Director's Meeting Minutes

Office of Financial Management, State Human Resources Division
August 13, 2026

Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on August 13, 2026. 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 Staff:

- Misty Tobin, Chief Human Resources Officer, Office of Financial Management
- Mindy Portschy, Senior Classification and Compensation Specialist, OFM
- Brandy Chinn, Rules Manager, OFM

Logistics and Information

This publication and related materials are available on the internet at the following web address: Director's Meetings, Office of Financial Management.

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

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Requests for historic Director's meeting publications and recordings, may be directed to (360) 890-1588 or classandcomp@ofm.wa.gov .

Introduction

Misty Tobin, Human Resources Officer, Office of Financial Management: Misty Tobin, State Chief Human Resources Officer, for the Division of 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 did not wish to be recorded were instructed to use the chat feature in Zoom.

The rules items presentations and comments were summarized for consideration by the OFM Director. A letter was generated outlining the decisions for 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 May 14, 2026, Director's meeting minutes. Staff recommended final adoption of the minutes as presented, with an effective date of August 14, 2026.

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, the Director's meeting minutes were adopted as presented, with an effective date of August 14, 2026.

Section B: Exempt Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, Office of Financial Management: Exempt compensation items 1 through 15 were considered for adoption. State Human Resources staff recommended adoption as presented, with an effective date of August 14, 2026.

Item 1	B0391 Compliance Program Manager
Item 2	B1616 WA Cares Fund Regional Administrator, HCLA/DSHS
Item 3	B1668 Finance Director, FTAA & OOS – DSHS
Item 4	B1675 Statewide Eligibility and Service Delivery Administrator, HCLA – DSHS
Item 5	B4891 Senior Assistant Dir. of Individual Tax & Service Administration – DOR
Item 6	B5100 Assistant Director – Administrative Services Division – DRS
Item 7	B5108 Assistant Director, Information Services Division – DRS
Item 8	B5109 Project Management Office Director – DRS
Item 9	B5110 Deputy Director, Retirement Systems - DRS
Item 10	B5111 Chief Benefits Officer – DRS

Item 11 B5132 Assistant Director, Retirement Services Director - DRS
Item 12 B5138 Risk Management Director- DRS
Item 13 B5150 Legislative and Stakeholder Relations Director – DRS
Item 14 B5151 Legal Services Director - DRS
Item 15 B5229 Assistant Director, Washington Individual Taxes - DOR

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, item 1 through 15 were adopted as presented with an effective date of August 14, 2026.

Section C: Classification

Mindy Portschy, Senior Classification and Compensation Specialist, Office of Financial Management: Classification **item 16** was found in Section C of the agenda. State Human Resources staff recommended adoption as presented with an effective date of July 1, 2026.

Item 16 652D Marine Vessel Operator Assistant – TEAMSTERS

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, item 16 was adopted as presented, with an effective date of July 1, 2026.

Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: The University of Washington Special Pay **item 17** was found in section D of the agenda. State Human Resources staff recommended adoption as presented, with an effective date of September 1, 2026.

- 320G Anesthesiology Technical Lead
- 320H Anesthesiology Technical Services Supervisor
- 511I Biomedical Electronics Technician Supervisor
- 297M Electroneurodiagnostic Technologist Supervisor
- 306R Occupational Therapist Supervisor
- 306X Physical Therapist Supervisor
- 306L Recreation Therapist Supervisor
- 309H Respiratory Care Specialist
- 351H Social Worker Supervisor-Academic Medical Centers
- 510R Specimen Processing Supervisor
- 308D Speech Pathologist/Audiologist Specialist 1
- 308E Speech Pathologist/Audiologist Specialist 2

- 308F Speech Pathologist/Audiologist Specialist 3
- 308G Speech Pathologist/Audiologist Specialist 4

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, item 17 was adopted as presented, with an effective date of September 1, 2026

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 18 was a University of Washington special pay and shift premium increases requested for the job classes below. State Human Resources staff proposed adoption with an effective date of August 14, 2026.

- 291E Advanced Registered Nurse Practitioner
- 291C Physician Assistant, Certified

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, item 18 adopted as presented with an effective date of August 14, 2026.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 19 was the establishment Group B Assignment Pay for Reference #70C (WPEA only), Field Training Officer (DNR). State Human Resources staff proposed adoption with an effective date of July 1, 2026.

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, item 19 was adopted as presented with an effective date of July 1, 2026.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 20 was the revision of Group B Assignment Pay for Reference #75 (WPEA only), Field Training Officer (DNR); and Reference #76 (WFSE and WPEA Only), Heavy Equipment Maintenance. State Human Resources staff proposed adoption with an effective date of July 1, 2026.

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, item 20 was adopted as presented with an effective date of July 1, 2026.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 21 was University of Washington Health Care Special Pay 1% Grid. State Human Resources staff proposed adoption with an effective date of July 1, 2026.

Misty Tobin, Chief Human Resources Officer, State Human Resources, Office of Financial Management: Hearing no comments, item 21 was adopted as presented with an effective date of July 1, 2026.

Section E: Rule Amendments

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

Rule item 1 - Pregnancy Accommodations

Staff proposed to amend WAC 357-25-030, WAC 357-26-035 and WAC 357-31-045 to align with state and federal law. Engrossed Second Substitute Senate Bill 5217 passed during the 2025 legislative session with an effective date of January 1, 2027. This bill repeals RCW 43.10.005, Workplace Pregnancy Accommodations, and instead creates a new chapter in Title 49 RCW, referred to as the Healthy Start Act. Section 1 of the bill creates RCW 49.92.010, Definitions, which reflects the definitions previously included in RCW 43.10.005; it also expands the definition of reasonable accommodation to include scheduling flexibility for postpartum visits. Section 2 creates RCW 49.92.020, Unfair practices – Protections – Notice, which primarily reflects similar language from RCW 43.10.005, it also adds that any break time and any time traveling to a location to express milk must be paid to the employee at the employee's regular compensation rate. An employee must not be required to use paid leave during break or travel time to express milk during work hours. Any break time to express milk is in addition to meal and rest periods under chapter 49.12 RCW. The federal Pregnant Workers Fairness Act (PWFA) requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. The PWFA is more expansive than Washington State law, because it also requires protections for applicants.

Staff proposed a January 1, 2027, permanent effective date.

Rule Item 2 - Salary Determination Policy

WAC 357-28-030 requires employers to develop a written salary determination policy that is subject to the director's approval. The Rules Team, in partnership with members of the Classification and Compensation team, conducted a review of the compensation rules in chapter 357-28, and identified opportunities to clarify what must be addressed in employers' salary determination policies. This effort was prompted by employer feedback and a need to clarify requirements related to salary determination policies, and based on the understanding that employers may have made updates to their policies over the years without requesting the director's approval. At the February 12, 2026, director's meeting, staff proposed to amend WAC 357-28-035 to include all the compensation WACs that allow for employer discretion among several others. These amendments were adopted on a permanent basis effective May 1, 2026. WAC 357-28-250 was inadvertently omitted during that rulemaking effort. Staff proposed to amend WAC 357-28-035 to add subsection 17 including a reference to WAC 357-28-250 and the explained the amendment to WAC 357-28-250 is housekeeping in nature.

Staff proposed an October 1, 2026, permanent effective date.

Rule Item 3 - Shared Leave

Staff proposed amendments to align chapter 357-31 WAC with Substitute House Bill 2411. SB 2411, passed during the 2026 legislative session, effective June 11, 2026.
Section one of this bill amends RCW 41.04.665, Leave sharing program, to:

- Expand shared leave eligibility to include instances when an employee is a victim of a hate crime, as well as instances when an employee's absence from work due to the involvement of the employee or the employee's relative or household member in an immigration enforcement action;
- Define "immigration enforcement action";
- Allow an employer to request verification of the immigration enforcement action and to establish confidentiality requirements for such verification;
- Repeal outdated language related to the novel coronavirus due to the expiration of the governor's Proclamation 20-05.

Staff proposed an October 1, 2026, permanent effective date.

Rule Item 4 - Veterans

Senate Bill 5420 passed during the 2026 legislative session with an effective date of June 11, 2026. Section 8 amends RCW 41.04.010, Veterans' scoring criteria status in examinations, to expand preference in competitive examinations to include members of the uniformed services. Staff proposed to amend WAC 357-16-110(1) to add that if an employer is administering an examination prior to certification, then the employer must grant preference to members of the uniformed services. Section 11 amends RCW 73.16.031, Definitions, to amend the definition of "Uniformed services". Section 12 amends RCW 73.16.010, Preference in public employment, to include airmen and remove the reference to veterans of any war of the US, or of any military campaign for which a campaign ribbon shall have been awarded and to also include spouses of active duty service members. Additionally, RCW 73.16.010 is amended to add subsection 2 to define "veteran" and includes current members of the national guard or armed forces reserves who have been deployed to serve in armed conflict." Staff proposed to amend WAC 357-16-110(2)(c) to add that if no examination is administered prior to certification, the employer must also refer to the employing official spouses or registered domestic partners of active duty service members. Staff proposed to amend the title of WAC 357-16-110 to better align with the body of the WAC.

Staff proposed an October 1, 2026, permanent effective date.

Testimony

Item 17
University of Washington special pay

> Chris Vasseur-Landriault, WFSE member: "Is this an increase that is required by a change in law or is this a voluntary increase that the Office of Financial Management is making here?"
>
> Shelby Sheldon, Class and Comp Specialist, State Human Resources: "This is a request from the University of Washington for special pay based on compression and inversion with a non-supervisory position. So, it's a request coming from the University of Washington that we are supporting."

Rule Item 2
Pregnancy Accommodations

> Chris Vasseur-Landriault, WFSE member: "Question regarding WAC 357-28-035. Does this apply to Washington Management Service? Are WMS employees included or intended to be included?
>
> Brandy Chinn, Rules Manager, State Human Resources, OFM: "WMS employees are not included in this rulemaking. WMS rulemaking will be done in the future.

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 is Thursday, November 12, 2026 beginning at 8:30 a.m. and will be via Zoom with a dial-in option. The Zoom and telephone information will be included in the posted agenda.

Minutes Approved By

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Misty Tobin, Chief Human Resources Officer Date
State Human Resources
Office of Financial Management