

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

THURSDAY

4:00 PM

March 30, 2017

Board members present: Paul Jewell, Laura Osiadacz, Obie O'Brien

Others: Mark Cook, Greg Zempel

1. **Call to Order - 4:03 PM**
2. **Staffing Discussion/Requests – PW – Finance Manager** – PW Director Cook requested the ability to post and fill the Finance Manager position with a 30-day overlap of staff. The Board supported as much overlap as possible. Directors Cook and Young also update the Board on the progress of the ET Series wages – they will be bringing a new proposal forward.
3. **Discuss Policies Regarding Weapons in the Workplace** – Commissioner O'Brien and Prosecutor Zempel discussed the idea of allowing employees to have weapons in the workplace, and the restrictions of current policies. HR Director Young expressed concern that a change in policy would likely cause issues with the Unions. The Board asked Director Young to discuss the idea with the Unions and report back.
4. **Request to Approve a Resolution Updating the Kittitas County Personnel Policies (Personnel Identification)** – HR Director Young presented Resolution 2017-061, updating the Personnel Policies Manual, and amended policy (2-15) Personnel Identification. Commissioner O'Brien moved to approve Resolution 2017-61 as presented; Commissioner Osiadacz seconded. Motion carried 3:0.
5. **Request to Approve a Professional Services Agreement and Scope of Work with Tieton Group LLC for a HIPAA Security Rule Assessment** – Director Young presented a Professional Services Agreement and Scope of Work for approval. The Board asked that it be placed on the Agenda under Administrative Matters.
6. **Discuss Creation of a Citizen Commission for Elected Official Salaries** – Chairman Jewell updated the Board on this project. He stated that he would be working with Director Young to draft a Resolution and Bylaws to bring back to the Board for review.
7. **HR Project Updates** – Director Young provided a brief update on the Benefits Committee and the wage survey.
8. **Other Business** – 1) The Board discussed attorney compensation with Prosecutor Zempel. They inquired about his 10% increase policy and stated that with the implementation of the wage survey they expect the 10% increases will stop. Prosecutor Zempel stated that he felt the wage survey addressed the recruitment issue and that years of experience dictate placement as a I, II, or III. The Board and Prosecutor Zempel agreed to do away with the accelerated wage increase policy. 2) Commissioner Osiadacz stated that non-union employees have expressed concern over the difference in vacation accrual between non-union and Union employees.
9. **Adjourn – 5:10 PM**

APPROVED
12/11/16

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Lisa Young

submitted in 2018



Laura Osiadacz, 2018 Chairman