

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

TUESDAY

10:00 AM

1/22/2019

Board members present: Cory Wright, Brett Wachsmith, Laura Osiadacz

Others: Lisa Young, Chris Horner, Clay Myers, Judy Pless, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 10:00 AM.

EXECUTIVE SESSION – DISCUSS POTENTIAL LITIGATION – RCW 42.30.110(i) TO DISCUSS WITH LEGAL COUNSEL REPRESENTING THE AGENCY MATTERS RELATING TO AGENCY ENFORCEMENT ACTIONS, OR TO DISCUSS WITH LEGAL COUNSEL REPRESENTING THE AGENCY LITIGATION OR POTENTIAL LITIGATION TO WHICH THE AGENCY, THE GOVERNING BODY, OR A MEMBER ACTING IN AN OFFICIAL CAPACITY IS, OR IS LIKELY TO BECOME, A PARTY, WHEN PUBLIC KNOWLEDGE REGARDING THE DISCUSSION IS LIKELY TO RESULT IN AN ADVERS LEGAL OR FINANCIAL CONSEQUENCE TO THE AGENCY.

The Board entered executive session to discuss potential litigation at 10:00 AM with an anticipated length of 15 minutes; anticipated action: receive direction from the Board regarding two potential litigation cases. Deputy Prosecutor Horner was present to discuss with the Board and answer any questions. The Board extended the executive session at 10:15 AM for an additional five minutes. The Board exited executive session at 10:20 AM. The Board directed DPA Horner to deny the Fogle claim, and empowered Director Young and DPA Horner to represent the Board in mediation for an unfair labor practice claim.

EXECUTIVE SESSION – UNION NEGOTIATIONS – RCW 42.30.140(4)(b) THAT A 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 to discuss union negotiations at 10:25 AM with an anticipated length of ten minutes; anticipated action, none. Undersheriff Myers was present to answer any

APPROVED
2/5/19

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questions from the Board. The Board extended the executive session at 10:35 AM for an additional five minutes. The Board exited executive session at 10:40 AM. No action taken.

REQUEST CHAIR SIGNATURE ON UEPT PARTICIPATION AGREEMENT (PROBATION UNION)

HR Director Young requested Chair signature on a UEPT Participation Agreement which would move Probation Union staff from Teamsters Plan C to UEPT Plan A6. Director Young advised that she had already run the agreement through legal. Commissioner Wachsmith moved to approve Chair signature on the agreement. Commissioner Osiadacz seconded the motion. Motion was passed; 3:0 and the Participation Agreement was signed.

REQUEST TO APPROVE WAGE ADJUSTEMENT/BUDGET AMENDMENT - HR

HR Director Young presented a request to the Board to raise the HR Director's salary to the midpoint of the wage scale. Budget and Finance Manager Pless was present to answer any questions from the Board. Director Young explained that the request is not performance based; it is an adjustment based on years of service with the County and time in department/position. She noted that it is common in County recruitment to bring on new or promoted employees at the midpoint of the wage scale based on experience, and to maintain an equitable system a current employee with the same experience should be given the same consideration. She also shared that there are other employees at the County with 20+ years of service who she would advocate also need to have their wages evaluated. Commissioner Osiadacz expressed some concern about making wage adjustments outside of the scheduled wage survey; however, Director Young stated that other adjustments were approved in the 2019 budget. Commissioner Wright stated that he is in favor of the wage adjustment. Commissioner Wachsmith requested more information regarding the impact of a wage adjustment for the 20+ year group and what funding sources might be available. Director Young will bring a report to the Board next week.

REQUEST TO CONSIDER OPTIONS FOR A BENEFITS ADMINISTRATION SYSTEM FOR 2019 AND BEYOND

Director Young presented two benefit administration system options to the Board for consideration. She explained that a benefit administration system would allow HR to enter employee benefit information in to one system, and that system would send information to the six different benefit carriers used by the County. Without a benefits administration system, HR would have to enter all benefit changes in to six different portals which would take a lot of staff time. The first option that Director Young presented to the Board was a system called EaseCentral. This system was utilized for the County's 2019 open enrollment period. The annual cost for EaseCentral is \$5,700. The second option presented by Director Young was a system called Hodges Mace. She explained that the system is more

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comprehensive than EaseCentral, and offers more employee benefits, but the annual fee is \$24,300. The Board directed Director Young to move forward with purchasing the EaseCentral system.

REQUEST TO APPROVE DIRECTION ON 2019 WAGE SURVEY

Director Young provided the Board with a brief history of past wage surveys at the County and recommended that moving into the next wage survey it would be best if the Board had a unified, consistent message to eliminate some of the issues faced with the last survey. Director Young provided several options for conducting a wage survey, including using past survey models, creating a new model, or hiring an outside consulting firm. Commissioner Wright requested that a special meeting be held in order to allow more time for discussion. Director Young will schedule a special meeting with the Board to discuss the 2019 wage survey.

REQUEST TO APPROVE PAFs

HR Director Young presented PAFs to be signed by the Board. Commissioners Wright, Wachsmith and Osiadacz approved and signed the PAFs.

OTHER BUSINESS

None.

ADJOURN

The meeting was adjourned at 11:15 AM.

**KITTITAS COUNTY COMMISSIONERS
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Lisa Young, HR Director



Cory Wright, Chairman