

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 11, 2021

## Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, February 11, 2021, via conference call session only due to the COVID-19 pandemic. Meeting proceedings were recorded 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 State Human Resources Division
- Mindy Portschy, Classification and Compensation Specialist, 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  
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## Introduction

Franklin Plaistowe, SHR Assistant Director: The Thursday, February 11, 2021 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.

## Section A: Previous Minutes Approval

Mindy Portschy, SHR Classification and Compensation Specialist: The first item of business was the adoption of the Thursday, November 12, 2020 Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, the November 12, 2020 Director's meeting minutes were adopted as presented, with an effective date of November 13, 2020.

## Section B: Exempt Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the agenda were items 1 through 6. Staff recommended adoption as presented with an effective date of February 12, 2021.

- Item 1 B1593 Chief of Staff, WSH/BHA – DSHS
- Item 2 B1633 Director, Strat. Planning & Quality Compliance Monitoring, DDA – DSHS
- Item 3 B1634 Chief, State Op. Programs, Transition & Training Office, DDA - DSHS
- Item 4 B2024 Director, Division of Field Services, DDA – DSHS
- Item 5 B2333 Deputy Chief Executive Officer, WSH/BHA – DSHS
- Item 6 B4522 Chief Information Officer – DFW

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 6 were adopted as presented.

## Section C: Classification

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

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### Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: The Compensation items were located in Section D of the agenda.

Item 7 was a University of Washington special request for the Program Coordinator job class. This item was adopted on an emergency basis at the November 12, 2020 Director's meeting and returned for final adoption. Staff recommended adoption as presented with an effective date of November 16, 2020

- Item 7 University of Washington special pay request
- 107N Program Coordinator

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 7 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: Item 8 was a University of Washington special request for the Nuclear Medicine Technologist job class series. This item was adopted on an emergency basis at the November 12, 2020 Director's meeting and returned for final adoption. Staff recommended adoption as presented with an effective date of November 16, 2020

- Item 8 University of Washington special pay request
- 298E Nuclear Medicine Technologist 1
  - 298F Nuclear Medicine Technologist 2
  - 298G Nuclear Medicine P.E.T. Technologist
  - 298H Nuclear Medicine Technologist Lead
  - 298I Nuclear Medicine Technologist Supervisor

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 8 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: Item 9 was a University of Washington special request for the Vascular Technologist Trainee job class. This item was adopted on an emergency basis at the November 12, 2020 Director's meeting and returned for final adoption. Staff recommended adoption as presented with an effective date of November 16, 2020

- Item 9 University of Washington special pay request
- 299E Vascular Technologist Trainee

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 9 was adopted as presented

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Mindy Portschy, SHR Classification and Compensation Specialist: Item 10 was a University of Washington special request for the Diagnostic Medical Sonographer job class series. This item was adopted on an emergency basis at the November 12, 2020 Director's meeting and returned for final adoption. Staff recommended adoption as presented with an effective date of November 16, 2020

Item 10 University of Washington special pay request

- 301E Diagnostic Medical Sonographer
- 301F Diagnostic Medical Sonographer Specialist
- 301G Diagnostic Medical Sonographer Clinical Instructor
- 301H Diagnostic Medical Sonographer Lead
- 301I Diagnostic Medical Sonographer Supervisor

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 10 was adopted as presented.

### Section E: Rule Amendments

Mindy Portschy, SHR Classification and Compensation Specialist: There were no rule amendment items for this period.

### 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 13, 2021, beginning at 8:30 a.m., and located at OFM, SHR; RAAD Building, 5th Floor, Room 512; 128 10th Avenue Southwest, Olympia, Washington 98504 unless otherwise specified on the agenda.

### Correction

The effective date for exempt item 6, B4522 Chief Information Officer – DFW, shall read February 12, 2021.

### Minutes Approved By

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

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Date