

Director's Meeting Minutes

Office of Financial Management, State Human Resources Division
November 13, 2025

Opening

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

- Mia Navarro, Acting Chief Human Resources Officer, Office of Financial Management
- Mindy Portschy, Senior Classification and Compensation Specialist, Office of Financial Management
- Brandy Chinn, Rules Manager, Office of Financial Management

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

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Office of Financial Management
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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.

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Introduction

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Mia Navarro, Acting 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 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 the June 23, 2025, special Director's meeting minutes and the adoption of the August 14, 2025, Director's meeting minutes. Staff recommended final adoption of the minutes as presented, with an effective date of November 14, 2025.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, the Director's meeting minutes were adopted as presented, with an effective date of November 14, 2025.

Section B: Exempt Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Exempt compensation items 1 through 13 were considered for adoption. State Human Resources staff recommended adoption as presented with an effective date of November 14, 2025.

- Item 1 B0416 Assistant Director, Food and Farm Systems Division - AGR
- Item 2 B0450 Assistant Director, Consumer & Producer Protection
- Item 3 B0860 Assistant Director, Vehicle Services
- Item 4 B0870 Assistant Director, Driver Services
- Item 5 B0880 Chief Information Officer
- Item 6 B1615 Director, Office of Compliance, Quality, Risk and Privacy, HCLA – DSHS
- Item 7 B2566 Government Affairs & Policy Assistant Director- COM
- Item 8 B3523 External & Legislative Relations Director – PARKS
- Item 9 B3524 Workforce, Technology and Equity Director - PARKS
- Item 10 B3561 Superintendent of Visitor Protection and Law Enforcement – PARKS
- Item 11 B3600 Policy and Governmental Affairs Administrator
- Item 12 B6292 Director of Medicaid & Health Services Reentry Programs - DOC
- Item 13 B6296 Chief of Staff – DOC

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 13 were adopted as presented, with an effective date of November 14, 2025.

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Section C: Classification

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Classification items 14 through 20 were found in Section C of the agenda. Items 14, 15, 16 were effective November 16, 2025. Item 17, 18, 19, 20 were effective October 1, 2025. State Human Resources staff proposed adoption of these for consideration as presented.

- Item 14 307B Exercise Physiologist Supervisor
- Item 15 320A Pedorthist Trainee
- Item 16 320B Pedorthist
- Item 17 104H Administrative Intern 1 – WPEA
- Item 18 104I Administrative Intern 2 – WPEA
- Item 19 104J Administrative Intern 3 – WPEA
- Item 20 106J Office Manager – WPEA

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, items 14 through 20 were adopted as presented, with the effective dates reflected in the individual exhibits appearing on the agenda.

Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation items 21 through 24 were found in section D of the agenda.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 21 was the University of Washington special pay increases requested for the job classes below. State Human Resources staff proposed permanent adoption with an effective date of November 16, 2025.

- Item 21 UW 2% HE Special Pay increase for the following job classes:
 - 704I College Career MAS Graduate - IT/Engineering/Natural/Physical/Health
 - 308D Speech Pathologist/Audiologist Specialist 1
 - 308E Speech Pathologist/Audiologist Specialist 2
 - 308F Speech Pathologist/Audiologist Specialist 3
 - 308G Speech Pathologist/Audiologist Specialist 4

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 21 was adopted as presented with an effective date of November 16, 2025.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 22 was a University of Washington special pay increase for the Exercise Physiologist affecting six employees. State Human Resources staff proposed adoption with an effective date of November 16, 2025.

- Item 22 UW 4% HE Special Pay increase for the 306Z Exercise Physiologist job class

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 22 was adopted as presented with an effective date of November 16, 2025.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 23 was a University of Washington premium pay request for the Pedorthist job classifications. State Human Resources staff proposed adoption with an effective date of November 16, 2025.

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Item 23 UW Certification Premium Pay for the 320B Pedorthist job class

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 23 was adopted as presented with an effective date of November 16, 2025.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Item 24 was the 2025-2026 Certificated Teaching Salary rate adjustment. The item was heard on an emergency basis at the August 14, 2025 Director's meeting and returned for [permanent adoption](#). State Human Resources staff proposed adoption with an effective date of September 1, 2025.

Item 24 Vancouver School District Salary Schedule [Permanent Adoption](#)

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 24 was adopted as presented with an effective date of September 1, 2025.

Section E: Rule Amendments

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

Rules item 1 - Wage and Salary Disclosure

Substitute Senate Bill 5408 was passed during the 2025 legislative session and took effect on July 27, 2025. This bill amended [RCW 49.58.110](#), Disclosure of wage or salary range by employer—When required—Violations—Remedies, to require employers to disclose a fixed wage amount rather than a scale or range if the employer is offering only a fixed wage amount. Staff proposed to amend WAC 357-16-017 to align with the law. Staff proposed permanent adoption effective date of January 1, 2026.

Rules item 2 - Sick Leave for Immigration Proceedings

Engrossed Substitute House Bill 1875 was passed during the 2025 legislative session and took effect on July 27, 2025. The bill amended [RCW 49.46.210](#), Paid sick leave- authorized purposes-limitations, to authorize an employee to use sick leave to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member. Additionally, it listed the types of verification employers must accept when an employee requests leave for this purpose. A policy decision was made to apply the paid sick leave provisions in chapter 357-31 WAC to overtime-exempt employees to allow for equal treatment of all employees. Staff proposed to:

- Amend WAC 357-31-100(6) and 357-31-130 to remove the reference to medical certification and instead state certification or verification to account for non-medical reasons for the use of paid sick leave under chapter [296-128](#) WAC.
- Amend WAC 357-31-100 subsections 5 and 9 to implement housekeeping changes.
- Amend WAC 357-31-130 to add subsection 8 to require an employer to allow an employee to use their accrued sick leave to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member. Renumber subsections 9-14.
- Amend WAC 357-31-130 subsections 1, 6, 7, 9, and 13 to implement housekeeping changes.

Staff proposed a permanent adoption effective date of January 1, 2026.

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Rules item 3 - Victims of Hate Crimes

Substitute Senate Bill 5101 was passed during the 2025 legislative session with an effective date of January 1, 2026. The bill amended the Domestic Violence Leave Act to extend protections to employees who were victims of hate crimes, or who had family member who is a victim. Section 3 amends RCW 49.76.030 to allow employees to take reasonable leave, with or without pay, for reasons related to hate crimes. Section 4 amends RCW 49.76.040 to detail advance notice requirements and documentation needed to support such requests. Section 6 amends RCW 49.76.115 to prohibit an employer from refusing reasonable safety accommodations requested by an individual, unless the employer can demonstrate that the accommodation would impose an undue hardship. It also provided the types of accommodations that may be considered reasonable. Staff proposed to amend the civil service rules to align with the law and remove redundant language. Staff also proposed to amend WAC 357-31-327(2) to remove "or" which was inadvertently missed in a prior rulemaking. Staff proposed permanent adoption effective January 1, 2026.

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, February 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

Mia Navarro, Acting Chief Human Resources Officer,
State Human Resources
Office of Financial Management

Date