

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

FRIDAY

10:00 AM

2/15/2019

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

Others: Clay Myers, Tristen Lamb, Kasey Knutson, Mark Cook, Judy Pless, Kady Porterfield, Lisa Young, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 10:03 AM.

REQUEST TO APPROVE A 6TH CRO POSITION USING JAIL POD FUND

Undersheriff Myers requested approval from the Board to hire a sixth Control Room Operator. Finance Manager Pless was present to answer any budgetary questions from the Board. Undersheriff Myers explained that an additional CRO position would allow Corrections Officers to remain on the floor rather than having to work the Control Room. He also explained that the additional position would be funded using the jail pod fund. Manager Pless confirmed that there are no budget concerns with using the jail pod fund. Commissioners Wright and Osiadacz approved the request.

REVIEW SPECIAL COMPENSATION POLICY

HR Director Young and Public Works Director Cook presented a draft special compensation policy for out-of-class pay and interim stipends. Commissioner Wright agreed with the terms of the draft policy, and the other Board members did not have any objections. Director Young will set up a meeting with the Board to adopt the policy by resolution.

REVIEW WAGE SURVEY COMMUNICATION

Director Young presented a draft of the guidelines for the 2019 wage survey which will be communicated to the Management Team. Commissioner Osiadacz voiced her preference for using an outside consultant to conduct the wage survey. Due to time constraints, the Board initially requested more time to review the draft; however, after all the items on the agenda had been reviewed, they

APPROVED
3/19/19

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returned to this subject and approved moving forward with the document as presented, and with HR conducting the survey.

REQUEST APPROVAL TO PARTICIPATE IN MUNCH MADNESS

Director Young requested approval for the County to participate in the FISH Foodbank's annual Munch Madness event. She explained that this is an event the County has annually participated in for several years. The Board approved participation in the 2019 Munch Madness event.

STAFFING DISCUSSION/APPROVAL - KVEC

Director Young presented the Board with a funding plan to hire two additional Event Operations Aides at the Kittitas Valley Event Center. Event Center Director Porterfield was present to answer any questions from the Board. Director Young proposed a reclassification of the Office Clerk position to an exempt Program Manager position which would provide Director Porterfield with additional support. Program Assistant and Office Clerk would not be backfilled. Additionally, one of two Seasonal Building/Groundskeeper positions would not be filled in 2019. With the savings generated from a new Director, reclassification of current staff, and the reduced seasonal hire, two new full time Event Operations Aide positions can be filled. The Board approved.

REQUEST CHAIR SIGNATURE ON NW ADMINISTRATORS CONFIRMATION OF HEALTH AND WELFARE ACCOUNT CLOSURE

Director Young requested chair signature on the NW Administrators Confirmation of Health and Welfare Account Closure document. She explained that this had previously been taken care of, but there was some incorrect language on the previous document. The presented document contains corrected language. Commissioner Wachsmith moved to approve Chair signature on the account closure document. Commissioner Osiadacz seconded the motion. Motion approved; 3:0 and the document was signed.

DISCUSS COURTHOUSE COFFEE STAND

Health Promotion Supervisor Knutson presented a proposal to the Board for a coffee stand in the Courthouse. She informed the Board that Public Health has \$53,000 in DDA grant funds that must be spent, and a DDA staffed coffee stand would be an acceptable option. The Commissioners were

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interested in pursuing this idea. Commissioner Wachsmith reported that BOCC staff had already collected some preliminary data from other Counties regarding coffee stands and will have the Clerk of the Board forward the info to Director Young. Supervisor Knutson and Director Young will do some more legwork and forward the idea to Legal for review and further discussion.

STAFFING DISCUSSION/APPROVAL – PUBLIC HEALTH – INTERN/GRANT FUNDING

Health Promotion Supervisor Knutson advised the Board that she was awarded a new five year grant. Per the grant agreement, she must spend \$60,000 each year. Supervisor Knutson reported that a current part time employee is in need of an internship and after speaking with Director Young, decided that a paid internship would be a great use of a portion of the new grant funds. The current employee's hours would be increased to 100% FTE during the internship. The Board approved.

DISCUSS FUNDING FOR NEW ID CARD PRINTER

HR Director Young informed the Board that the County's ID card printer will become obsolete with this year's computer rotation. The current ID card printer is not compatible with new computer operating systems. Director Young proposed two options for funding a new machine: pulling from HR's office supply and training fund, or submitting a Budget Amendment to increase her budget by the cost of the printer. She advised that if she used her current budget but found additional funding was necessary later in the year, she would bring a request for budget amendment at that time. Commissioner Wright stated he would rather that training dollars not be used for this purpose; however, the Board approved the purchase of a new ID card printer using current budgeted dollars.

DISCUSS BULLETIN BOARDS AND BREAK ROOM

Director Young presented the Board with a request from the Employee Input Committee to move the community postings to the old BOCC board which is larger. Commissioner Osiadacz advised that, while it's a possibility, it may not be a permanent arrangement. Commissioner Wright advised that the EIC should check with all departments about their special needs on various posting boards around the Courthouse.

Director Young also informed the Board of a request from the EIC to update the Courthouse break room. The EIC would like to paint, replace furniture, etc. Commissioner Wright requested to table to discussion until the next Management Team meeting. Commissioner Wachsmith and Osiadacz agreed.

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REQUEST TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 760 (CORRECTIONS NON-UNIFORMED)

HR Director Young presented a collective bargaining agreement with Local 760 (Corrections Non-Uniformed) for Board approval. Commissioner Wachsmith moved to approve the agreement. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0 and the agreement was signed.

REQUEST TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 760 (CORRECTIONS UNIFORMED)

HR Director Young presented a collective bargaining agreement with Local 760 (Corrections Uniformed) for Board approval. Commissioner Wachsmith moved to approve the agreement. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0 and the agreement was signed.

REQUEST TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH LOCAL 760 (PROBATION)

HR Director Young presented a collective bargaining agreement with Local 760 (Probation) for Board approval. Commissioner Wachsmith moved to approve the agreement. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0 and the agreement was signed.

EXECUTIVE SESSION – 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 10:07 AM with an anticipated length of five minutes to discuss the performance of a public employee; no action expected. Undersheriff Myers was present to answer any questions of the Board. The Board exited executive session at 10:12 AM. No action taken.

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ADJOURN

The meeting was adjourned at 10:45 AM.

**KITTITAS COUNTY COMMISSIONERS
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Lisa Young, HR Director



Cory Wright, Chairman