

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

**TUESDAY**

**10:00 AM**

**JUNE 28, 2016**

Board members present: Obie O'Brien, Laura Osiadacz

Others: Lisa Young, Mickey Webb, Robin Read, Mark Cook, Doc Hansen

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- 1) Call to Order - 10:04 AM
  - 2) Request to Approve the Purchase of Topsoil for the Arena Project - KVEC Director Webb presented a Purchase Contract with Circle Lazy H, Inc. for the purchase of topsoil. He requested Board authorization to sign the Purchase Order as presented. Chairman O'Brien moved to approve Director Webb's signature on the Purchase Contract; Commissioner Osiadacz seconded. The motion passed 2:0. Director Webb added that PW Director Cook authorized use of the airport to store arena dirt.
  - 3) Staffing Discussion and/or Requests
    - Public Health - PH Administrator Read let the Board know she had an EH Specialist I request a reduction in hours to .5 FTE; she will be posting to see what kind of interest she gets in a half-time position, and if she is unable to find a candidate she would not approve the reduction request.
    - Public Works - PW Director Cook requested the ability to offer midpoint for two candidates (Engineer Tech I and Planner III). The Board approved.
    - CDS - Interim CDS Director Hansen presented a request to provide stipends to the Plans Examiners for conducting IFC Reviews. Chairman O'Brien moved to approve \$250/month stipends for each employee; Commissioner Osiadacz seconded. The motion carried 2:0.
    - Executive Session - Qualifications of a Candidate for Public Employment.
      - 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 10:35 AM to discuss the qualifications of a candidate for public employment. Anticipated length: 15 minutes. Anticipated action: Direction to staff. The Board exited Executive Session at 10:50 AM with direction to staff to proceed as discussed.

**APPROVED**

2-21-17

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4) 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 10:50 AM to discuss negotiation strategies. Anticipated length: 15 minutes; anticipated action: Direction to staff. The Board exited Executive Session at 11:05 AM with direction to proceed with negotiations.

5) Policy Discussion and/or Requests for Direction

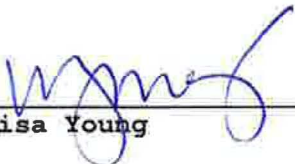
- HIPAA - HR Director Young let the Board know she is working with IT Director Goeben and DPA Horner regarding a County-wide HIPAA policy and she would keep the Board updated.
- (3-6) Workplace & Domestic Violence Prevention (see next item)
- (4-1) Employee Conduct & Work Rules - HR Director Young let the Board know she is working with DPA Horner on updates to Personnel Policies 3-6 and 4-1. The Board directed her to complete draft revisions to review with the Board, then share with the Management Team to get their feedback.

6) Other Business

- HR Director Young reported that she had been working with Budget & Finance Manager Pless and IT Director Goeben on streamlining the new hire process; the new process would limit new hire start dates to the first three Mondays, modeled after Yakima County who allows new hires twice per month. This will create efficiencies in the following ways: ensure that new employee paperwork is submitted in time for payroll to process it; provide Departments with a standard routine; provide IT with a standard schedule to set up new employee network accounts; and provide HR with a standard schedule to conduct new employee orientations and process paperwork to payroll. Director Young said they would reassess the process after a period of time to see if it was beneficial. The Board approved the new process.

7) Adjourn - 11:30 AM

**KITITAS COUNTY COMMISSIONERS  
KITITAS COUNTY, WASHINGTON**

  
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Lisa Young

  
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Obie O'Brien, Chairman