

# **Director's Meeting Minutes**

State Human Resources, Office of Financial Management

November 10, 2021

## **Opening**

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Wednesday, November 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. All 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

## **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  
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Olympia, Washington 98501

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## Introduction

Franklin Plaistowe, SHR Assistant Director: The Wednesday, November 10, 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 stated he would take 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, August 12, 2021 Director's meeting minutes. Staff recommended final adoption as printed, with an effective date of November 11, 2021

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, the August 12, 2021 Director's meeting minutes were adopted as presented, with an effective date of November 11, 2021.

## Section B: Exempt Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the agenda, were items 1 through 10, and abolishment items 11 and 12. Staff recommended adoption as presented with an effective date of November 11, 2021.

- Item 1 B0393 Deputy Assistant Director of Field Services and Public Safety – LNI
- Item 2 B1620 Director, Division of Child Support – DSHS
- Item 3 B1660 Senior Director, Human Resources Division
- Item 4 B1673 Director, Residential Habilitation Centers Division, DDA – DSHS
- Item 5 B2561 Creat. Econ., Equity Bus. Dev., & Innov. Workf. Sector Lead–COM
- Item 6 B5944 Human Resource Manager – PSP
- Item 7 B6296 Chief of Staff
- Item 8 B7914 Human Resource Director – LCB
- Item 9 B7915 Deputy Chief of Enforcement and Education Operations – LCB
- Item 10 B9499 Project Management Office Manager – CTS

### Abolishments

- Item 11 B1593 Chief of Staff, WSH/BHA – DSHS
- Item 12 B9614 Project Management Office Manager – DES

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 12 were adopted as presented with an effective date of November 11, 2021.

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### Section C: Classification

Mindy Portschy, SHR Classification and Compensation Specialist: In section C of the agenda, classified items 13 through 19 were proposed for adoption effective January 1, 2022. Item 20 was proposed for adoption effective November 11, 2021.

- Item 13 402A Wildland Fire Operations Technician 1
- Item 14 402B Wildland Fire Operations Technician 2
- Item 15 402C Wildland Fire Operations Technician 3
- Item 16 402D Wildland Fire Operations Technician 4
- Item 17 402E Wildland Fire Program Coordinator 1
- Item 18 402F Wildland Fire Program Coordinator 2
- Item 19 402G Wildland Fire Management Technician

- Item 20 458E Licensing Services Representative 1

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 13 through 19 were adopted as presented with an effective date of January 1, 2022. Item 20 was adopted as presented with an effective date of November 11, 2021.

### Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the agenda, item 21 was a University of Washington special pay proposal for multiple job classes. Staff recommended adoption as presented, effective date of November 16, 2021

- Item 21 University of Washington (UW) Special Pay
  - 351E Social Worker 1
  - 351F Social Worker 2
  - 351H Social Worker Supervisor-Academic Medical Centers
  - 343H Social Work Assistant 1
  - 343I Social Work Assistant 2
  - 291C Physician Assistant, Certified
  - 291E Advanced Registered Nurse Practitioner
  - 291F Advanced Registered Nurse Practitioner - Lead
  - 308E Speech Pathologist/Audiologist Specialist 1
  - 308F Speech Pathologist/Audiologist Specialist 2
  - 308G Speech Pathologist/Audiologist Specialist 3
  - 306D Orthotics/Prosthetics Practitioner Trainee
  - 306F Orthotics-Prosthetics Practitioner
  - 306G Orthotics/Prosthetics Practitioner Supervisor
  - 306N Occupational Therapist 1

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- 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: Hearing no comments, item 21 was adopted as presented with an effective date of November 16, 2021.

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the agenda, item 22 was a University of Washington premium pay proposal for the Advanced Registered Nurse Practitioners/Physician Assistant job class. Staff recommended adoption as presented, effective November 16, 2021.

Item 22 University of Washington (UW) Premium Pay Advanced Registered Nurse Practitioners/ Physician Assistant

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 22 was adopted as presented with an effective date of November 16, 2021.

Mindy Portschy, SHR Classification and Compensation Specialist: Also in section D of the agenda, item 23 were revisions to Group A, Group B, and References 37A, 37B WFSE only, and #53. Staff recommended adoption as presented, effective November 11, 2021.

Item 23 Group A & Group B Assignment Pay, References 37A, 37B (WFSE only), #53

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 23 was adopted as presented with an effective date of November 11, 2021.

## Section E: Rule Amendments

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

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### **Adjournment**

Mindy Portschy, SHR Classification and Compensation Specialist: Business concluded, and the meeting was adjourned. A special Director's meeting was announced as scheduled for Tuesday, November 23, 2021, beginning at 9:30 a.m., via conference call. The agenda will identify the conference line information needed to participate.

### **Minutes Approved By**

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

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Date