

Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

December 9, 2021

Opening

The State Human Resources Special Director's meeting was called to order at 8:30 a.m. on Thursday, December 9, 2021. Due to the COVID-19 pandemic, the session was via conference call. 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. All items were adopted as printed on the Director's meeting agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, Assistant Director of the SHR Division
- Mindy Portschy, SHR Classification and Compensation Specialist

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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Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

December 9, 2021

Page 2 of 5

Introduction

Franklin Plaistowe, SHR Assistant Director: The Thursday, December 9, 2021 State Human Resources Director's meeting, came to order at 8:30 a.m. Franklin Plaistowe, Assistant Director for SHR with the OFM, chaired the meeting.

Franklin Plaistowe, SHR Assistant Director: Franklin stated the special Director's meeting was set to address classification changes which were adjacent to rules impacting predominately higher education settings. Due to the delay of implementation of those rules until July 1, 2022 and recent questions raised in advance of the meeting related to one of the classification items found in Section C of the Revised Agenda, he postponed any changes that were proposed at this meeting. Matters will be addressed at an upcoming regular meeting or a special meeting could be set if necessary. The meeting was paused to ensure the best path possible is followed for applicable impacted organizations.

Franklin wanted to articulate for the record the reason no action would be taken on proposed items for the December 9 special Director's meeting; and to recognize the published agenda and honor that as well. He invited any questions and comments before adjourning the meeting.

Mindy Portschy, SHR Classification and Compensation Specialist: There were no exhibits for sections A, B, and E.

The items on the Revised Agenda to be presented were Classification Items in Section C and a housekeeping item in Section D, Compensation..

Section A: Previous Minutes Approval - None

Section B: Exempt Compensation - None

Section E: Rule Amendments

Section C: Classification

Mindy Portschy, SHR Classification and Compensation Specialist: The Classification items were found in Section C of the revised agenda, and they were items 1 through 8.

These items have been postponed until a future Director's meeting.

Postponed

- Item 1 196A Event Attendant/Usher
- Item 2 263A Accompanist
- Item 3 264A Interpreter/Translator
- Item 4 312A First Aid Attendant
- Item 5 613A Boat Assistant
- Item 6 629E Piano Technician
- Item 7 651A Boat Operator
- Item 8 703A Art Model

Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

December 9, 2021

Page 3 of 5

Franklin Plaistowe, SHR Assistant Director: N/A

Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: The Compensation items were found in Section D of the revised agenda. Item 9 was a University of Washington special pay range item adopted at the November 10 Director's meeting and returned due to a housekeeping correction of error. The job class code for the Physician Assistant Certified, Lead was listed incorrectly as 291C, this was updated to reflect the correct class code of 291D.

This item has been postponed until the February 10, 2022, Director's meeting.

Item 9 University of Washington (UW) Special Pay Postponed

- 351E Social Worker 1 – AMC
- 351F Social Worker 2 – AMC
- 351H Social Worker Supervisor
- 343H Social Worker Assistant 1
- 343I Social Worker Assistant 2
- 291C Physician Assistant, Certified
- 291D Physician Assistant, Certified – Lead
- 291E Advanced Registered Nurse Practitioner
- 291F Advanced Registered Nurse Practitioner – Lead
- 308E Speech Pathologist/Audiologist Spec 1
- 308F Speech Pathologist/Audiologist Spec 2
- 308G Speech Pathologist/Audiologist Spec 3
- 306F Orthotics-Prosthetics Practitioner
- 306G Orthotics-Prosthetics Practitioner Supv
- 306D Orthotics-Prosthetics Practitioner Trnee
- 306N Occupational Therapist 1
- 306O Occupational Therapist 2
- 306P Occupational Therapist 3
- 306R Occupational Therapist Supervisor
- 306V Physical Therapist 3
- 306U Physical Therapist 2
- 306W Physical Therapist Specialist
- 306X Physical Therapist Supervisor
- 105F Administrative Assistant 2
- 105G Administrative Assistant 3
- 107N Program Coordinator
- 704I College Career MAS Graduate – IT/Engineering/Natural/Physical/Health

Franklin Plaistowe, SHR Assistant Director: N/A

Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

December 9, 2021

Page 4 of 5

Start of Testimony

Mindy Portschy, SHR Classification and Compensation Specialist: As referenced not making any classification changes, she mentioned there was one other item on the agenda and asked if it too would be moved forward to a future meeting.

Franklin Plaistowe, SHR Assistant Director: Franklin acknowledged there was a housekeeping compensation item on the revised agenda and decided the item could be delayed until the next meeting.

Randy West, Executive Director of HR Compensation, University of Washington: (joined the call late and requested to speak).

Franklin Plaistowe, SHR Assistant Director: Addressing Randy, he shared a briefing and was postponing the proposed items until a future Director's meeting in 2022. He suggested adjourning the meeting and going off record for further discussions with Randy, if necessary. Franklin stated if something was missed or need to be added for the record, we could make sure it would go on the record

Franklin further shared we went on the record in light of the anticipated delay in implementation of the part-time rules having been a subject of the past few meetings; and some late-breaking questions having come in about some of the proposed classification changes adjacent to or part of that change. Franklin elected to delay adoption of any of the proposed changes right now to ensure any other questions could be consulted and worked through prior to adoption. The University's perspective was important if there was something missing or other questions to be addressed.

Randy West, Executive Director of HR Compensation, University of Washington: Randy confirmed the classification changes referred to were in the special agenda section C, to which Franklin replied, "yes." UW's request for postponement was to allow more time and the possible rescheduling of item 6 (boat) and item 7 (instrument); but the other items the UW were fine with. Furthermore, stating upon re-review there were some things that got "lost in the shuffle." The only ones that we (UW) had issues with were the ones mentioned earlier—the boat operator and proposed combination of the technician with the new instrument technician work.

Teresa Parsons, HR Classification Analyst, WFSE: Teresa asked if there be changes to the proposed items in section C, and if a revised agenda would be distributed prior to the new meeting

Franklin Plaistowe, SHR Assistant Director: Franklin responded to Teresa that a revised agenda would be distributed prior to the new meeting. The item postponements would give WFSE a chance for review.

Franklin Plaistowe, SHR Assistant Director: The meeting was adjourned, and the next regularly scheduled Director's meeting is scheduled for Thursday, February 10, 2022, at 8:30.

Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

December 9, 2021

Page 5 of 5

End of Testimony

Adjournment

Mindy Portschy, SHR Classification and Compensation Specialist: Business concluded, and the meeting was adjourned. A regularly scheduled Director's meeting was announced for Thursday, February 10, 2022, beginning at 8:30 a.m., via conference call. 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