Sales Analyst position in preparation for annual revaluations. The posting would be open to members of the Appraisers Union only. She stated that she has money in her budget because she was able to fill the two most recent vacancies with entry level Appraisers. The Board asked for wage

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information which HR Director Young provided. The Board asked if she would want to also fill Appraiser III; the Assessor stated she would not back-fill the Appraiser III vacancy created by the promotion. Based on the savings realized from hiring entry level staff, and not backfilling, the Board approved the request. HR will work with Assessor Weyand to prepare the posting.

PROJECT UPDATES

HR Director Young said she did not have any updates to provide. The PDP revision should be ready in the very near future, and the Benefits Committee had concluded their research with a recommendation to stay with what we have as previously shared with the Board. Commissioner Jewell asked if she had prepared the analysis of narrowing down to one plan; she replied that she was waiting for some information from the WCIF prior to doing so, but would complete that in the near future. He then asked if the plan to utilize CPI to update wage ranges was underway, and if she knew what CPI would be. She stated that at the time of the Budget Retreat July numbers were not yet available; however, June CPI was 1.5%. He stated that he wanted to move forward with that per policy. He asked about the policy for lump sum distribution of wage increases to department heads to distribute as they saw fit. She stated that she thought that had already been updated but would check and report back. The Board then indicated their desire to update the policy requiring departments to go to the Board with Travel Authorization forms. They felt if departments have money in their training and travel budgets, they do not have to ask each time. Department Heads will be held accountable for the decisions they make. She will draft an update and bring it back to the Board. The Board would like to ensure it is also run by Management Team prior to implementation.

OTHER BUSINESS

None

MEETING ADJOURNED at 2:45 PM