

Director's Meeting Minutes

State Human Resources, Office of Financial Management

May 12, 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:

- Kelly Woodward, Acting Assistant Director, State Human Resources Division
- Mindy Portschy, Classification and Compensation Specialist, State HR
- Brandy Chinn, Rules and Legislative Relations Manager, State HR

Logistics and Information

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Introduction

Kelly Woodward, Acting Assistant Director, State Human Resources Division: The Thursday, May 12, 2022 State Human Resources Director's meeting, came to order at 8:30 a.m. Kelly Woodward, Acting Assistant Director, State Human Resources Division with the OFM, chaired the meeting. Kelly stated she would take action on all the items presented with the exception of the proposed rule amendments. Kelly heard the proposed rules and comments and indicated she 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 February 10, 2022 Director's meeting minutes. Staff recommended final adoption of the minutes as printed, with an effective date of May 13, 2022

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, the following meeting minutes were adopted as presented, with an effective date of May 13, 2022:

Section B: Exempt Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section B of the revised agenda, were items 1 through 8. Staff recommended adoption as presented, with an effective date of May 13, 2022.

- Item 1 B1649 Office Chief, Legal and Records, ALTSA – DSHS
- Item 2 B1801 Deputy Chief Information Officer, Office of the Secretary – DSHS
- Item 3 B2003 Office Chief, Program Research & Evaluation Svs., RDA/FFAA - DSHS)
- Item 4 B3364 Senior Data Scientist – CFC
- Item 5 B4473 Chief Analytics Officer – ESD
- Item 6 B5899 Salmon Permitting Project Coordinator – PSP
- Item 7 B5909 Environmental Justice Coordinator – PSP
- Item 8 B6901 Deputy Director of Correctional Industries – DOC

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, items 1 through 8 were adopted as presented with an effective date of May 13, 2022.

Section C: Classification

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Mindy Portschy, Classification and Compensation Specialist, State HR: In section C of the revised agenda, were items 9 through 16. Items 12 and 13 were emergency. Staff recommended adoption as presented, with an effective date of May 13, 2022.

- Item 9 196A Event Attendant/Usher
- Item 10 263A Accompanist
- Item 11 264A Interpreter/Translator
- Item 12 312A First Aid Attendant **Emergency**
- Item 13 613A Boat Assistant **Emergency**
- Item 14 629F Band Instrument Repair Technician
- Item 15 651A Boat Operator
- Item 16 703A Art Model

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, items 9 through 16 were adopted as presented with an effective date of May 13, 2022.

Section D: Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, was revised compensation item 17. This was a University of Washington special pay proposal for multiple job classifications. Staff recommended adoption as presented, with an effective date of May 16, 2022.

- Item 17 University of Washington Special Pay **Revised**

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no comments, item 17 was adopted as presented, with an effective date of May 16, 2022.

Mindy Portschy, Classification and Compensation Specialist, State HR: Also found in Section D of the revised agenda, was a University of Washington special pay proposal for the Social Worker 1 -

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Academic Medical Centers, Social Worker 2 - Academic Medical Centers, and Social Worker Supervisor - Academic Medical Centers job classifications. The exhibit item was adopted on an emergency basis at the February 10, 2022 Director's meeting, and returned for final adoption at the May 12, 2022 Director's meeting. Staff recommended permanent adoption as presented, with an effective date of February 16, 2022.

- Item 18 University of Washington Special Pay [Permanent Adoption](#)
- Social Worker 1 - Academic Medical Centers
 - Social Worker 2 - Academic Medical Centers
 - Social Worker Supervisor - Academic Medical Centers

Kelly Woodward, Acting Assistant Director, State Human Resources Division: Hearing no additional comments, item 18 was adopted as presented with an effective date of February 16, 2022.

Section E: Rule Amendments

Brandy Chinn, Rules and Legislative Relations Manager, State HR: Brandy presented three rule items for consideration.

Rule Item 1: Veterans Placement Program and Choice Performance Confirmation

Explanation: Staff proposed to amend the civil service rules to align with Governor Jay Inslee's [Executive Order 19-01](#), *Veteran and Military Family Transition and Readiness Support*, which directed state agencies to bridge employment opportunities to increase veteran employment.

Staff also proposed to amend the civil service rules to reflect the Choice Performance Confirmation program title change and remove language referencing the ability to factor employee performance when making layoff decisions.

Staff proposed permanent adoption effective July 1, 2022.

Note: See Testimony Section below for rules item 1 comments.

Rule Item 2: Cleanup – Part-Time/Temporary Rules

Explanation: On December 15, 2021, an extension was filed with the Code Revisers Office to extend the part-time implementation effective date for the part-time/temporary/non-permanent rules from January 1, 2022, to July 1, 2022.

Staff proposed to amend WACs 357-04-045, 357-19-435 and WAC 357-19-450 to align with the July 1, 2022, part-time implementation effective date and other housekeeping changes.

Kelly Woodward, Acting Assistant Director, State Human Resources Division: There were no comments for rule item 2 as presented.

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Rule Item 3: COVID-19 Rules

Explanation: Engrossed Substitute Senate Bill [5115](#) passed during the 2021 legislative session with an effective date of May 11, 2021. This Bill added a new section to chapter 49.17 RCW which was codified as [RCW 49.17.062](#), The Washington Industrial Safety and Health Act. RCW 49.17.062(6)(a) states “during a public health emergency, no employer may discharge, permanently replace, or in any manner discriminate against an employee who is high risk as a result of the employee seeking accommodation that protects them from the risk of exposure to the infectious or contagious disease, or, if no accommodation is reasonable.” Staff proposed to amend chapter 357-31 WAC to expand leave options for high risk employees seeking an accommodation to protect themselves during a public health emergency should the employer determine no other accommodation was reasonable besides the use of leave.

During the course of the COVID-19 pandemic, certain proclamations and requirements impacted employees and their families. As a result, staff proposed to expand sick leave use to employees when the employee needed to provide care for a child, household or family member who had been exposed to a contagious disease and was required to quarantine, or when a child's school or place of care was closed for health-related reasons; removed references to the emergency proclamation; repealed outdated language addressing an employee's eligibility to use compensatory time in lieu of temporary layoff during the 2009-2011 biennium; expanded leave with pay options to include COVID-19 booster vaccines; expanded leave without pay options from “essential services” to “current workload demands and business needs.”

Staff proposed permanent adoption effective July 1, 2022.

Kelly Woodward, Acting Assistant Director, State Human Resources Division: There were no comments for rule item 3 as presented.

Kelly Woodward, Acting Assistant Director, State Human Resources Division: With no comments, rule items 1 through 3 will be recommended for permanent adoption by the OFM Director.

[Start of Testimony](#)

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Regarding Rules Item 1:

Teresa Parsons, HR Classification Analyst, Washington Federation of State Employees: Teresa Parson's, Washington Federation of State Employees, addressed a question to Brandy. Teresa wanted to Brandy to confirm her understanding that the ability for an employer to factor employee's performance when making layoff decisions was being repealed and was not being added anywhere else in WAC.

Brandy Chinn, Rules and Legislative Relations Manager, State HR: Correct.

Kelly Woodward, Acting Assistant Director, State Human Resources Division: (rules item 1) Kelly Woodward, Acting Assistant Director, State Human Resources Division, acknowledged Mrs. Parson's question.

End of Testimony

Adjournment

Mindy Portschy, Classification and Compensation Specialist, State HR: Business concluded, and the meeting was adjourned. The scheduled special Director's meeting was announced as Wednesday, June 29, 2022, beginning at 8:30 a.m., via conference call. The agenda will identify the conference line information needed to participate.

Minutes Approved By

Kelly Woodward, Acting Assistant Director
State Human Resources
Office of Financial Management

Date