

# Director's Meeting Minutes

Office of Financial Management, State Human Resources Division

November 14, 2024

## Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, November 14, 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, Acting Rules and Appeals Director, 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  
1500 Jefferson Street SE  
PO Box 47500  
Olympia, Washington 98504

Email <mailto:classandcomp@ofm.wa.gov>  
Fax (360) 507-9258

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 November 14, 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 August 8, 2024, Director's meeting minutes. Staff recommended final adoption of the minutes as presented, with an effective date of November 15, 2024.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, the August 8, 2024, Director's meeting minutes were adopted as presented, with an effective date of November 15, 2024.

## Section B: Exempt Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Exempt compensation items 1 through 37 were considered for adoption. State Human Resources staff recommended adoption as presented, with an effective date of November 15, 2024.

- Item 1 B0378 Director of Strategy and Performance – LNI
- Item 2 B0380 Chief Policy Officer – LNI
- Item 3 B0479 Tribal Liaison-AGR
- Item 4 B1462 Deputy Assistant Director for Strategic Operations, DLS – HCA
- Item 5 B1465 Special Assistant for Prescription Drug Program - HCA
- Item 6 B1540 Deputy Assistant Director for Medicaid Programs Division – HCA
- Item 7 B1554 Chief Legal Officer – HCA
- Item 8 B1556 Deputy Chief Legal Officer – HCA
- Item 9 B1608 Director, Systems Development and Operations, TIA – DSHS
- Item 10 B1609 Director, Contract and Vendor Management, TIA – DSHS
- Item 11 B1611 Director, Platform Innovation, TIA – DSHS
- Item 12 B1657 Office Chief, Program Integrity, Perform. & Advance., APS/AL TSA – DSHS
- Item 13 B1674 Chief Product Officer – DSHS
- Item 14 B1798 Chief Information Security Officer – DSHS
- Item 15 B1815 Director, Project and Portfolio Management, TIA - DSHS
- Item 16 B2121 Chief Data and Analytics Officer, TIA – DSHS
- Item 17 B2640 Executive Director – Public Works Board
- Item 18 B2692 Director of Marketing and Communications - EWH
- Item 19 B3111 Deputy Executive Director – UTC

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- Item 20 B3352 Assistant Director, Accountability Bureau – CJTC
- Item 21 B3353 Assistant Director, Training Bureau - CJTC
- Item 22 B3815 Human Resources Director
- Item 23 B3941 Staff Attorney - OMWBE
- Item 24 B5210 Assistant Director Special Programs
- Item 25 B5431 Chief Information Officer - DSB
- Item 26 B5911 ECO Network Coordinator – PSP
- Item 27 B5957 Puget Sound Recovery Strategist
- Item 28 B6080 Chief Criminal Investigator/Administrator
- Item 29 B7035 Deputy Director, Administrative Services - DCYF
- Item 30 B8131 Enterprise Portfolio Management Office Director – HCA
- Item 31 B8161 Assist. Director for Finance, Health Care Purchasing, & Informatics – HCA
- Item 32 B8900 Special Assistant for Quality and Employee Involvement
- Item 33 Corrections, Department of – Multiple Abolishments
  - a) B6400 Administrative Assistant - Corrections
  - b) B6411 Community Corrections Progs Adm - DOC
- Item 34 Labor and Industries, Department of – Multiple Abolishments
  - a) B0381 Program Manager, Retrospective Rating, LNI
  - b) B0383 Consultation Program Manager
  - c) B0407 Citizens Relations Manager, LNI
- Item 35 Office of the Governor – Multiple Abolishments
  - a) B8010 Undergraduate Intern 1
  - b) B8020 Undergraduate Intern 2
  - c) B8030 Executive Fellow 1
  - d) B8040 Executive Fellow 2
- Item 36 Social and Health Services, Department of – Multiple Abolishments
  - a) B1630 Administrative Services Division Director
  - b) B1636 Chief, Division Support & Evaluation, Division of Behavioral Health & Recovery
  - c) B1644 Vocational Rehabilitation Regional Administrator
  - d) B1740 Assistant Director, Media Relations - DSHS
  - e) B1791 Research and Data Analysis Chief
  - f) B1804 Chief, IT Systems Development, Economic Services Division (ESA) - DSHS
  - g) B1807 Director, Information Technology Solutions, ESA - DSHS
  - h) B2010 Mental Health Division Director (MED)
  - i) B2442 Chief, Finance
  - j) B2445 Chief, Office of Administrative Resources
- Item 37 Washington Technology Solutions – Multiple Abolishments
  - a) B9619 IT Operations & Support Team Manager – WATECH
  - b) B9631 Enterprise Solution Architect – WATECH
  - c) B9634 Senior Strategist, Electronic Media & Digital Content – WATECH

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 37 were adopted as presented, with an effective date of November 15, 2024.

### Section C: Classification

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

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### Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Found in section D of the agenda, Item 38 was the Department of Corrections Washington Federation of State Employees Interest Arbitration Award resulting from shadow classes. The job classes are 350D Corrections Specialist 3 – DOC WFSE and 350F Corrections Specialist 4 – WFSE. The item was presented at the August 8, 2024, Director's meeting and returns for permanent adoption effective November 15, 2024.

- Item 38 WFSE IAA Shadow Classes – Department of Corrections Only [Permanent Adoption](#)
- a) 350D Corrections Specialist 3 – DOC WFSE
  - b) 350F Corrections Specialist 4 – WFSE

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 38 was adopted as presented, with an effective date of November 15, 2024.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Found in section D of the agenda, item 39 was the 2024-2025 Certificated Teaching Salary rate adjustment for the State School for the Blind and Washington State Center for Deaf and Hard of Hearing Youth. This item was proposed for adoption effective September 1, 2024.

- Item 39 V-Range Salary Schedule

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 39 was adopted as presented with an effective date of September 1, 2024.

### Section E: Rule Amendments

Brandy Chinn, Acting Rules and Appeals Director, State Human Resources: Proposed one rule item for permanent adoption.

#### Item #1 - Expanded Family Member Definition

Engrossed Substitute Senate Bill ([ESSB 5793](#)), Chapter 356, Laws of 2024, passed during the 2024 legislative session, effective January 1, 2025. Section 1 of this bill amended RCW 49.46.210(1)(b)(iii) to clarify an employee was authorized to use paid sick leave when the employee's place of business or an employee's child's school or place of care had been closed by order of a public official for any health-related reason or after the declaration of an emergency by a local or state government or agency, or federal government. Section 1 also amended RCW 49.46.210(2) to expand the definition of a family member to include any individual who regularly resided in the employee's home or where the relationship created an expectation the employee cared for the person and that individual depended on the employee for care, except it did not include an individual who simply resided in the same home with no expectation the employee cared for the individual. The definition of a child was also expanded to include a child's spouse or child's registered domestic partner.

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A policy decision was made to expand the definition of a family member for all sick leave reasons provided in WAC 357-31-130, not just limiting to ones included in RCW 49.46.210, and also apply these changes to both overtime-eligible and overtime-exempt employees to allow for equal treatment of all employees.

Staff proposed:

- Amend WAC 357-01-072 to expand the definition of child for the purpose of using accrued sick leave under WAC 357-31-130 to include a child's spouse or child's registered domestic partner.
- Amend WAC 357-01-172 to expand the definition of family member for the purpose of using accrued sick leave under WAC 357-31-130 to include any individual who regularly resided in the employee's home or where the relationship created an expectation that the employee cared for the person, and that individual depended on the employee for care. Family member does not include an individual who simply resided in the same home with no expectation that the employee cared for the individual for the purposes of WAC 357-31-130.
- Amend WAC 357-31-130(5) to align with the changes made to RCW 49.46.210(1)(b)(iii).

Staff proposed permanent adoption with an effective date of January 1, 2025.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: After hearing no comments for rule item 1, a compiled summary would be prepared for the OFM Director for consideration.

## 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, February 13, 2025 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      Date  
Office of Financial Management