

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 13, 2020

## Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, February 13, 2020, located at the Office of Financial Management, State Human Resources; RAAD Building, 5th Floor, Room 512; 128 10th Avenue Southwest, Olympia, Washington 98504.

The results of this meeting are summarized below. Items modified after the first printing and publishing of the Director's meeting agenda notice (20-Day Notice), appeared in a revised agenda publication available at the meeting. All other items were adopted as printed on the Director's meeting agenda or revised agenda unless otherwise noted below.

## Present

Staff:

- Franklin Plaistowe, Assistant Director of the State HR Division
- Mindy Portschy, Classification and Compensation Specialist, State HR
- Brandy Chinn, Rules Manager, State HR

## Logistics and Information

This publication and related materials are available on the Internet at the following web address:

<http://hr.ofm.wa.gov/meetings/directors-meetings>

Comments and suggestions regarding the meeting process and related publications; requests for alternate formats are welcomed and may be forwarded to:

Logistics Coordinator  
State Human Resources  
Office of Financial Management  
128 10th Avenue SW  
PO Box 47500  
Olympia, Washington 98501

Email [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov)  
Fax (360) 407- 4148

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 13, 2020

Page 2 of 6

---

## Introduction

Franklin Plaistowe, SHR Assistant Director: The Thursday, February 13, 2020 SHR Director's meeting came to order at 8:30 a.m. Franklin Plaistowe, Assistant Director for SHR with the OFM, chaired the meeting. Franklin stated he would be taking action on all the items presented with the exception of the proposed rule amendments. He listened to the rules presentations and comments, and in turn, would summarize them for consideration by the OFM Director. A letter was generated the first part of the following week outlining the decision on the proposed rule amendments

## Section A: Previous Minutes Approval

Mindy Portschy, SHR Classification and Compensation Specialist: The first item of business was the adoption of the Thursday, November 14, 2019 Director's meeting revised minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, the November 14, 2019 Director's meeting minutes were adopted as presented, with an effective date of February 14, 2020.

## Section B: Exempt Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: The Exempt Compensation items are found in Section B of the revised agenda. They were items 1 through 10. It was mentioned as identified in the revised agenda, item 2 "Financial Analyst – TRC" was withdrawn. Staff proposed adoption of the items in Section B as presented with an effective date of February 14, 2020.

- Item 1 B3096 Executive Director – BIIA
- Item 2 B4052 Financial Analyst – TRC. Withdrawn
- Item 3 B4442 Dir., Enterprise Project Management Office – ESD
- Item 4 B7021 Assistant Secretary, Juvenile Rehab – DCYF
- Item 5 B7022 Institution Programs Director – DCYF
- Item 6 B7023 Community, Reentry and Parole Director – DCYF
- Item 7 B7024 Superintendent, DCYF
- Item 8 B7935 Administrative Director
- Item 9 B9530 Deputy Director of the OCIO – CTS
- Item 10 Exemption Changes, Multi
  - B2330 Chief Executive Officer, WSH (Medical) - DSHS
  - B2332 Chief Executive Officer, WSH (Non-Medical) - DSHS
  - B2340 Chief Executive Officer, ESH (Medical) - DSHS
  - B2342 Chief Executive Officer, WSH (Non-Medical) - DSHS
  - B2360 Superintendent, Lakeland Village - DSHS
  - B2370 Superintendent, Rainier School - DSHS

## Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 13, 2020

Page 3 of 6

---

- B2389 Superintendent, Fircrest School (Medical) - DSHS
- B2390 Superintendent, Fircrest School (Non-Medical) - DSHS
- B2411 Chief Executive Officer, Child Study Treatment Center (Non-Medical) - DSHS
- B2412 Chief Executive Officer, Child Study Treatment Center (Medical) - DSHS
- B2420 Chief Executive Officer, Special Commitment Center - DSHS

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 10 were adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In the Exempt Compensation section, items 11 through 18 were exempt abolishments. Staff proposed adoption as presented with an effective date of February 14, 2020.

### Abolishments

- Item 11 B2437 Chief, Office of Information Technology – Finance
- Item 12 B3095 Senior Assistant Chief Industrial Appeals Judge
- Item 13 B4450 Personnel Manager – Employment Security
- Item 14 B4485 Legislative Liaison – E.S.
- Item 15 B4491 Director, Government Relations - ESD
- Item 16 B4492 Assist. Commissioner, Unemployment Ins. Claim Ctr. Op. - ESD
- Item 17 B4496 Director, Labor Market and Performance Analysis - ESD
- Item 18 B9722 Deputy Chief Information Officer – LCB

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 11 through 18 were adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In section B was an emergency handout #1 A-E for DSHS proposed exempt abolishments. Staff recommended adoption as presented with an effective date of February 14, 2020.

Emergency Handout #1 A-E: Department of Social and Health Services exempt job class abolishments

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, emergency handout #1 A-E was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In section B was an emergency handout #2 A-K which were exempt DEL job classes proposed for abolishment. Staff recommended adoption as presented with an effective date of February 14, 2020.

Emergency Handout #2 A-G: Department of Early Learning exempt job class abolishments

## Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 13, 2020

Page 4 of 6

---

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, emergency handout #2 A-G was adopted as presented.

### Section C: Classification

Mindy Portschy, SHR Classification and Compensation Specialist: In section C of the revised agenda was item 19 proposed for consideration effective February 14, 2020.. Staff recommended adoption as presented.

Item 19 Item 19 351L WorkFirst Program Specialist

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item19 was adopted as presented.

### Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In Section D of the revised agenda, item 20 was a correction of error for "Group A" assignment pay as a result of the 2019-21 Collective Bargaining Negotiations and Budget Process. This item was adopted on an emergency basis at the November 14, 2019 Director's meeting and returns for permanent adoption. Staff recommends adoption as presented effective February 14, 2020.

Item 20 "Group A" Assignment Pay [Permanent Adoption](#)

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 20 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: Also in Section D of the revised agenda, was Item 21 which is a University of Washington special pay request for the Cardiac Sonographer job class series and Imaging Technologist job class series based on effective operations. Staff proposed adoption as presented with an effective date of February 16, 2020.

Item 21 Health Care Special Pay, Cardiac Sonographer Supervisor

- 300E Imaging Technologist Trainee
- 300F Imaging Technologist 1
- 300G Imaging Technologist 2
- 300I Imaging Tech - Computed Tomography Mammogram
- 300J Imaging Technologist - Angiography
- 300K Imaging Technologist - Mag Resonance Imaging
- 300M Imaging Technologist - Lead
- 300N Imaging Tech - Education Quality Assurance

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 13, 2020

Page 5 of 6

---

- 300P Imaging Technologist - Supervisor
- 301K Cardiac Sonographer 1
- 301L Cardiac Sonographer 2
- 301M Cardiac Sonographer Specialist
- 301N Cardiac Sonographer Lead
- 301P Cardiac Sonographer Supervisor

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 21 was adopted as presented.

## Section E: Rule Amendments

Brandy Chinn, SHR Rules Manager: There were four items presented for consideration.

### Rule Item 1 **Director's Review and Personnel Resource Board filings**

Explanation: Staff proposed to amend WAC 357-49-023 and WAC 357-52-225 to allow Director's review requests and Personnel Resources Board appeals to be filed online. Staff proposed to amend WAC 357-49-023(2) and WAC 357-52-225(2) to update the fax filing requirements. Because of online filing capabilities, staff also proposed to amend WAC 357-49-023(3) to remove email as an option to file director's review requests. The proposed language to subsection (3) in both rules states that director's review requests and appeal requests were considered filed when a legible copy was received. Staff proposed permanent adoption effective March 30, 2020.

### Rule Item 2 **Wage and Salary Information**

Explanation: Staff proposed to amend WAC 357-49-023 and WAC 357-52-225 to allow Director's review requests and Personnel Resources Board appeals to be filed online. Staff proposed to amend WAC 357-49-023(2) and WAC 357-52-225(2) to update the fax filing requirements. Because of online filing capabilities, staff also proposed to amend WAC 357-49-023(3) to remove email as an option to file director's review requests. The proposed language to subsection (3) in both rules states that director's review requests and appeal requests were considered filed when a legible copy was received. Staff proposed permanent adoption effective March 30, 2020.

### Rule Item 3 **IT professional/technical class & comp structure housekeeping**

Explanation: The state implemented a new information technology professional structure effective July 1, 2019. At that time, rules were amended to address those employees who were placed into the new structure. Staff was now proposing amendments and new sections to clean up for what was missed during the initial review. Staff is proposed permanent adoption effective March 30, 2020.

## Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 13, 2020

Page 6 of 6

---

### Rule Item 4 **Paid Family and Medical Leave and Supplemental Benefit**

Explanation: Washington's Paid Family and Medical Leave, or PFML insurance program, as codified in Title 50A RCW, became effective on October 19, 2017. Beginning January 1, 2020, the Paid Family and Medical Leave provides a partial wage replacement for Washington workers for an employee's own medical condition, to care for family members, bonding with a child or for certain military-related events. Under the PFML program, the Employment Security Department would replace up to 90% of an employee's average weekly wage (up to \$1,000 per week). During the 2019 legislative session, the law was amended to allow the employer to offer a "supplemental benefit" to employees while they were on approved PFML. Staff proposed three new sections to address the ability for an employee to choose whether or not they wanted to use their accrued paid leave as a supplemental benefit, define what leave an employee may use as a supplemental benefit and to allow a higher education employer the ability to deny an employee's request to receive a supplemental benefit from May 1, 2020 to August 1, 2020 to allow for system readiness. Staff proposed to amend existing WAC to allow an employee the ability to request to use their accrued leave as a supplemental benefit, to require employers to update their leave policies and to remove the Washington Family Leave Law from WAC 357-31-520. Staff also proposed to amend WAC 357-31-490 and WAC 357-31-515 to add shared leave as a type of leave an employee can request for a pregnancy related disability and for parental reasons in accordance with WAC 357-31-390 subsections 1(g) and 1(h). Staff proposed permanent adoption effective May 1, 2020.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, rules items 1 through 4 would be summarized and presented to the OFM Director for final adoption.

### Adjournment

Mindy Portschy, SHR Classification and Compensation Specialist: The business concluded and the meeting was adjourned. The next regularly scheduled Director's meeting was announced as Thursday, May 14, 2020, beginning at 8:30 a.m., and located at OFM, SHR; RAAD Building, 5th Floor, Room 512; 128 10th Avenue Southwest, Olympia, Washington 98504.

### Minutes Approved By

---

Franklin Plaistowe, Assistant Director  
State Human Resources  
Office of Financial Management

---

Date