

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
WEBEX
REGULAR MEETING
HR STUDY SESSION**

TUESDAY

10:00 AM

4/27/2021

Board members present: Brett Wachsmith, Cory Wright

Others: Jerry Pettit, Judy Pless, Tristen Lamb, Chelsea Loeffers, Greg Zempel, Elishia Harvill, Christopher Horner, Diana MacKenzie, Katrina Mankus, Julie Kjorsvik, Lisa Young, Jeanne Killgore, two members of the public

CALL TO ORDER

The meeting was called to order at 10:01 AM.

EXECUTIVE SESSION – 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.

The Board entered executive session at 10:02 AM to discuss performance of a public employee for an anticipated length of five minutes. Anticipated action: none. At 10:07 AM the Board extended executive session for an additional five minutes. The Board exited executive session at 10:12 AM. No action taken.

DISCUSSION/DECISION – AUDITOR STAFFING

HR Director Young summarized that, in anticipation of the retirement of the Budget & Finance Manager, Auditor Pettit is looking for the Board's support in moving forward with an executive hiring agency to recruit for her replacement. HR staff researched and reviewed several agencies with Auditor Pettit and Manager Pless, and they selected Prothman. They would like to start the process as soon as possible to allow for as much overlap as possible between the current Budget & Finance Manager and the new employee. Auditor Pettit expressed to the Board his desire to involve Elected Officials and Department Heads in the final interview process since the position will work closely with all County offices. He will send a memo to the Management Team to provide them notice regarding preparations for the recruitment process. Director Young noted that the proposed job description, titled Budget & Finance Director, had been provided prior to the meeting. Commissioner Wright asked if Prothman could take a look at the job description and provide feedback on how it compares to other positions in the market, expressing concern that it may be difficult to find a candidate who could successfully perform all of the

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5/4/21

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duties listed. Director Young responded that they could ask Prothman to provide review and feedback. The Board expressed support in moving forward with Prothman.

DISCUSSION/DECISION – PUBLIC HEALTH STAFFING

Public Health Director Lamb informed the Board that she has \$264,000 in funding from the CDC for COVID vaccine outreach and planning. She would like to use this funding to hire two Project Specialists that will work in vaccine outreach and planning through June 2022. Commissioner Wright inquired about the minimum qualification in the job description that refers to employee vaccinations and asked how that minimum qualification was developed. Directors Lamb and Young indicated that the vaccination requirement appears in all Public Health job descriptions. The Board approved Director Lamb's request.

DISCUSSION/DECISION – PROSECUTOR STAFFING/FUNDING

Director Young summarized that the Prosecutor's Office would like to share additional information about their Rule 9 Intern and vacant Civil Deputy Prosecutor position, as well as use of funding from their water attorney fund. Commissioner Wright requested an executive session or that this discussion be tabled until all Commissioners could be present. Commissioner Wachsmith agreed that all Commissioners should be present. A special meeting will be scheduled to continue this discussion.

DISCUSSION/DECISION – UPPER DISTRICT COURT STAFFING

Director Young summarized a request from Upper District Court (UDC) to hire a casual/on-call Legal Process Assistant to cover staff vacations during the summer months. She noted that UDC is short one staff member because they kept one position vacant in order to help fund the 2020 wage survey. Court Administrator MacKenzie added that their office is seeing an increase in activity so a part-time employee would help maintain an efficient, productive office during staff summer vacations and unexpected absences. She also noted that she has \$8,900 in her budget for extra help that was approved during the 2021 budget process. The Commissioners approved Administrator MacKenzie's request.

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 10:40 AM to discuss a union matter for an anticipated length of five minutes. Anticipated action: none. The Board exited executive session at 10:45 AM. No action taken.

JUVENILE COURT SERVICES STAFFING

This topic was pulled from the meeting.

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REQUEST TO APPROVE TWO RESOLUTIONS UPDATING THE PERSONNEL POLICIES MANUAL

Director Young presented the Board with two resolutions to update the personnel policies manual, noting that the topics were discussed at the last study session. Resolution 2021-067 would rescind Personnel Policy 7.11 – Shared Leave and provide a phase-out plan. Resolution 2021-068 would make language changes to Personnel Policy 7.4 – Sick Leave Benefits.

Commissioner Wright moved to approve Resolution 2021-067 to rescind Personnel Policy 7.11 – Shared Leave and implement a phase-out plan. Commissioner Wachsmith seconded the motion. Motion was approved; 2:0.

Commissioner Wright moved to approve Resolution 2021-068 updating language to Personnel Policy 7.4 – Sick Leave Benefits. Commissioner Wachsmith seconded the motion. Motion was approved; 2:0.

DISCUSSION/DECISION – COVID-19 VACCINATION SURVEY

Director Young requested Board feedback on an idea to survey employees to find out the number of staff who have received the COVID-19 vaccine, how many are in the process of receiving the vaccine, and how many do not intend to get the vaccine. She noted that the information could be helpful as the County plans for the next phase of reopening, and that employers may ask for proof of vaccination status under the EEOC guidelines so long as no other medical information is requested. Commissioner Wright wanted to know more about the purpose of the survey. Director Young responded that as more staff move back into the office, there could be concerns raised about who is or is not vaccinated. Commissioner Wright stated that he was not in favor of conducting such a survey at this time and Commissioner Wachsmith concurred.

HR UPDATES

Director Young wanted to share with the Board that there are additional notification options in NOVAtime that might be helpful to their staff. She summarized that based on her own experience, sometimes her meetings are cancelled based on her leave requests and sometimes they are not unless she follows up to ask that they be cancelled. She stated that the additional notifications could be sent to the Commissioner assigned to a specific Department Head as well as the Administrative Supervisor who handles many of their scheduling needs, but it did not need to change their current process of the Chairman approving leave and the Clerk of the Board adding the leave to the BOCC calendar. Commissioner Wright asked if a concern was raised and Director Young said there was no concern, it was just an observation based on her own experience. Commissioners Wachsmith and Wright stated that they are fine with the current process as long as their staff member who manages the BOCC calendar is notified.

OTHER BUSINESS

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Commissioner Wright inquired as to when all County staff will be directed to return to the office. Director Young commented that she could add that topic to her next study session, but noted that there could be some inconsistency since other Elected Officials may make their own decisions about when their staff will return to working in the office full-time. She will add the topic to her next study session.

ADJOURN

The meeting was adjourned at 10:56 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman