

Special Director's Meeting Minutes

Office of Financial Management, State Human Resources Division

July 24, 2023

Opening

The State Human Resources Director's meeting was called to order at 10:00 a.m. on Monday, July 24, 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, State Chief Human Resources Officer, State Human Resources
- Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources
- Brandy Chinn, Rules and Legislative Relations Manager, 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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Introduction

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: The Monday, July 24, 2023, State Human Resources Special Director’s meeting, came to order at 10:00 a.m. Michaela Doelman, State Chief Human Resources Officer, State Human Resources, Office of Financial Management, chaired the meeting. Michaela stated she would act on all the items presented with the exception of the proposed rule amendments. Michaela heard the proposed rules, there were no comments therefore she indicated she would recommend them for consideration by the OFM Director.

Section A: Previous Minutes Approval

None.

Section B: Exempt Compensation

None.

Section C: Classification

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: In section C of the revised agenda, were item 1 Attendant Counselor 2 and item 2 Carpenter 1 -Teamsters. State HR staff recommended adoption with an effective date of July 1, 2023.

Item 1	345G Attendant Counselor 2.....	C1-C2
Item 2	605G Carpenter Supervisor 1 – Teamsters	C3

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 and 2 were adopted as presented, with an effective date of July 1, 2023.

Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation items 3, 4 and 5 were found in Section D of the revised agenda. Item 3 was a base range adjustment, and items 4 and item 5 were revised and established premium pay. Staff proposed adoption with an effective date of July 1, 2023, for the items as presented.

Item 3	Base Salary Increase	D1
Item 4	Premium Pay – Establishment	D2-D3
Item 5	Premium Pay – Revised.....	D4

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 3, 4 and 5 were adopted as presented, with an effective date of July 1, 2023.

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Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation items 6, 7, and 8 were emergency items found in the revised agenda. They were WFSE Interest Arbitration Award Salary Adjustments for the Corrections Specialist 4 job classification for the Department of Corrections. Staff proposed adoption of the items with the effective dates as presented.

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| Item 6 | WFSE IAA Shadow Classes Salary Adjustments, Dept. of Corrections Only 2003 | Emergency.... D5 |
| Item 7 | WFSE IAA Shadow Classes Salary Adjustments, Dept. of Corrections Only 2004 | Emergency.... D6 |
| Item 8 | WFSE IAA Shadow Classes Salary Adjustments, Dept. of Corrections Only 2005 | Emergency.... D7 |

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, items 6 through 8 were adopted as presented, with effective dates as proposed.

Section E: Rule Amendments

Brandy Chinn, Rules and Legislative Relations Manager, State Human Resources: The World Health Organization ended the global emergency status for COVID-19 on May 5, 2023, and the Biden Administration ended the national COVID-19 public health emergency on May 11, 2023. To align Washington state's policy with the ending of the national public health emergency, Governor Jay Inslee rescinded Directive 22-13.1 effective May 11, 2023, which directed a requirement that employees of executive and small cabinet state agencies be fully vaccinated against COVID-19 as a condition of employment. Staff proposed to remove the following provisions from Title 357 WAC:

1. The requirement for nonrepresented state employees who are employed by general government executive and small cabinet agencies, or an eligible candidate for such position, to be fully vaccinated against COVID-19 as a condition of employment, or granted an exemption and approved for an accommodation due to a disability and/or medical condition or sincerely held religious belief that prevents them from receiving the COVID-19 vaccine.
2. The requirement for employers to separate an employee, or not hire an eligible candidate, if they cannot provide proof they are fully vaccinated and the employer cannot provide an accommodation; and
3. Language that made the above requirements optional for higher education employers, independent agencies, boards, councils, commissions, and separately elected officials.

Staff is proposed permanent adoption effective May 5, 2023.

Michaela Doelman, State Chief Human Resources Officer, State Human Resources: Hearing no comments, rules item 1 was adopted as presented, with an effective date of May 5, 2023.

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Adjournment

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

The next regularly scheduled meeting was announced for Thursday, August 10, 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, Chief Human Resources Officer, State Human Resources
State Human Resources
Office of Financial Management

Date