

# Director's Meeting Minutes

Office of Financial Management, State Human Resources Division  
May 8, 2025

## Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, May 8, 2025. 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

State Human Resources Division Staff:

- Michaela Doelman, Chief Human Resources Officer
- Mindy Portschy, Senior Classification and Compensation Specialist
- Brandy Chinn, Acting Rules and Appeals Director

## 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:

State Human Resources Division  
Office of Financial Management  
1500 Jefferson Street SE  
PO Box 47500  
Olympia, Washington 98504

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

Requests for historic Director's meeting publications and recordings, may be directed to (360) 890-1588 or [classandcomp@ofm.wa.gov](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 who do not wish 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 May 9, 2025, 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 February 13, 2025, Director's meeting minutes. Staff recommended final adoption of the minutes as presented, with an effective date of May 9, 2025.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, the February 13, 2025, Director's meeting minutes were adopted as presented, with an effective date of May 9, 2025.

## Section B: Exempt Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Exempt compensation items 1 through 7 were considered for adoption. State Human Resources staff recommended adoption as presented, with an effective date of May 9, 2025.

- Item 1 B1540 Deputy Assistant Director for Medicaid Programs Division – HCA
- Item 2 B1556 Deputy Chief Legal Officer – HCA
- Item 3 B2012 Director, Division of State Hospitals (Non-Medical) - DSHS
- Item 4 B2563 Special Assistant Coordinator - COM
- Item 5 B2564 Assistant Director, Division of Innovation and Technology - COM
- Item 6 Department of Veteran's Affairs:
  - B5050 Administrator, Washington Veterans Home – DVA
  - B5051 Administrator, Spokane Veterans Home – DVA
  - B5055 Administrator, Walla Walla Veterans Home – DVA
  - B5060 Administrator, Washington Soldiers Home and Colony – DVA
- Item 7 B5056 Director of Nursing Services – DVA

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 7 were adopted as presented, with an effective date of May 9, 2025.

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### Section C: Classification

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

### Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation revised item 8 is a special pay request from the University of Washington for the 123F Human Resource Consultant 2 and 343E Community Worker. State Human Resources staff proposed adoption with an effective date of May 16, 2025.

- Item 8      University of Washington Special Pay Revised
- 123F Human Resource Consultant Assistant 2
  - 343E Community Worker

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, revised compensation item 8 was adopted as presented with an effective date of May 16, 2025.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 9 is a special pay request from Washington State University for the 607F Control Technician and 607G Control Technician Lead. State Human Resources staff proposed adoption with an effective date of May 9, 2025.

- Item 9      Washington State University Special Pay
- 607F Control Technician
  - 607G Control Technician Lead

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 9 was adopted as presented with an effective date of May 9, 2025.

### Section E: Rule Amendments

**Brandy:** There were six rule items proposed for permanent option.

Rule Item 1: Wildfire Disaster Leave

Staff proposed to amend WAC 357-31-326 to add subsection (6) to allow an employer to grant up to 24 hours of leave with pay for each occurrence to employees who are experiencing extraordinary or severe impacts of a wildfire disaster in the event the Governor declares a state of emergency. These changes are stemming from the 2025-2027 tentative collective bargaining agreements for represented employees. A policy decision was made to extend this leave to non-represented employees provided that this leave was funded in the 2025 enacted budget. Staff proposed permanent adoption effective date July 1, 2025.

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### Rule Item 2: Pandemic Vaccination Leave

Staff proposed to:

- Amend WAC 357-28-265 to state: “leave with pay during the employee’s regular work schedule is not considered time worked except for when leave is taken to travel and receive the CDC recommended vaccine(s)”.
- Amend WAC 357-31-325(5) to require an employer to grant leave with pay to allow an employee to take a reasonable amount of leave with pay for the employee to travel and receive the CDC recommended vaccine(s) during a declared state of emergency due to a pandemic if the vaccine is not offered at the workplace and remove the requirement for an employer to grant leave with pay for an employee to travel and receive each dose or booster of COVID-19 vaccine.
- Repeal WAC 357-31-326(4) and WAC 357-31-326(5) to remove leave with pay for an employee to receive and/or travel to receive a COVID-19 vaccination.

These changes are stemming from the 2025-2027 tentative collective bargaining agreements for represented employees. A policy decision was made to extend this leave to non-represented employees provided that this leave was funded in the 2025 enacted budget. Staff proposed permanent adoption effective date July 1, 2025.

### Rule Item 3: Bereavement Leave

Staff proposed to:

- Amend WAC 357-01-072 and WAC 357-01-172 subsection (3) to expand the definition of child and family members for paid bereavement leave reasons provided in WAC 357-31-250.
- Amend WAC 357-31-248 to add loss of pregnancy if an employee used bereavement leave as a supplemental benefit if the employee was receiving a partial wage replacement for paid family and/or medical leave.
- Amend WAC 357-31-250 to expand the number of days employees were entitled to receive paid bereavement leave from three to five days and to expand the reasons in which an employee was entitled to receive paid bereavement leave to include loss of pregnancy. Staff proposed to add subsection 4 to define loss of pregnancy.

These changes are stemming from the 2025-2027 tentative collective bargaining agreements for represented employees. A policy decision was made to extend this leave to non-represented employees provided that this leave was funded in the 2025 enacted budget. Staff proposed permanent adoption effective date July 1, 2025.

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### Rule Item 4: Wildfire Rest and Recuperation Leave

Staff proposed to:

- Amend WAC 357-28-255(2) to clarify exceptions provided in WAC 357-28-265, in which leave with pay during the employee's regular work schedule was considered time worked for the purposes of determining overtime eligibility.
- Amend WAC 357-28-265 to add subsection 3 to state leave with pay during the employee's regular work schedule was not considered time worked except for when leave was taken on the employee's regularly scheduled workday for the purpose of rest and recuperation in accordance with WAC 357-31-326 and to state if leave falls on the employee's regularly scheduled day off, it is not considered hours worked for the calculation of the overtime rate.
- Amend WAC 357-31-326(3) to state Department of Natural Resources may grant two additional days of leave with pay for rest and recuperation after 14 consecutive calendar days. Additional days may only be granted if they fall on the employee's regularly scheduled workday and were taken consecutively. Leave with pay under this subsection was subject to the overtime provisions in WAC 357-28-265.

These changes are stemming from the 2025-2027 tentative collective bargaining agreements for represented employees. A policy decision was made to extend this leave to non-represented employees provided that this leave is funded in the 2025 enacted budget. Staff proposed permanent adoption effective date July 1, 2025.

### Rule Item 5: Return to Work

Staff proposed to amend [WAC 357-19-530](#)(3), to reflect gender-neutral pronouns and to replace the reference to "a physician or licensed mental health professional" with "an attending provider as defined in RCW 51.08.200". [House Bill 1197](#) passed during the 2023 legislative session, Chapter 171, Laws of 2023, effective July 1, 2025, and applied retroactively. Section 7 of the bill amends [RCW 51.32.090](#) to replace all references of a physician or licensed advanced registered nurse practitioner to an attending provider. Section 2 of the bill created [RCW 51.08.200](#) to define an attending provider. [RCW 41.06.490](#)(2) requires the OFM Director to adopt rules that "provide for eligibility in the return-to-work program, for a minimum of two years from the date the temporary disability commenced, for any permanent employee who was receiving compensation under RCW 51.32.090 and who was, by reason of his or her temporary disability, unable to return to his or her previous work, but is physically capable of carrying out work of a lighter or modified nature". Staff proposed permanent adoption effective date July 1, 2025.

### Rule Item 6: Sick Leave Cleanup

Staff proposed to a housekeeping amendment to WAC 357-31-130(5); removing a displaced comma. Staff proposed permanent adoption effective date July 1, 2025.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments for rule items 1 through 6, the items would be brought to the OFM Director for consideration

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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 Monday, June 23, 2025 beginning at 10:00 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

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Date