

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

FRIDAY

1:30 PM

March 3, 2017

Board members present: Paul Jewell, Laura Osiadacz, Obie O'Brien

Others: Lisa Young, Josh Hink, Mark Cook, Christopher Horner

1) Call to order – 1:34 PM

2) Staffing Related Discussions/Decisions

- Appointment of Assessor – The Board discussed the process for appointing a new Assessor; an interview panel will be created to include the following offices: Treasurer, Auditor, CDS, and Public Health. Each will be asked to prepare one (1) interview question to submit to HR by Thursday, March 9. Each Board member will also develop three interview questions by Tuesday, March 7. The interview is scheduled for Monday, March 13.
- Public Works (*this was held after the Fire Marshal discussion*) – PW Director Cook was present to discuss four (4) items: 1) Finance System Manager – The Finance System Manager has given notice of intent to retire in July. Director Cook is working with her on a draft update to the job description and will then work with HR to finalize. He would like to post as soon as possible, and hopes to hire the employee with overlap for training. The Board approved as long as there are funds in his budget. 2) Engineer Tech's – Director Cook expressed concern regarding the impact of the wage survey on they Engineer Tech (ET) division. ET I's are non-union whereas ET II, III, and IV are in the Road Union. Implementation of the wage survey has caused compression issues between ET I and ET II. HR Director Young stated her recommendation was to address this issue as work is being done on the wage survey for represented groups. The Board asked Director Cook to put a proposal together. 3) Director Cook asked for permission to hire two (2) temporary laborers due to the need for expanded chip seal efforts. The Board approved. 4) Director Cook asked for permission to hire up to four (4) seasonal flaggers due to the need for expanded chip seal efforts. He explained that the winter weather seems to have taken a more significant toll on the roads, perhaps due to the freezing rain events. The Board approved.
- Prosecutor's Office – Tabled – Prosecutor not in attendance.

APPROVED
3-21-17

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- Fire Marshal – Director Young provided a brief review of the status of the Fire Marshal project; Commissioner Osiadacz shared the financial data she collected. This subject will be discussed again at the 2:30 meeting with CDS staff.
- 3) Request to Approve a Resolution Adopting Non-Represented Wage Scales for 2017**
– Director Young presented Resolution 2017-038, formally adopting the wage ranges that were created based on the market survey for non-represented staff. Commissioner Osiadacz moved to approve Resolution 2017-038; Commissioner O'Brien seconded. The motion passed 3:0.
- 4) Request to Approve MOU's (Simple Corrections)**
- Local 792CH (Courthouse) – Director Young presented an MOU to correct two (2) errors discovered after the 2017-2019 Contract was ratified. Commissioner Osiadacz moved to approve the MOU as presented; Commissioner O'Brien seconded. The motion passed 3:0.
 - Local 760 (Line) – Director Young presented an MOU to correct one (1) error discovered after the 2017-2021 Contract was ratified. Commissioner Osiadacz moved to approve the MOU as presented; Commissioner O'Brien seconded. The motion passed 3:0.
- 5) Discuss Correspondence from the Freedom Foundation** – Director Young stated she was asked to place this on her agenda for Board discussion. DPA Horner was asked for his legal opinion. He stated that the Board could implement open negotiations, but he would prefer to review any case law that may develop over time. The Board decided against taking any action at this time, and may review it in 6-12 months.
- 6) HR Updates** – Director Young provided an update on some of her projects, including review of the wage survey data for union groups, the status of the benefits project, and the HIPAA assessment. She explained that she was waiting for February payroll to be completed so the reports she pulled for staff information would include the newly implemented contracts. The Board wanted to know when she would have more information; she will schedule a special session the week of March 13. She provided recommendations to the Board on who should be on the Benefits Committee. The Board agreed with her recommendations. She also made recommendations for initial steps, but

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the Board asked that the Committee review the options she provided and make the decision how to proceed. Chairman Jewell emphasized the need to get the Committee going, and said the duration of the project would be determined by how much time the Committee needed to make a recommendation. Director Young let the Board know that she is finalizing a PSA with the HIPAA consultant and should have it before them in the not-too-distant future. Commissioner O'Brien emphasized the importance of this project.

- 7) **Request for Training Approval (Interim Fire Marshal)** *(this was discussed as part of the Fire Marshal discussion under Staffing Related Discussions/Decisions)* – Commissioner Osiadacz added this to the agenda to allow the Board to review and approve Fire Inspection training for one of the Building Inspectors. Interim Fire Marshal Hink was asked to find out how much the training would cost and if there were any seats remaining. He said he would find out prior to the 2:30 meeting.
- 8) **Other business** – None.
- 9) **Adjourn** – 2:38 PM

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Lisa Young



Paul Jewell, Chairman