

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 12, 2021

Opening

The State Human Resources Special Director's meeting was called to order at 8:30 a.m. on Thursday, August 12, 2021, via conference call session only due to the COVID-19 pandemic. Meeting recordings are 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 prior to the meeting. All other items were adopted as printed on the Director's meeting revised agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, Assistant Director of the SHR Division
- Mindy Portschy, SHR Classification and Compensation Specialist
- Brandy Chinn, SHR Rules and Legislative Relations Manager

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:

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Introduction

Franklin Plaistowe, SHR Assistant Director: The Thursday, August 12, 2021 State Human Resources Special 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 take action on all the items presented with the exception of the proposed rule amendments. Franklin heard the proposed rules and comments and indicated that he would summarize them for consideration by the OFM Director. A letter will be generated the first part of next 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, June 10, 2021 Director's meeting minutes. Staff recommended final adoption as printed, with an effective date of June 11, 2021.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, the June 10, 2021 Director's meeting minutes were adopted as presented, with an effective date of June 11, 2021.

Section B: Exempt Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the revised agenda, were items 1 and 11, and revised abolishment item 12. Staff recommended adoption as presented with an effective date of August 13, 2021.

- Item 1 Item 1 B1121 Equity and Environmental Justice Manager - ECY
- Item 2 Item 2 B1582 Dir., Div. of Disability Determination Services, Medical Assist. Admin.
- Item 3 Item 3 B3351 Assistant Director of Support Services - CJTC
- Item 4 Item 4 B4169 Ferry System Electrification Program Administrator – DOT/WSF
- Item 5 Item 5 B5054 Homes Operations Director - WDVA
- Item 6 Item 6 B5161 Assistant Director, Working Families Tax Credit – DOR
- Item 7 Item 7 B5942 Equity and Environmental Justice Manager – PSP
- Item 8 Item 8 B5943 Tribal Liaison – PSP
- Item 9 Item 9 B7141 Corporate Accounts Manager – LOT
- Item 10 Item 10 B7142 Assistant Regional Sales Manager – LOT
- Item 11 Item 11 B7273 Scratch and Promotions Coordinator - LOT

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Abolishments

Item 12 DSHS Abolishments:

- B1803 Senior Policy Advisor, Children's Administration - DSHS
- B1860 Dir., Div. of Treatment & Intergovernmental Progm., Juv. Rehab. Admin.
- B1862 Juvenile Rehabilitation Regional Administrator
- B2030 Dir., Div. of Institution Programs, Juvenile Rehab. Admin.
- B2031 Assistant Secretary, Juvenile Rehabilitation - DSHS
- B2132 Office Chief, Program and Policy - CA/DSHS
- B2300 Superintendent, Green Hill School
- B2310 Superintendent, Echo Glen School
- B2320 Superintendent, Naselle Youth Camp
- B2424 Early Childhood Dev. Cross Systems Coord. - DSHS

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 12 were adopted as presented with an effective date of August 13, 2021.

Section C: Classification

Mindy Portschy, SHR Classification and Compensation Specialist: There were no classified items.

Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the revised agenda, item 13 was Assignment Pay changes for References, Group A, and Group B; References #37A was a revision, 37C was an established for WDF FWOOG/TEAMSTERS 760 only, and Reference #60 was a revision. Staff recommended adoption as presented, effective July 1, 2021.

Item 13 Assignment Pay References #37A, #37C, and #60; Group A and Group B Revised

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 13 was adopted as presented with an effective date of July 1, 2021.

Section E: Rule Amendments

Brandy Chinn, SHR Rules and Legislative Relations Manager: There were two rule items presented for consideration.

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Rule Item 1: Juneteenth Holiday

EXPLANATION: Chapter 295, Laws of 2021 (Substitute House Bill 1016) was passed during the 2021 legislative session effective July 25, 2021. This bill amended RCW 1.16.050 to add Juneteenth (June 19th) as a legal holiday in recognition of the date of remembrance for the day African slaves learned of their freedom. The proposed amendment to WAC 357-31-005 added Juneteenth as a legal holiday and will be available to employees in 2022. Staff proposed permanent adoption effective October 1, 2021.

Franklin Plaistowe, SHR Assistant Director: There were no comments for rules item 1 as presented.

Rule Item 2: Leave Without Pay Impacts on Seniority

EXPLANATION: Emergency rule amendments to WAC 357-46-053 and WAC 357-46-055 were filed with the Office of the Code Reviser on April 16, 2021, WSR 21-09-057. Staff proposed the rule amendments to address when an employee is on approved leave without pay as authorized by a proclamation issued by the Governor. The category of leave without pay which is directly related to health and safety must not cause the employee's seniority date to be adjusted. Unlike the emergency rules, the permanent rules would not be tied to a specific proclamation (Proclamation 20-46). Staff proposed permanent adoption effective October 1, 2021.

Franklin Plaistowe, SHR Assistant Director: There were no comments for rules item 2 as presented.

Franklin Plaistowe, SHR Assistant Director: Rules items 1 and 2 will be summarized and presented to the OFM Director for final adoption.

Adjournment

Mindy Portschy, SHR Classification and Compensation Specialist: Business concluded, and the meeting was adjourned. The next regularly scheduled Director's meeting was announced as being Wednesday, November 10, 2021, beginning at 8:30 a.m., via conference call unless otherwise specified on the posted agenda. The agenda will identify the conference line information needed to participate.

Minutes Approved By

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

Date