

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 10, 2022

## Opening

The State Human Resources Special Director's meeting was called to order at 8:30 a.m. on Thursday, February 10, 2022. 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 State Human Resources Division
- Mindy Portschy, Classification and Compensation Specialist, State HR
- Brandy Chinn, Rules and Legislative Relations Manager, 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, Assistant Director of the State Human Resources Division: The Thursday, February 10, 2022 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 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 in the first part of next week outlining the decision on the proposed rule amendments.

## Section A: Previous Minutes Approval

Mindy Portschy, Classification and Compensation Specialist, State HR: The first item of business was the adoption of the minutes. Staff recommended final adoption of the following minutes as printed, with an effective date of February 11, 2022

- November 10, 2021
- November 23, 2021
- December 9, 2021

Franklin Plaistowe, Assistant Director of the State Human Resources Division: Hearing no comments, the following meeting minutes were adopted as presented, with an effective date of February 11, 2022:

- November 10, 2021
- November 23, 2021
- December 9, 2021

## Section B: Exempt Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section B of the revised agenda, were items 1 through 6. Staff recommended adoption as presented with an effective date of February 11, 2022.

- Item 1 B0384 Worker Compensation System Modernization Project Director – LNI
- Item 2 B5935 Adaptive Systems Lead – PSP
- Item 3 B6297 Executive Director, Indeterminate Sentence Review Board – DOC
- Item 4 B6421 Graduated Reentry Administrator – DOC
- Item 5 B7261 Sales Program Manager – LOT
- Item 6 B9498 Manager, Enterprise Cloud Computing – CTS

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Franklin Plaistowe, Assistant Director of the State Human Resources Division: Hearing no comments, items 1 through 6 were adopted as presented with an effective date of February 11, 2022.

## Section C: Classification

Mindy Portschy, Classification and Compensation Specialist, State HR: There were no classification items.

## Section D: Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 7 was a University of Washington special pay proposal for multiple job classes, which was initially presented at the November 10, 2021 Director's meeting. The item returns as there was a class code "correction of error" for the Physician Assistant, Certified – Lead job classification. The item was identified originally with the classification code of 291C and is corrected to reflect 291D. Staff recommended final adoption as was presented, with an effective date of November 11, 2021.

- Item 7 University of Washington Special Pay
- . Social Worker 1 – AMC
  - . Social Worker 2 – AMC
  - . Social Worker Supervisor
  - . Social Worker Assistant 1
  - . Social Worker Assistant 2
  - . Physician Assistant, Certified
  - . Physician Assistant, Certified – Lead
  - . Advanced Registered Nurse Practitioner
  - . Advanced Registered Nurse Practitioner – Lead
  - . Speech Pathologist/Audiologist Specialist 1
  - . Speech Pathologist/Audiologist Specialist 2
  - . Speech Pathologist/Audiologist Specialist 3
  - . Orthotics-Prosthetics Practitioner
  - . Orthotics-Prosthetics Practitioner Supervisor
  - . Orthotics-Prosthetics Practitioner Trainee
  - . Occupational Therapist 1
  - . Occupational Therapist 2
  - . Occupational Therapist 3
  - . Occupational Therapist Supervisor
  - . Physical Therapist 3
  - . Physical Therapist 2
  - . Physical Therapist Specialist

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- Physical Therapist Supervisor
- Administrative Assistant 2
- Administrative Assistant 3
- Program Coordinator
- College Career MAS Graduate – IT/Engineering/Natural/Physical/Health

Franklin Plaistowe, Assistant Director of the State Human Resources Division: Hearing no comments, item 7 was adopted as presented with an effective date of November 11, 2021.

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, emergency item 8 was a University of Washington special pay proposal for the Social Worker 1 - Academic Medical Centers, Social Worker 2 - Academic Medical Centers, and Social Worker Supervisor - Academic Medical Centers job classes. Staff recommended adoption as presented, with an effective date of February 16, 2022.

- Item 8 University of Washington Special Pay Emergency
- Social Worker 1 - Academic Medical Centers
  - Social Worker 2 - Academic Medical Centers
  - Social Worker Supervisor - Academic Medical Centers

Franklin Plaistowe, Assistant Director of the State Human Resources Division: (See Testimony below) Hearing no additional comments, item 8 was adopted as presented with an effective date of February 16, 2022.

### Start of Testimony

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Teresa Parsons, HR Classification Analyst, Washington Federation of State Employees: Teresa Parson's, Washington Federation of State Employees, requested to ask if the UW Special Pay Request was related to the lack of staffing due to the vaccine mandate or if it was related to other staffing concerns.

Franklin Plaistowe, Assistant Director of the State Human Resources Division: Franklin Plaistowe, Assistant Director of the State Human Resources Division, acknowledged Ms. Parson's question and shared staff would contact UW and follow up in the meeting minutes.

OFM, State HR: OFM State HR staff contacted UW after the meeting. They stated this request was to address a broader staffing issue beyond the vaccine mandate. Staffing issues have been a consistent concern that has been aggravated by the pandemic.

### End of Testimony

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Section E: Rule Amendments

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Brandy Chinn, Rules and Legislative Relations Manager, State HR: Presented one rule item for consideration.

### **Rule Item 1: Leave Without Pay Impacts on Employee's Service Dates**

Explanation: Staff proposed to amend WACs 357-01-023, 357-01-348, 357-28-055, and 357-31-345 to remove the requirement for a general government employer to adjust an employee's anniversary date, unbroken service date and periodic increment date (PID) for any period of leave without pay (LWOP) which exceeds fifteen consecutive calendar days. Staff also proposed to amend WAC 357-28-056 and repeal WAC 357-31-346 to remove the requirement for a higher education employer to adjust an employee's PID and vacation leave accrual date for any period of LWOP which exceeds ten working days.

Staff proposed to amend WAC 357-31-180 to state that LWOP does not affect the rate at which employees accrue vacation leave.

Additionally, staff proposed to amend WAC 357-28-056(3) to clarify that a higher education employee's PID will be set 12 months from the employee's appointment date if the employee was hired into an appointment at step L.

Staff proposed permanent adoption effective July 1, 2022.

Franklin Plaistowe, Assistant Director of the State Human Resources Division: With no comments, rule item 1 would be recommended for permanent adoption by the OFM Director.

## Adjournment

Mindy Portschy, Classification and Compensation Specialist, State HR: Business concluded, and the meeting was adjourned. The next regularly scheduled Director's meeting was announced as Thursday, May 12, 2022, beginning at 8:30 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