

# Special Director's Meeting Minutes

Office of Financial Management, State Human Resources Division

June 23, 2025

## Opening

The State Human Resources Director's meeting was called to order at 10:00 a.m. on Monday, June 23, 2025. The session was via the ZOOM platform with a call-in option. The results of the meeting are summarized below. All items were adopted as printed on the Director's meeting revised agenda unless otherwise noted below.

## Present

Staff:

- Michaela Doelman, Chief Human Resources Officer, State HR, Office of Financial Management
- Mindy Portschy, Senior Classification and Compensation Specialist, State HR, 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:

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, State Chief Human Resources Officer, for the Division of State Human Resources, Office of Financial Management, chaired the meeting. Michaela stated she would be acting on all items presented. The meeting came to order at 10:00 a.m.

The meeting was open to the public and held on a Zoom platform and was being recorded. By participating in the meeting, attendees would automatically agree any image chosen to share and anything said or submitted, might be posted indefinitely on one of the Office of Financial Management's publicly available sites. If attendees chose not to be recorded, there was the option to use the chat feature in Zoom.

## Section A: Previous Minutes Approval

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: The first item of business was the adoption of May 8, 2025 Special Director's meeting minutes. Staff recommended final adoption of the minutes as printed, with an effective date of June 24, 2025.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, the May 8, 2025 Director's meeting minutes were approved as presented, effective June 24, 2025.

## Section B: Exempt Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: There were no exempt compensation items for the meeting.

## Section C: Classification

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: The Classification items were found in Section C of the revised agenda. It was noted most items on the agenda had an effective date of July 1, 2025, however there were some with an effective date of July 1, 2026. Staff recommended adoption of items 1 through 264 as a result of the 2025-2027 collective bargaining negotiations and budget process with effective dates as specified in each exhibit. A revised item of the section was 390F LCB Enforcement Officer 1.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 264 were approved as presented.

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### Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Recommended adoption of the 2025 Salary Range Adjustments reflected in items 265 through 287 and revised item 273, 291C and 291D, were a result of the 2025-2027 collective bargaining negotiations and budget process with effective dates as specified in each exhibit.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 265 through 287 were approved as presented.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Staff recommended adoption of the 2026 Salary Range Adjustments reflected in item 288, as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2026.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, item 288 was approved as presented.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Compensation item 289 Apprentice Salary Schedule, item 290 the Exempt Management Service Salary Structure, and item 291 the Washington Management Service Salary Structure were in Section D of the revised agenda, as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2025.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 288, 289, and 291 were approved as presented.

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Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Compensation revised item 292 Group A and Group B Assignment Pay (establishment), and item 293 Group A and Group B Assignment Pay (abolishment) were in section D of the revised agenda as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2025.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 292 and 293 were approved as presented.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: In Section D of the revised agenda, were non-represented salary schedule items 294 through 298 as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2025.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 294 through 298 were approved as presented.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: In Section D of the revised agenda were represented salary schedule items 299 through 311 as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2025. Revised items in the section of the revised agenda were items 299 and 300.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 299 through 311 were approved as presented.

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Mindy Portschy, Senior Classification and Compensation Specialist, State HR: In Section D was item 312 Apprentice Salary Schedule, item 313 the Exempt Management Service Salary Structure, and item 314 the Washington Management Service Salary Structure in Section D of the revised agenda, as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2026.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 312, 313, and 314 were approved as presented.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: In Section D of the revised agenda were non-represented salary schedule items 315 through 319 as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2026.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 315 through 319 were approved as presented.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: In Section D of the revised agenda was represented salary schedule items 320 through 332 as a result of the 2025-2027 collective bargaining negotiations and budget process with an effective date of July 1, 2026. Revised items in the section were items 320 and item 321.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, items 320 through 332 were approved as presented.

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### Section F: Addendum

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Additional items were found in the Addendum Section F of the revised agenda. Staff recommended adoption of item 333 and items 335 through 343 as a result of the 2025-2027 collective bargaining negotiations and budget process with effective dates as specified in each exhibit. Item 335 was revised; item 340 was an emergency item, and items 341 through 343 were emergency items. It was noted that item 334 on the original agenda was removed as it was posted in error.

Note: See the [June 23, 2025 revised agenda](#) for a list of the exhibit item(s) and effective date(s) for this section.

Michaela Doelman, Chief Human Resources Officer, State Human Resources: Hearing no comments, Addendum item 333 and items 335 through 343 were approved as presented.

### Testimony

#### Regarding

- Item 273, subsection K, 291C Physician Assistant, Certified REVISED, and
- Item 273, subsection K, 291D Physician Assistant, Certified – Lead REVISED

Teresa Parsons, HR Classification Analyst, Washington Federation of State Employees: Inquired about item 273 and where it was listed in the revised agenda as she could not find.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Items were revised that morning when it was shared 291C and 291D both had a two-range proposed increase, but it should have been one for July 1, 2025 so the July 1, 2026 item would be added to the August 14, 2025 Director's meeting.

#### Regarding

- Item 292 Group A and Group B Assignment Pay, establishment REVISED

Teresa Parsons, HR Classification Analyst, Washington Federation of State Employees: Asked for clarification as to what was revised for item 292, what was different.

Shelby Sheldon, Classification and Compensation Specialist, State HR: Reference 81 was added for the Department of Enterprise Services only. The change was for the Bindery Specialists.

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### Regarding

- Item 299 Association of WA Assistant Attorneys General Represented Employees REVISED
- Item 300 Fish and Wildlife Officers Guild for Represented Employees REVISED

Teresa Parsons, HR Classification Analyst, Washington Federation of State Employees: Asked for clarification as to what was revised for item 299 and item 300, what was different.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: For item 299, the table header title was changed from Managing AAG to Managing AAG1. For item 300, under column Managing AAG 2 it was revised to include collective bargaining units impacted. Previously, the only one identified was Fish and Wildlife Officers Guild. There were also other CBAs that should have been included.

### Regarding

Item 335 Premium Pay, effective July 1, 2025 REVISED

Teresa Parsons, HR Classification Analyst, Washington Federation of State Employees: Asked for clarification as to what was revised in item 335, what was different.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: The item was updated to reflect DSHS DVA location. Also included 24/7 in the title that was missing in the original.

Shelby Sheldon, Classification and Compensation Specialist, State HR: An establishment also was added for the supplemental basic shift premium 24/7 facility as it was missed in the original version. The original version showed 24/7 title struck out but had since been removed to read 24/7 Facility Premium Pay.

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Also added was the location under DSHS DDA as it was missing Lake Burien Transitional Care Facility DVA. The shift premium language was found in the revised agenda Addendum section for the Supplemental Basic Shift Premium 24/7 facilities for the same locations.

## Section E: Rule Amendments

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: There were no rule amendments for this meeting.

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### **Adjournment**

Mindy Portschy, Senior Classification and Compensation Specialist, State HR: Business concluded, and the meeting was adjourned. The next scheduled Director's meeting was announced as Thursday, August 14, 2025, beginning at 8:30 a.m., via Zoom with a dial-in option.

### **Minutes Approved By**

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

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Date