

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 10, 2022

Opening

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

- Michaela Doelman, State Chief Human Resources Officer, State HR
- 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 128 10th Avenue SW PO Box 47500 Olympia, Washington 98501	Email classandcomp@ofm.wa.gov Fax (360) 507-9258
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Introduction

Michaela Doelman, State Chief Human Resources Officer:

The Thursday, November 10, 2022 State Human Resources Director's meeting, came to order at 8:30 a.m. Michaela Doelman, State Chief Human Resources Officer, Office of Financial Management, chaired the meeting. Michaela stated she would take action on all the items presented with the exception of the proposed rule amendments. Michaela heard presentations on the rules, comments, and summarized them for consideration by the OFM Director. A letter would be generated outlining the decision on the proposed rule amendments. Housekeeping items included discussion regarding the Zoom platform, recording and images, and testimony options.

Section A: Previous Minutes Approval

Mindy Portschy, Classification and Compensation Specialist, State HR: The first item of business was the adoption of the August 11, 2022 Director's meeting minutes. Staff recommended final adoption of the minutes as printed, with an effective date of November 11, 2022.

Michaela Doelman, State Chief Human Resources Officer: Hearing no comments, the following meeting minutes were adopted as presented, with an effective date of November 11, 2022.

Section B: Exempt Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section B of the agenda, were items 1 through 16. Staff recommended adoption as presented, with an effective date of November 11, 2022.

- Item 1 B1802 Chief Information Officer - DSHS
- Item 2 B1805 Dir., Budget and Finance, Tech. Innovations Administration - DSHS
- Item 3 B2179 Deputy Assistant Secretary, FFAA - DSHS
- Item 4 B2181 Dir., Admin. Operations, Tech. Innovation Administration – DSHS
- Item 5 B3210 Executive Director – EFSEC
- Item 6 B3385 Operations and Community Relations Manager - CAAA
- Item 7 B4471 Director, Organizational Excellence - ESD
- Item 8 B4475 Director, Equitable and Holistic Service Delivery - ESD
- Item 9 B4940 Manager, EFSEC - UTC
- Item 10 B5946 Lead Budget Analyst - PSP
- Item 11 B5947 Fiscal Analyst - PSP
- Item 12 B5948 Budget Analyst - PSP
- Item 13 B6291 Assistant Secretary, Women's Prison Division – DOC
- Item 14 B7025 Community, Reentry and Parole Regional Administrator - DCYF
- Item 15 B7140 Director of Marketing (LOTTERY)
- Item 16 B7210 Sales Operations Manager (Lottery)

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Michaela Doelman, State Chief Human Resources Officer: Hearing no comments, items 1 through 16 were adopted as presented with an effective date of November 11, 2022.

Section C: Classification

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

Section D: Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the agenda, compensation item 17 was the proposed "V-Range Salary Schedule for Vancouver Certificated Teachers." Staff recommended adoption as presented, with an effective date of September 1, 2022.

Item 17 Proposed V-Range Salary Schedule for Vancouver Certificated Teachers

Michaela Doelman, State Chief Human Resources Officer: Hearing no comments, item 17 was adopted as presented, with an effective date of September 1, 2022.

Section E: Rule Amendments

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

Rule Item 1 **Service in an Elective Office/Legislative Service**

Summary: Staff proposed to amend Title 357 WAC to align with a new and existing law. Staff proposed permanent adoption effective January 1, 2023.

Background: HB 1927 passed during the 2022 legislative session, Chapter 271, 2022 Laws, effective June 9, 2022. The bill adds a new chapter to Title 49 RCW (Labor Regulations), encouraging citizens to serve in the legislature by creating leave provisions for legislative service. Section 3 requires an employer to grant a temporary leave of absence without loss of job status or seniority to an employee who is a member of the state legislature to perform any official duty during regular and special legislative sessions. The leave granted may be unpaid, or the employee may substitute any accrued paid leave.

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When reviewing the Civil Service Rules for impacts due to the passage of HB 1927, staff realized that the leave of absence provided under RCW 41.04.120 is not reflected in Title 357 WAC. RCW 41.04.120 (Chapter 164, 1957 Laws) allows an employee's civil service status and seniority to be preserved while on a leave of absence by reason of having been elected or appointed to an elective office (service in an elective office). Unlike HB 1927, RCW 41.04.120 is not restricted to regular and special legislative sessions and an employee may only request to use unpaid leave.

Michaela Doelman, State Chief Human Resources Officer: Asked if there was anyone present that wished to speak to rule item 1 as presented and listed in Section E of the agenda. There were no comments for rule item 1 as presented.

Rule Item 2 **Paid Family and Medical Leave – Supplemental benefits**

Summary: Staff proposed to amend WAC 357-31-248 to add bereavement leave as a supplemental benefit during a period an employee is receiving partial wage replacement for paid family and/or medical leave for the death of an employee's family member or household member. Staff proposed permanent adoption effective January 1, 2023

Background: Washington's Paid Family and Medical Leave, or PFML insurance program, as codified in Title 50A RCW, became effective on October 19, 2017. Beginning January 1, 2020, the Paid Family and Medical Leave, or PFML program provides a partial wage replacement for Washington workers for an employee's own medical condition, to care for family members, bonding with a child or for certain military-related events. Under the PFML program, the Employment Security Department will replace up to 90% of an employee's average weekly wage (up to \$1,000 per week). During the 2019 legislative session, the law was amended to allow the employer to offer a "supplemental benefit" to employees while they are on approved PFML.

Michaela Doelman, State Chief Human Resources Officer: Asked if there was anyone present that wished to speak to rule item 2 as presented and listed in Section E of the agenda. There were no comments for rule item 2 as presented.

Rule Item 3 **Cleanup (Classification, Compensation and Leave)**

Summary: Staff proposed to amend [WAC 357-13-090](#), WAC 357-28-190, WAC 357-28-203, WAC 357-28-215, WAC 357-31-31-133 and repeal WAC 357-31-31-345. The amendments were housekeeping in nature and proposed as reflected in the agenda. Staff proposed permanent adoption effective January 1, 2023.

Michaela Doelman, State Chief Human Resources Officer: Asked if there was anyone present that wished to speak to rule item 3 as presented and listed in Section E of the agenda. There were no comments for rule item 3 as presented.

With no comments, rule items 1 through 3 would be recommended for permanent adoption by the OFM Director.

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Adjournment

Mindy Portschy, Classification and Compensation Specialist, State HR: There were no other items for consideration, and the business was concluded.

The next regularly scheduled meeting was announced for Thursday, February 9, 2023 beginning at 8:30 a.m. and would be via Zoom with a dial-in option. The Zoom and telephone dial-in information would be included in the posted agenda.

Minutes Approved By

Michaela Doelman, State Chief Human Resources Officer
State Human Resources
Office of Financial Management

Date