

Director's Meeting Minutes

Office of Financial Management, State Human Resources Division

August 10, 2023

Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, August 10, 2023. The session was via conference call. 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, Chief Human Resources Officer, State Human Resources, Office of Financial Management
- Brandy Chinn, Rules and Legislative Relations Manager, State Human Resources
- Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources

Logistics and Information

This publication and related materials are available on the Internet at the following web address:

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Comments and suggestions regarding the meeting process, related publications, and requests for alternate formats are welcomed and may be forwarded to:

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Introduction

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Michaela Doelman, Chief Human Resources Officer, State Human Resources, Office of Financial Management, chaired the meeting.

The meeting was open to the public and held using a Zoom platform and was recorded. Those participating in the meeting agreed to any image selected to share and anything voiced or submitted, would be posted indefinitely on one of the Office of Financial Management's publicly available sites. Those not wishing to be recorded were instructed to use the chat feature in Zoom.

Action was taken on all items presented except the proposed rule amendments. The rule amendment presentations and comments were heard, then summarized for consideration by the OFM Director. A letter was generated the first part of the following 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 June 22, 2023 and July 24, 2023 Director's meeting minutes. Staff recommended final adoption of the minutes as printed, with an effective date of August 11, 2023.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, the June 22, 2023 and July 24, 2023 Director's meeting minutes were adopted as presented, with an effective date of August 11, 2023.

Section B: Exempt Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section C of the revised agenda were items 1 through 6. Staff recommended adoption as presented, with an effective date of August 11, 2023.

- Item 1 B1629 Chief, Workforce & Youth, Div. of Vocational Rehabilitation – DSHS
- Item 2 B2343 Executive Officer, Maple Lane and Brockmann, BHA - DSHS
- Item 3 B2436 Information Services Manager
- Item 4 B3151 Director of Equity - UTC
- Item 5 B1813 Office Chief, Community Transitions, HCS/AL TSA – DSHS
- Item 6 B1814 Office Chief, Housing and Employment, HCS/AL TSA – DSHS

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 6 were adopted as presented, with an effective date of August 11, 2023.

Section C: Classification

Mindy Portschy, Classification and Compensation Specialist, State HR: In section C of the revised agenda, were items 7 through 10. Item 7 and emergency items 8 and item 9 were effective August 11, 2023, and emergency item 10 was effective August 16, 2023. Staff recommended adoption as presented.

- Item 7 424C Claims Officer 3 - DSHS
- Item 8 344F Rehabilitation Technician 2 **Emergency**
- Item 9 165F Financial Benefits Coordinator **Emergency**
- Item 10 148S Audit Intern **Emergency**

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Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 7 through 10 were adopted as presented, with an effective date of August 11, 2023 and item 10 effective August 16, 2023.

Section D: Compensation

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda, item 11 was the Apprentice Salary Schedule. Staff recommended adoption as presented, with an effective date of July 1, 2023.

Item 11 Apprentice Salary Schedule

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 11, was adopted as presented, with an effective date of July 1, 2023.

Mindy Portschy, Classification and Compensation Specialist, State HR: In section D of the revised agenda was emergency item 12, a University of Washington special pay request item with a list of UW impacted job classes for May 24, 2023. Staff recommended adoption as presented, with an effective date of August 16, 2023.

Item 12 Overtime Eligibility Determination

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 12 was adopted as presented, with an effective date of August 16, 2023.

Section E: Rule Amendments

There was one rule item regarding Overtime Eligibility Determination proposed for permanent adoption.

Brandy Chinn, Rules and Legislative Relations Manager, State Human Resources: Proposed to repeal WAC 357-28-245 to no longer require general government employers to request director approval when a non-represented employee's position is changed from overtime eligible to overtime exempt. Staff also proposed to amend WAC 357-58-160 to remove the reference to WAC 357-28-245 due to the proposal to repeal WAC 357-28-245. These changes allow employers the flexibility to manage overtime eligibility rather than require approval from the Director of the Office of Financial Management. Staff proposed permanent adoption effective December 31, 2023.

Rule Item 1 Overtime Eligibility Determination

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, a summary would be composed for the OFM Director for consideration of adoption.

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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, November 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.

Note: The next regularly scheduled meeting date and time was rescheduled to November 14, 2023 at 9:00 a.m.

Minutes Approved By

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

Date