

Special Director's Meeting Minutes

State Human Resources, Office of Financial Management

June 10, 2021

Opening

The State Human Resources Special Director's meeting was called to order at 8:30 a.m. on Thursday, June 10, 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 an agenda publication available prior to the meeting. All other items were adopted as printed on the Director's meeting agenda or 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, June 10, 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, May 13, 2021 Director's meeting minutes. Staff recommended final adoption as printed, with an effective date of July 11, 2021.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, the May 13, 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 2, and revised abolishment items 3 and 4. It was noted items 3 and 4 had an incorrect effective date on the previous version of the agenda, and has been corrected. Staff recommended adoption as presented with an effective date of June 11, 2021.

- Item 1 B1807 Director, Information Technology Solutions, ESA – DSHS
- Item 2 B1891 Director, Division of Finance and Financial Resources, ESA – DSHS

Abolishments

- Item 3 B3191 Senior Policy Advisor Revised
- Item 4 B3194 Legislative Director – UTC Revised

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 4 were adopted as presented.

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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 5 was a base range salary adjustment for the Marine Vessel Operator, range 54 to range 55. Staff recommended adoption as presented, effective July 1, 2021.

Item 5 Base Range Salary Adjustment, 652R Marine Vessel Operator (eff. 7/1/2021)

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 5 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the revised agenda, item 6 was a base range salary adjustment for the Marine Vessel Operator, range 55 to range 56. Staff recommended adoption as presented, effective July 1, 2022.

Item 6 Base Range Salary Adjustment, 652R Marine Vessel Operator (eff. 7/1/2022)

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 6 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the revised agenda, item 7 was a Group B Assignment Pay Reference #48 modification, resulting from the 2021-2023 Collective Bargaining Negotiations and Budget Process. Staff recommended adoption as presented, effective July 1, 2021.

Item 7 CB Assignment Pay Group B reference #48

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

Section E: Rule Amendments

Brandy Chinn, SHR Rules and Legislative Relations Manager: Presented three rule items for consideration.

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Rule Item 1 Part-time and Temporary Rules

EXPLANATION: RCW 41.06.070 had formerly exempted both part-time and temporary employees, as defined by the Office of Financial Management, from state civil service laws. In 2018, the legislature amended RCW 41.06.070 by removing part-time employees from the exemption; only temporary employees, as was defined by OFM, were now exempt from civil service laws. The current civil service rules do not distinguish between part-time and temporary employees of higher education institutions. The proposed rules redefine temporary higher education appointments and expanded the current general government nonpermanent rules to institutions of higher education. The rules amendments were proposed in order to bring the civil service rules into alignment with the law. Staff proposed permanent adoption effective January 1, 2022.

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

Rule Item 2 Non-permanent Rules

EXPLANATION: The expansion of the current General Government nonpermanent rules were proposed so that Institutions of Higher Education have a mechanism to fill non-permanent appointments. It was proposed to add a new section, WAC 357-19-376 to state that higher education employees may receive consecutive nonpermanent appointments as long as any subsequent appointment was to a different position. Staff proposed permanent adoption effective January 1, 2022.

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

Rule Item 3 RCW 41.06.070 Cleanup

EXPLANATION: HB 2669 also amended RCW 41.06.070 to remove the part-time employee exemption from civil service law as was described in item #1 above. This amendment also resulted in changes to existing subsections. As a result, staff proposed to amend WACs 357-04-020, 357-04-025 and 357-04-030 to reference RCW 41.06.070 rather than citing a specific subsection. Staff proposed permanent adoption effective January 1, 2022

Franklin Plaistowe, SHR Assistant Director: There were no comments for rules item 3 as presented.

Franklin Plaistowe, SHR Assistant Director: Rules items 1 – 3 will be summarized and presented to the OFM Director for final adoption.

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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 being Thursday, August 12, 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