

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

TUESDAY

10:00 AM

APRIL 9, 2013

Board members present: Paul Jewell, Gary Berndt

Others: Lisa Young, Judge Scott Sparks, William Holmes; Judy Pless, Doc Hansen, Deanna Panattoni, Michael Nigrey, Paul Sander

REGULAR MEETING

COMMISSIONERS

Called to Order at 10:03 AM

STAFFING (PAF'S MAY NEED ACTION):

Probation/Superior Court Staffing Changes - Probation Services Director Holmes and Judge Sparks were present to discuss overlapping issues. HR Director Young stated that a Juvenile Court Services employee had recently resigned from her duties as Jury Coordinator for Superior Court, which was 12% of her job description. Superior Court was funding that portion of her position, and Judge Sparks would now like to shift those funds to the Court Administrator who will be handling jury coordination. Director Young's concern was the overlap of dates; the resignation PAF was dated 3/22/13 yet the employee continued to provide services beyond that date, as well as beyond the funding transfer, dated 4/3/13. Director Holmes indicated that the continued service was transitional in nature and he did not have a concern with this issue; however, he did have a concern regarding the reduction in duties and the impact on the FTE status of his employee. He asked that the Board allow her to return to a 35-hour position while maintaining full benefits, which was the status of her original employment. HR Director Young stated that 35-hour positions ceased to exist several years ago, and there was no contract in place that guaranteed that position in the future. Budget & Finance Manager Pless added that the positions ended due to inequity, since they worked less than a full time position but received full time benefits. Director Young stated that the only options in the payroll system at this point are a 32-hour position with pro-rated benefits, or a 40-hour position. Director Holmes said he preferred to have the employee maintain a 40-hour work week and

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felt there was sufficient work to maintain that schedule. The Board asked if his budget could support it, and he said yes, at least for this year; he will have to re-examine for 2014. The Board approved and asked that a new PAF be generated to document the budget change rather than the change in hours; the PAF for the Superior Court Administrator was signed as presented; Judge Sparks said he would be looking at staffing for the future and would likely come back to the Board at some point with ideas. The number of judges has increased yet the court staff has remained the same, and the current Court Administrator may want to retire at some point in the future. He wants to be prepared for that transition.

Treasurer Staffing Changes - Treasurer Panattoni discussed the heavy work load in her department and stated that she is losing another employee, in addition to still being down a staff member from 2009. She would like to fill the upcoming vacancy, and also requested the ability to bring in a temporary employee to help with tax time. HR Director Young explained that she is still waiting for approval from the Union, but the person Treasurer Panattoni wants to bring in had previously been a County employee but was laid off; the Sheriff's Office has been utilizing her skills to help in a variety of their positions and have been happy with her work. The Board approved filling the upcoming vacancy, and the use of a temporary employee; however, they stated they were not able to fill the Tax Roll vacancy at this time. Treasurer Panattoni stated that they are getting further and further behind in their work, and they really needed to be back at full staff. She said their inability to keep up is having an impact on other departments; Manager Pless confirmed the impact on her staff. Director Young stated she did not know if it was possible, but asked if any of the unused money that was dedicated to Public Health for the 2013 budget could be used. She said they ended up not moving forward with positions they had anticipated, and since the money was part of the budget maybe it could be transferred. Commissioner Jewell said he would not favor doing that because the County went in the hole to make them a priority, and wasn't sure how they could justify giving it to the Treasurer when so many other departments are still short staff as well. Commissioner Berndt suggested that he work with the Treasurer to see what could be done, as well as what would help the organization as a whole.

CDS INTERN PROGRAM

Planning Official Hansen was present to request a temporary hire for the Group A Water System Program. He said it would require a

GIS trained person and the project was expected to last six months. The Board approved; Official Hansen will draft a job description and work with HR to post the position.

POLICY UPDATES

HR Director Young did not have any updates to provide at this time.

EXECUTIVE SESSION - UNION MATTERS

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.

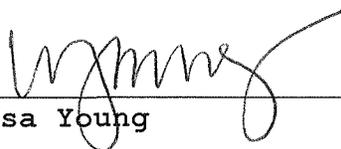
The Board entered Executive Session at 10:52 AM to discuss matters pertaining to Collective Bargaining. Anticipated length: 15 minutes. Anticipated Action: Direction to staff. The Board exited executive session at 11:07 AM with direction to staff to proceed as discussed.

OTHER BUSINESS

None

Meeting adjourned at 11:07 AM

KITTITAS COUNTY
COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Lisa Young



Obie O'Brien, Chairman

Paul Jewell, Vice-Chairman