

COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
BOCC AUDITORIUM  
SPECIAL MEETING

TUESDAY

4:00 PM

SEPTEMBER 10, 2013

Board members present: Obie O'Brien, Paul Jewell, Gary Berndt

Others: Lisa Young, Kirk Holmes, Kathy Jurgens, Robin Read,  
Patti Johnson

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REGULAR MEETING

COMMISSIONERS

Called to Order at 4:00 PM

**Staffing Discussion:**

PUBLIC WORKS: PW Director Holmes and Finance Manager Jurgens were present with two requests. The first was a request to post for the Accountant position, which would soon be vacant. This is a position that exists in the current org chart and budget. The Board approved the request, and segued into discussion regarding the current policy which requires departments to gain permission from the BOCC each time they want to fill a vacancy. Commissioner Jewell stated that the policy was put in place during the peak of the economic downfall, and now that a slow recovery is underway, departments should be able to fill positions that are already budgeted for without asking permission. HR Director Young indicated that this would fall under item #3 on the Agenda (Policy Updates) and suggested that the Board temporarily jump to that item for action on any change to be made; the Board agreed. Commissioner Jewell moved to approve that departments be able to fill positions if currently budgeted for. Commissioner Berndt seconded. Motion carried 3:0.

Returning to the Public Works staffing discussion, Director Holmes and Manager Jurgens presented a PAF and supporting documentation to the Board for approval. The request was to provide a promotional increase of 4% to their Technical Secretary who had been promoted to Administrative Assistant II. HR Director Young again directed the Board's attention to item #3 on the Agenda, stating that in August she had shared with the Board a proposal to amend the current Wage Administration Policy to allow for an increase in the promotional percentage from two

APPROVED  
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to five percent. She had polled some of our comp counties and many of them use 5% or minimum of the new scale. The Board discussed the promotional process, and Commissioner Jewell stated that this too was an area impacted by the economic downturn, and should now be reconsidered. Commissioner Jewell moved that the Board adopt the 5% promotional language, and that the Director Young draft additional language to be brought back to the Board for further discussion. Commissioner Berndt seconded. The motion carried 3:0.

The discussion returned to Public Works staffing, and the request for a promotional increase that was above the policy standard. With the Board adopting an amendment to the policy for promotional increases, they approved the PAF with amendment to reflect a 5% increase.

**PUBLIC HEALTH:** Interim Administrator Read presented a proposal to restructure the Health Promotion division of her office. The change would include combining the Health Educator and Community Outreach Worker job descriptions to provide better flexibility and continuity in the department. The format would be similar to how Environmental Health is structured, creating a Community Health Specialist I and II, and these positions would report to the Community Health Services Supervisor. Within the scope of her request are two promotions for current staff that would occur 1/1/14. The current Health Educator I would become a CHS II, and the current Community Outreach Worker II would become a CHS I. The budget impact of this change is absorbed by not filling the Health Promotion Supervisor position. In addition to the promotions, she would hire a new CHS I in place of the Health Promotion Supervisor, as well as increase the other existing Health Educator to 100% FTE, which is currently at 80%. These are all budget-neutral changes. And finally, two existing job titles would be modified: Community Health Services Supervisor would become Community Health Supervisor and Permit Technician would become Environmental Health Technician. The Board questioned the shift in supervision, but Administrator Read stated it would be more in line with the EH side, where the EH Supervisor supervises five staff members; the CH Supervisor would now have five FTE (six employees). With the shift in assignments that has already occurred in the department the transition would have minimal impact and she would work closely with the CH Supervisor to ensure successful transfer. They also questioned the ever changing status of PH funding, and the impact it would have on these positions. Administrator Read said the impact would not change - they are already used to shifting funds and programs to accommodate economic challenges.

HR Director Young added that these employees track their time by project through coding in NOVAtime. Commissioner Jewell moved to approve the proposal; Commissioner Berndt seconded. Motion carried, 3:0.

SOLID WASTE: Solid Waste Director Johnson presented PAF's for wage adjustments for two staff members. She stated that her request was based on the recent update of wage scales in her department and the fact that the scale of these employees had been without defined comps in the past, and therefore fell behind. The increase would bring each of them to the midpoint of the new wage range. The Board asked if these employees had missed wage increases due to the scales lacking comparable positions. She said they had not, but felt the adjustment was warranted based on the wage scales being behind for so long. HR Director Young stated while it was true that they have not had like positions to compare to outside the County, they had not missed any increases in the past, so we are not catching up for pay that was not provided; this is strictly a wage adjustment based on other factors. Commissioner Jewell stated he would like more time to think about this proposal. The Board asked if the job descriptions were up to date and if there had been any change in duties or responsibilities. Director Johnson said they were outdated; that the Compost Facility was added which impacts both of their positions. The Board suggested that she update the job descriptions then bring the discussion back to the Board for consideration.

**Policy Updates:**

In addition to the two policy changes addressed under item #2 on the Agenda, HR Director Young initiated a discussion on a Gifts & Gratuities policy, which the County does not have at this time. Our Code of Ethics policy covers most of the issues with respect to this, but does not define "de minimis" or nominal value. She stated that RCW sets \$50 per calendar year as a maximum value; however, she polled other counties to see what they did. Some follow RCW, using \$50, one used \$25, and some set the bar at \$0. The Board felt this was an issue that needs to be addressed. They asked that Director Young draft policy language giving some examples of what would be acceptable vs. not, including language regarding vendor receipt of policy prior to a scheduled presentation.

**Healthcare 2014:**

HR Director Young presented the primary changes happening with the WCIF benefits for 2014, and recommended plan choices for the

Board to consider. The WCIF is limiting our plan selections for next year, which has not occurred in the past. Her recommendations are based on comparison of plan structures and current plan enrollment, and she would like direction from the Board in preparation for updating the Management Team the next day. The Board agreed with her recommendations. She also asked for permission to work with the BOCC Chair in completing the Master Application, as it requires Chair signature and is due on Friday. The Board approved. Chairman O'Brien stated that he would be out of town starting Thursday so the application would need to be complete before then. Director Young said she would get it to him the next day.

**HR Closure - September 26 (ACE Meeting):**

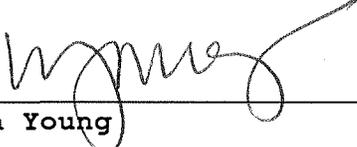
HR Director Young reported that she and her staff would be attending the WCIF ACE Meeting/Training where the 2014 renewal process will be discussed. She asked if the Board had any concerns with the office being closed for the day. They did not, and approved the closure.

**Other Business:**

No other business was discussed.

Meeting adjourned at 5:44 PM

KITTITAS COUNTY  
COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
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Lisa Young

  
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Obie O'Brien, Chairman