

# Director's Meeting Minutes

Office of Financial Management, State Human Resources Division

August 8, 2024

## Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, August 8, 2024. The session was via the ZOOM platform with a call-in option. 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
- Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources, Office of Financial Management
- Brandy Chinn, Rules Manager, State Human Resources, Office of Financial Management

## 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, related publications, and requests for alternate formats are welcomed and may be forwarded to:

Logistics Coordinator  
State Human Resources Division  
Office of Financial Management  
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Olympia, Washington 98504

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Requests for historic Director's meeting publications and recordings, may be directed to (360) 974-9218 or <mailto:classandcomp@ofm.wa.gov>.

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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 were heard, comments were received, then summarized for consideration by the OFM Director. A letter was generated August 20, 2024, outlining the decision on the proposed rule amendments.

### Section A: Previous Minutes Approval

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: The first item of business was the adoption of the May 8, 2024, Director's meeting minutes. Staff recommended final adoption of the minutes as presented, with an effective date of August 9, 2024.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, the May 8, 2024, Director's meeting minutes were adopted as presented, with an effective date of August 9, 2024.

### Section B: Exempt Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Exempt compensation items 1 through 15 were considered for adoption. Items three and four were presented for final adoption. State Human Resources staff recommended adoption as presented, with an effective date of August 9, 2024.

- Item 1 B0378 Director of Strategy and Performance – L&I
- Item 2 B1557 Enterprise EHR Executive Program Director – HCA
- Item 3 B1954 Executive Medical Officer, DDA – DSHS [Final Adoption](#)
- Item 4 B2331 Executive Officer, DDA – DSHS [Final Adoption](#)
- Item 5 B3352 Assistant Director, Accountability Bureau – CJTC
- Item 6 B3353 Assistant Director, Training Bureau – CJTC
- Item 7 B4499 Deputy Chief Financial Officer – ESD
- Item 8 B5564 Director, Information Technology Division - MIL
- Item 9 B5955 Workplace Culture Specialist – PSP
- Item 10 B5956 Compliance and Reporting Specialist - PSP
- Item 11 B7033 Assistant Secretary, Partnership, Prevention and Services – DCYF
- Item 12 B7034 Deputy Assistant Secretary, Early Learning – DCYF
- Item 13 B7036 Deputy Assistant Director, Legal Officer, ASD - DCYF
- Item 14 B8520 Director of Communications - DOH
- Item 15 B9540 Enterprise Innovation Manager – WATECH

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 15 were adopted as presented, with an effective date of August 9, 2024.

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### Section C: Classification

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Classification item 16 Warehouse Operator 1 – Teamsters DES and item 17 Digital Printing Specialist – Teamsters DES were proposed. State Human Resources staff recommended adoption as presented, with an effective date of August 9, 2024

- Item 16 117I Warehouse Operator 1 – Teamsters DES
- Item 17 206W Digital Printing Specialist – Teamsters DES

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 16 and item 17 were adopted as presented, with an effective date of August 9, 2024.

### Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Found in section D of the revised agenda, Item 18 was a Washington State University Special Pay request for the Stationary Engineers. State Human Resources staff proposed adoption, with an effective date of August 9, 2024.

- Item 18 Washington State University Special Pay – Stationary Engineers

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 18 was adopted as presented, with an effective date of August 9, 2024.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Found in section D of the revised agenda, item 19 was a University of Washington Medical Centers Special Pay 1% Grid. State Human Resources staff proposes adoption, with an effective date of July 1, 2024.

- Item 19 University of Washington Medical Centers Special Pay 1% Salary Grid

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 19 was adopted as presented with an effective date of July 1, 2024.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Found in section D of the revised agenda, Item 20 was an emergency item for two Washington Federation of State Employees Interest Arbitration Award regarding two Shadow Classes for the Department of Corrections only; 350D Corrections Specialist 3 – DOC WFSE and 350F Corrections Specialist 4 -DOC WFSE. State Human Resources staff proposed adoption, with an effective date of January 1, 2024.

- Item 20 WFSE IAA Shadow Classes – Dept. of Corrections Only [Emergency](#)

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Item 20 was adopted as presented, with an effective date of January 1, 2024. [See item 20 in the testimony section below]

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### Section E: Rule Amendments

Brandy Chinn, Rules Manager, State Human Resources: Proposed six rule items for permanent adoption.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Before speaking to the rule items, Michaela reminded attendees of the rule adoption process, because the Director's Meetings do not always have rule items listed on the agenda.

Brandy would present all six rule items, pause after each rule item, and open-up for public comment. All testimony would be summarized after the meeting and feedback compiled and submitted to David Schumacher, OFM Director, for consideration for permanent adoption.

#### Item #1 - Nondisclosure and Nondisparagement Provisions

Brandy Chinn, Rules Manager, State Human Resources: Engrossed Substitute House Bill 1795 passed during the 2022 legislative session effective June 9, 2022. The bill prohibited nondisclosure and nondisparagement provisions from employers regarding illegal acts of discrimination, harassment, retaliation, wage and hour violations, and sexual assault. Section 4 of the bill repealed RCW 49.44.210 which was the statute that previously prohibited an employer from requiring an employee, as a condition of employment, to sign a nondisclosure agreement regarding sexual harassment and sexual assault occurring in the workplace and replaced it with section 2 of this bill, as codified as RCW 49.44.211. Staff proposed to repeal existing language in WAC 357-25-027(17) and replaced it with new language stemming from RCW 49.44.211. Staff also proposed to amend WAC 357-25-027(17) to update the "employee" definition referenced from RCW 49.44.210 to RCW 49.44.211. Staff proposed an October 1, 2024, permanent effective date.

#### Item #2 – Redeployment

Brandy Chinn, Rules Manager, State Human Resources: During the COVID-19 response, some general government employers encountered shortages of employees in segments of their operations, while other agencies had employees with the capacity and skill sets that could be redeployed to address the staffing shortages.

Staff proposed amendments to the civil service rules, Title 357 WAC, to allow general government employers to redeploy an employee within or between general government employers in the same or different job class with the same or different salary range maximum for a limited duration to support staffing shortages during an emergency or a disaster for the preservation of public health, safety, or general welfare. The proposal helps ensure general government employers are able to maintain necessary staffing in the event of future emergencies. Staff also proposed to repeal WAC 357-19-165 to remove redundant language and amend WAC 357-19-353 to reflect gender-neutral pronouns. Staff proposed an October 1, 2024, permanent effective date.

#### Item #3 – Definition of Veteran

Brandy Chinn, Rules Manager, State Human Resources: Second Substitute House Bill 2014 passed during the 2024 legislative session effective June 6, 2024, for sections 1 through 24. The bill aligns the federal and state definitions of "veteran" expanding state veterans benefits to any veteran who was already eligible for federal Department of Veterans Affairs monetary benefits. Section 4 added a new section to chapter 73.04 RCW which was codified as RCW 73.04.005 to define "qualifying discharge". "Honorable discharge" was replaced with "qualifying discharge" throughout the bill. Staff proposed amendments to the civil service rules, Title 357 WAC, to align with the changes to the new law. Staff proposed an October 1, 2024, permanent effective date.

Testimony provided [See rule item 3 in the testimony section below]

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### Item #4 – Vacation Leave Accrual

Brandy Chinn, Rules Manager, State Human Resources: House Bill 2246, passed during the 2024 legislative session effective June 6, 2024. Section 1 of the bill amended RCW 43.01.040 to increase the annual cap on the accrual of unused vacation leave for state employees from 240 hours to 280 hours. Section 2 changed the annual cap found in RCW 43.01.044 from 240 hours to 280 hours. Staff proposed amendments to the civil service rules, Title 357 WAC, to align with the changes to the law. Staff proposed an October 1, 2024, permanent effective date.

### Item #5 – Civil Service Advantage

Brandy Chinn, Rules Manager, State Human Resources: Substitute Senate Bill 6157 passed during the 2024 legislative session effective June 6, 2024. The bill reforms civil service by incorporating civil service advantage for bilingual and multilingual applicants, applicants with prior work experience in social services, and applicants with higher education. Section 1 added a new section to chapter 41.04 RCW which was codified as RCW 41.04.012 to state that in all competitive examinations to determine the qualifications of applicants, the agency head within a hiring organization has the discretion to add a maximum of 15% to the passing mark, grade, or rating only in accordance with outlined criteria. Preference points may not be aggregated to exceed more than 15% of an applicant's examination score, shall be added to the passing mark, grade, or rating of competitive examinations until the candidate's first appointment and may not be used in promotional examinations. The bill also defines "full professional fluency" and "native speaker." Staff proposed amendments to the civil service rules, Title 357 WAC, to align with the changes to the law. Staff proposed an October 1, 2024, permanent effective date.

### Item #6 - Clean-up (CPC, TLO, WMS and Vacation Leave)

Brandy Chinn, Rules Manager, State Human Resources: Clean-up; Choice Performance Confirmation Program, temporary Layoff, Washington Management Service, and Vacation Leave. Staff proposed to amend chapters 357-31 WAC, 357-46 WAC, and 357-58 WAC to provide clarity and housekeeping reasons. The changes reflected in the rule item were related to the CPC Program, TLO, WMS, and Vacation leave. Staff proposed an October 1, 2024, permanent effective date.

(End of Rules Presentations)

Michaela Doelman, State Chief Human Resources Officer, OFM: The rule presentations and comments would be summarized for consideration of adoption by the OFM Director.

## Testimony Summary

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### Section D: Compensation

#### Item #20

Jasmine Remick, Pro-Equity Consultant with Office of Equity and on behalf of Veteran Employee Resource Group (VERG liaison): Jasmine stated the item (20) was not listed on the agenda. Mindy Portschy, State Human Resources staff, stated item 20 was added later in a "revised agenda" which was posted to the Director's meeting web page and sent out on the email distribution list. Mindy said the item was added as an emergency item related to a Memo of Understanding, with the WFSE DOC collective bargaining agreement and would return at the November 14, 2024, Director's meeting for final adoption. This item only impacts those under the DOC WFSE Bargaining Agreement.

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Teresa Parsons, Classification and Compensation Specialist, WFSE: Teresa wanted to clarify that item 20 aligned with the September 2023 arbitration decision that granted a 1-range increase to those two job classes listed on July 1, 2023; January 1, 2024, and January 1, 2025.

Michaela Doelman, State Chief Human Resources Officer: She offered Jasmine a couple minutes to review Item 20 in the revised agenda and return to it after reviewing the rules items for consideration of adoption.

Jasmine Remick, Pro-Equity Consultant with Office of Equity and on behalf of Veteran Employee Resource Group (VERG liaison): Jasmine said the compensation items were quite lengthy and would take more time to review so declined the offer. She stated this was something that she would like to review with her team because of another item that they would talk about in Section E and perhaps could review that part of it. Jasmine had no further questions or comments on Item 20 of the revised agenda.

### Section E: Rule Amendments

#### Rule Item #3

Jasmine Remick, Pro-Equity Consultant with Office of Equity and on behalf of Veteran Employee Resource Group (VERG) Leadership, provided the following comments for consideration via email and during the meeting:

- The proof of qualifying discharge paperwork: specifically, the equivalent or successor official paperwork.
- Spouses or registered domestic partner of veterans with a qualifying discharge who have a service-connected disability.
- The disclosure of military retirement pay or disability percentage rating.
- Add language to include Gold Star recipients who are immediate family members of service members who have died while serving our nation during conflict.

Michaela Doelman, State Chief Human Resources Officer: Feedback will be reviewed and taken in consideration.

### End of Testimony

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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, November 14, 2024 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

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

\_\_\_\_\_  
Date