

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

TUESDAY

10:00 AM

3/10/2020

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

Others: Tristen Lamb, Patti Johnson, Jim Goeben, Christopher Horner, Stephanie Hartung, Cindy Smith, Lisa Young, Jeanne Killgore

CALL TO ORDER

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

DISCUSSION/DECISION – HR ROLE IN COVID-19 – POLICIES/PROCEDURES/SUPPORT

HR Director Young initiated a conversation with the Board regarding HR's role during the COVID-19 outbreak and presented the Board with several topics of discussion including telecommuting, children at work, office closures, sick leave, and management's roles and responsibilities. IT Director Goeben commented that he has approximately 20 surplus laptops that staff could use to work from home, and he has been working on obtaining 150 free 90-day GoToMyPC software licenses to enable staff to work securely from their personal computers/laptops. Public Health Director Lamb commented that if the Board chooses to create a policy to allow staff to bring their children to work in the event of school closures, the policy should clearly state that sick children may not be at work. Deputy Prosecutor Horner inquired about any increased efforts to keep offices clean. Maintenance Director Johnson responded that the Maintenance team is disinfecting high traffic areas daily in addition to their regular cleaning duties. Director Johnson will also be distributing disinfectant wipes to each office. She mentioned that Maintenance has a small reserve of hand sanitizer, but she is unable to buy more at this time because it is being prioritized to medical facilities.

Commissioner Wright expressed interest in ensuring that any plans of action come from a standpoint of economic health and science-based information. Commissioner Osiadacz commented on the importance of having well-defined plans for a variety of scenarios. The Board requested that HR Director Young draft a telecommuting policy, identify essential and nonessential offices in the event of closures and/or limited staff, and conduct a survey to identify how many staff from each office may be affected by school closures. The Board will plan to attend the upcoming Management Team meeting to discuss further plans of actions with other Elected Officials and Department Heads.

APPROVED
5/19/2020

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

**REQUEST TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH TEAMSTERS LOCAL 760
(PROBATION) FOR AMENDMENTS TO ARTICLE 12.5.1 REGARDING COMP TIME**

HR Director Young requested to table the MOU as signed documents had not yet arrived.

EXECUTIVE SESSION – RCW 42.30.140(4)(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 10:45 AM to discuss collective bargaining negotiations. Anticipated length: five minutes; anticipated action: none. The Board exited executive session at 10:50 AM. No action taken.

EXECUTIVE SESSION – RCW 42.30.110 (G) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT OR TO REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. HOWEVER, SUBJECT TO RCW 42.30.140(4), DISCUSSION BY A GOVERNING BODY OF SALARIES, WAGES, AND OTHER CONDITIONS OF EMPLOYMENT TO BE GENERALLY APPLIED WITHIN THE AGENCY SHALL OCCUR IN A MEETING OPEN TO THE PUBLIC, AND WHEN A GOVERNING BODY ELECTS TO TAKE FINAL ACTION HIRING, SETTING THE SALARY OF AN INDIVIDUAL EMPLOYEE OR CLASS OF EMPLOYEES, OR DISCHARGING OR DISCIPLINING AN EMPLOYEE, THAT ACTION SHALL BE TAKEN IN A MEETING OPEN TO THE PUBLIC.

The Board entered executive session at 10:51 AM to discuss the qualifications of applicants for the position of Public Information Officer. Anticipated length: 10 minutes; anticipated action: none. The Board exited executive session at 11:01 AM. No action taken.

TOPIC

None.

ADJOURN

The meeting was adjourned at 11:02 AM.

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



Lisa Young, HR Director

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Brett Wachsmith, Chairman