

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

TUESDAY

10:00 AM

December 12, 2017

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

Others: Jill Scheffer, Mark Cook, Judy Pless, Gene Pugnetti, Gene Dana, Clay Myers, Candi Blackford, Jerry Pettit, Jim Goeben, Lisa Young

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- 1) **Call to order - 10:05 AM**
 - 2) **Staffing Discussion/Decision – KVEC Request to Create New Position – KVEC**
Director Scheffer presented a request to create a Maintenance Lead. The Board entered executive session at 10:10 AM to discuss the qualifications of an applicant for public employment or to review the performance of a public employee*. Anticipated length: 10 minutes; anticipated action: direction to staff. At 10:20 AM the Board extended the executive session for five more minutes. At 10:25 AM the Board exited executive session noting that the issue would be tabled for additional discussion at a later date. (**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.*)
 - 3) **Staffing Discussion/Decision – PW Request to Restructure and Implement Wage Survey – Request to Approve MOU with Local 792 –** Director Young will move this to the Agenda.
 - 4) **Request to Approve a Personal Services Agreement with Alliant and Authorize Staff Signatures on Related Administrative/Operational Documents –** Director Young presented a Personal Services Agreement between Kittitas County and Alliant for 2018 broker services. She also requested that the Board authorize staff signatures on all the supplemental operational/administrative forms that will go with implementing the new program. Commissioner O'Brien moved to approve the PSA and staff signatures on operational/administrative supporting documents; Commissioner Osiadacz seconded. Motion carried 3:0.
 - 5) **Request to Approve Commissioner O'Brien's Signature on WCIF Master Application for 2018 –** Director Young presented the 2018 WCIF Master Application to continue products through the Standard and LEOFF 1 Retiree medical. Commissioner Osiadacz moved to approve; Chairman Jewell seconded. Motion carried 3:0.
 - 6) **Request to Approve a Memorandum of Understanding with AFSCME and Teamsters**

APPROVED

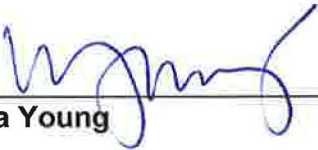
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- for Health Insurance Benefits** – Director Young will move this to the next Agenda.
- 7) **Request to Approve a Resolution Adopting 2018 Salaries for Elected Officials** – The Board asked that the percentage be change to 2.5% and that the amended Resolution be placed on the next Agenda.
- 8) **Request to Approve a Resolution Amending Non-Union Wage Scales by CPI** – Director Young presented Resolution 2017-193 for approval. Commissioner O'Brien moved to approve Resolution 2017-193; Commissioner Osiadacz seconded. Motion carried 3:0.
- 9) **Request to Approve a Resolution Amending the Kittitas County Safety Policies – Outdoor Heat Exposure and Heat-Related Illness Policy** – Director Young presented a Resolution to adopt a policy for Outdoor Heat Exposure and Heat-Related Illness. Commissioner Osiadacz moved to approve Resolution 2017-194; Commissioner O'Brien seconded. By way of discussion, Director Young was asked to make a minor correction. The motion carried as amended, 3:0.
- 10) **Holiday Office Closures** – HR Director Young notified the Board that she was receiving inquiries regarding the possibility to close offices on Friday, December 22. The Board did not support closures on the 22nd.
- 11) **Executive Session – Union Negotiations - 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 11:00 AM to discuss negotiations. Anticipated length: five minutes; anticipated action: direction to staff. At 11:05 AM the Board extended the executive session for an additional 10 minutes. At 11:15 the Board extended the executive session for an additional three minutes. At 11:18 AM the Board exited executive session with direction to staff to proceed as discussed.
- 12) **Review of HIPAA Assessment Results** – Director Young invited the consultant and staff from the HIPAA-covered departments to participate in the assessment review. Mr. Pugnetti provided a review of his work and the resulting report. Commissioner O'Brien asked Mr. Pugnetti if a HIPAA binder was required. Mr. Pugnetti said it was not necessary, but noted that it would be good to compile all HIPAA documents in one location and keeping the documents in a binder would work. Auditor Pettit shared his concerns about the LEOFF 1 medical invoices. Directors Young and Goeben will work with DPA Horner to complete a HIPAA plan for the County.
- 13) **Other Business** – None.
- 14) **Adjourn – 12:10 PM**

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Lisa Young

submitted in 2018



Laura Osiadacz, Chairman (2018)