

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

TUESDAY

10:00 AM

2/11/2020

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

Others: Lisa Young, Jeanne Killgore

CALL TO ORDER

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

REQUEST TO APPROVE MEMORANDUMS OF UNDERSTANDING WITH THE FOLLOWING TEAMSTERS UNIONS, FOR THE PURPOSE OF ADOPTING THE 2019-2020 WAGE SURVEY: 1) LINE 2) CORRECTIONS UNIFORMED 3) CORRECTIONS NON-UNIFORMED 4) PROBATION

HR Director Young presented the Board with MOUs to adopt the 2019-2020 wage survey for all of the Teamsters Unions at the County. She mentioned that each union was supportive of the wage survey. Commissioner Osiadacz moved to approve MOUs to adopt the 2019-2020 wage survey for the following Teamsters Unions: 1) Line 2) Corrections Uniformed 3) Corrections Non-Uniformed 4) Probation. Commissioner Wright seconded the motion. Motion was approved; 3:0 and the MOUs were signed by the Board.

DISCUSSION/DECISION – RECRUITMENT PROCESS FOR PIO (PUBLIC INFORMATION OFFICER)

Director Young facilitated discussion with the Board regarding the screening process for PIO candidates. HR Rep Killgore presented the Board with a draft screening tool stating it was a starting point, based on the minimum qualifications of the job. The Board agreed to review the screening tool and send any feedback to HR by Friday, 2/14/2020. Their feedback will be merged into the screening tool, and the finalized document will be sent to the Board to use as they review candidate applications. Commissioner Osiadacz inquired about the possibility of adding the coordination of public records requests to the job duties based on feedback she had received from various members of the Management Team. She felt having the PIO position as the primary point of contact for public records requests would greatly reduce the burden to other offices and reduce County liability. Director Young suggested sending candidates a supplemental screening questionnaire to inquire if candidates have any experience handling public records requests and to outline the Board's interest in adding public records duties to the position. She felt this would help gauge whether or not they would still be interested in the position since it was not advertised with the public records function, and it will further assist with the screening efforts. The Board agreed. Commissioner Osiadacz will work with HR to develop a questionnaire for PIO candidates.

APPROVED
3/3/2020

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CONTINUE DISCUSSION ON EXEMPT TIMEKEEPING

HR Director Young briefly summarized the previous discussion regarding exempt time tracking, and the lack of one consistent process. She presented data that she gathered from eight other counties that included how they manage timekeeping for their exempt staff, when vacation use is required, as well as some other data on merit/bonus pay, telecommuting, etc. Commissioner Wachsmith expressed interest in removing the requirement for exempt staff to track their daily hours and acknowledged the need to establish one consistent process. Commissioner Osiadacz noted that the Auditor's Office had received an award for their timekeeping and tracking systems, which they were nominated for by the State Auditor. Commissioner Wachsmith suggested that the Board authorize him to work with the HR Director to create a draft policy regarding exempt timekeeping standards. The Board agreed.

EXECUTIVE SESSION *(moved to the end of the Agenda)*

REQUEST APPROVAL OF LANGUAGE FOR DEPARTMENT SIGNAGE - INTIMIDATING A PUBLIC SERVANT

Director Young reminded the Board that at the 9/24/2019 HR Study Session they approved the posting of signage at County offices citing RCW 9A.76.180 – Intimidating a Public Servant. She presented the Board with two different sign verbiage options. The Board preferred the second of the two options. Director Young will move forward with signage development using the approved language.

REQUEST TO APPROVE HR CLOSURE ON FRIDAY, MARCH 13 FOR RECORDS MANAGEMENT WORK DAY

Director Young requested that the HR Office be closed on 3/13/2020 for HR staff to review and organize their department records in accordance with the Washington State Local Government Common Records Retention Schedule (CORE). The Board approved the closure.

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 10:35 AM to discuss union negotiations for an anticipated length of five minutes. Anticipated action: none. At 10:40 AM the Board extended executive session for an additional five minutes. At 10:45 AM the Board extended executive session for another two minutes. The Board exited executive session at 10:47 AM with no action taken.

OTHER BUSINESS


None.

ADJOURN

The meeting was adjourned at 10:50 AM.

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Lisa Young, HR Director



Brett Wachsmith, Chairman