

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

TUESDAY

10:00 AM

7/10/2018

Board members present: Laura Osiadacz, Obie O'Brien, Cory Wright

Others: Lisa Young, Judy Pless, Jeanne Killgore

1. CALL TO ORDER

The meeting was called to order at 10:05 AM.

2. REQUEST TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH COURTHOUSE UNION (LOCAL 792CH) FOR IMPLEMENTATION OF A COURT INTERPRETER STIPEND

HR Director Young presented a Memorandum of Understanding (MOU) to implement a court interpreter stipend. The MOU was signed by the Union representative. Commissioner Obrien moved to approve the MOU. Commissioner Osiadacz seconded the motion. The motion was approved; 2:0 and the MOU was signed by the Commissioners. Commissioner Wright entered the meeting at this time and reviewed the MOU. Commissioner O'Brien moved to add Commissioner Wright's signature to the MOU. Commissioner Wright seconded. The motion was passed; 3:0 and the MOU was signed by Commissioner Wright.

3. STAFFING DISCUSSION/DECISION-MAINTENANCE

Director Young introduced a proposal to promote Assistant Maintenance Director/Interim Event Center Director Tim Egan to the position of Maintenance Director over the Kittitas County Maintenance Department as well as KVEC maintenance staff. Director Young presented a wage scale proposal using local comp data including figures from Kittitas Valley Healthcare (KVH). She also presented a second proposal which did not include KVH in the comp data. Director Young recommended using the first wage scale proposal based on Tim's productivity and the demands that the Maintenance Director role would place on him. Commissioner Osiadacz agreed. Commissioner O'Brien inquired about where Tim would be placed on the wage scale. Director Young suggested that he either be placed at the mid-point of the range, or at the quarter-point of the range with a project management stipend. Commissioner O'Brien moved to approve promoting Tim Egan to the position of Maintenance Director with a 30% wage increase and a project management stipend. Commissioner Wright seconded the motion. The

APPROVED
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motion was approved; 3:0. Director Young presented a PAF to finalize the changes. Commissioners Osiadacz, O'Brien and Wright signed the PAF, as well as Finance Manager Pless.

Director Young then presented optional changes to the Solid Waste Director wage scale, as this position would no longer oversee the Maintenance Department. After some discussion, Commissioner O'Brien requested to think on the topic and revisit it at a later meeting.

4. STAFFING DISCUSSION/DECISION - KVEC

HR Director Young updated the Board on a recent vacancy at the Kittitas Valley Event Center. The KVEC Office Clerk will be ending employment with the County. The current Office Clerk is a full-time employee, although the position is not approved as a full-time position. Director Young requested that the position be approved for full-time status when recruitment begins. Commissioner O'Brien supported the request, noting the upcoming Fair and Rodeo which will require all hands on deck. Commissioner Wright also supported the request.

HR Director Young presented a proposal to adjust interim director stipends based on the individual circumstances surrounding the interim status. She also noted that the interim Event Center Director is currently receiving half of the allotted stipend as the role was split among two people. Since the Board moved to make Tim Egan the Maintenance Director, HR Director Young will be the sole interim Event Center Director. Commissioner Wright supported a \$2000 monthly stipend for the interim Event Center Director based on the level of responsibility required. Commissioner O'Brien also voiced approval for the stipend. Chairman Osiadacz agreed that \$2000 is fair amount, and requested that Director Young draft a policy to adjust stipends based on individual circumstances. Commissioners Wright, O'Brien and Osiadacz signed a PAF to increase the interim Event Center Director stipend to \$2000.

5. REVIEW AND APPROVAL OF PAFs

HR Director Young presented the Board with three PAFs for signature; two PAFs to provide stipends to Court Interpreters and one PAF to hire an On-Call Office Assistant. Commissioners Wright, O'Brien and Osiadacz signed the PAFs.

6. REVIEW DRAFT POLICY UPDATE – RECRUITMENT

HR Director Young presented the Board with a draft policy to state that Elected Officials cannot be hired into a County position until at least one year after their term has ended. Director Young pointed out that verbiage was added to give the Board power to override the policy in certain circumstances.

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Commissioner Wright commented that he would prefer to hold off on adding such a policy until there is actually an issue. Commissioners Osiadacz and O'Brien agreed. Director Young noted that while she had the opportunity she made other minor updates to the recruitment policy. After review, Commissioner Wright moved to approve the minor updates. Commissioner O'Brien seconded the motion. Motion passed; 3:0.

7. OTHER BUSINESS

None.


ADJOURN

The meeting was adjourned at 11:20 AM.

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Lisa Young, HR Director



Laura Osiadacz, Chairman