

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

TUESDAY

10:00 AM

APRIL 10, 2018

Board members present: Obie O'Brien, Paul Jewell

Others: Jim Goeben, Barb Demory, Marlene Pfeifer, Lisa Young

1. CALL TO ORDER

The meeting was called to order at 10:03 AM.

2. RECORDS MANAGEMENT - DISCUSS NEW EMPLOYEE TRAINING

IT Director Goeben was present to discuss the Board's expectations for employee training on Records Management. He and HR Director Young shared the followings steps: 1) Every new employee will be provided a training form with instructions, which will include a mandatory meeting with their department's Records Officer to discuss department-specific records management policies/procedures. 2) The form will need to be signed by the employee AND the Records Officer for the department or the DH/EO. 3) The form will be returned to HR for the employee's file, and HR will scan a copy to Director Goeben. The Board stated they want all Records Management training to be up-to-date in every department in order to fill position vacancies.

3. TRANSLATOR/INTERPRETER PAY – DISTRICT COURT

Court Administrator Demory was present to continue the discussion regarding their request for a Court Interpreter Stipend. Commissioner Jewell asked why they were interested in implementing this now, stating it was outside the contract window, and we would likely receive requests from others if this was approved. Commissioners Jewell and O'Brien stated they did not want to take action without Chairman Osiadacz's input. They asked Director Young to check with her and if she was on board with moving ahead to schedule a Monday Morning meeting, but if she was not, to bring this back to the next HR Study Session on 4/26 for further discussion.

4. REVIEW OPTIONS FOR ELECTED OFFICIAL SALARIES

The Board stated they would like to go with Option A, and bring the Coroner in line with the others (Auditor, Assessor, etc.). They would like to implement in a phased approach. In 2019 all Elected Officials except the Sheriff and Prosecutor would be brought up to the same level as the BOCC (the Sheriff and Prosecutor will receive the same percentage increase as the others). In 2020, all Elected Officials would receive a 3% increase. And in 2021, the Committee's market-based recommendation would be implemented for all Elected Officials. Ms. Pfeifer was the only Committee member present

APPROVED
12/11/18

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but stated that she supported this approach. The Board asked Director Young to prepare an impact statement and Resolution.

5. OTHER BUSINESS

Director Young notified the Board that she will be attending a conference 4/16 – 4/20.

ADJOURN

The meeting was adjourned at 11:00 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Lisa Young, HR Director



Laura Osiańczak, Chairman - vice
obce AJO'Brien