

Director's Meeting Minutes

Office of Financial Management, State Human Resources Division
August 14, 2025

Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, August 14, 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
- Mindy Portschy, Senior Classification and Compensation Specialist

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:

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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. Action was taken on all items presented.

Section A: Previous Minutes Approval

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: The June 23, 2025, Special Director's meeting minutes were withdrawn and instead will be heard at the November 13, 2025, Director's meeting for consideration of adoption.

Section B: Exempt Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Exempt compensation items 1 through 11 were considered for adoption. State Human Resources staff recommended adoption as presented with an effective date of August 15, 2025.

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| Item 1 | B1462 Deputy Assistant Director for Strategic Operations, DLS - HCA |
| Item 2 | B1790 Dir., Office of Planning, Eval. & Professional Development, TIA-DSHS <u>See Addendum</u> |
| Item 3 | B2565 Division Director, Compliance and Contracts - COM |
| Item 4 | B2643 Chief Human Resource Officer - COM |
| Item 5 | B4160 Assistant Secretary – DOT/WSF |
| Item 6 | B4181 Senior Director of Fleet Operations – DOT/WSF |
| Item 7 | B4468 Government Relations Director - ESD |
| Item 8 | B5932 Puget Sound Recovery Integration Manager |
| Item 9 | B6299 Tribal Relations Director – DOC |
| Item 10 | B6490 Assistant to Secretary for Policy and Siting – DOC |
| Item 11 | B8381 Chief of Global and One Health – DOH |

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, items 1 through 11 were adopted as presented, with an effective date of August 15, 2025.

Section C: Classification

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Classification items 12 through 19 were found in Section C of the revised agenda. Items 12, 13, and 19 are effective July 1, 2025; items 14 and 15 were effective August 15, 2025 and items 16 through 18 were adopted on an emergency basis at the June 23, special Director's meeting and returned for permanent adoption effective July 1, 2025. Staff noted although item 19 appeared on the original agenda, it was not numbered correctly on the table of contents page but modified on the revised agenda. State Human Resources staff proposed these adoptions for consideration as presented.

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| Item 12 | 101G Facility Communications Specialist |
| Item 13 | 101H Facility Communications Supervisor |

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- Item 14 295F Pharmacist 2 - Teamsters
- Item 15 502H Research Investigator 4
- Item 16 Multiple Shadow Class Estab. 100H – 197I, eff. July 1, 2025, Permanent Adoption
- Item 17 Multiple Shadow Class Estab. 201E – 523W, eff. July 1, 2025, Permanent Adoption
- Item 18 Multiple Shadow Class Estab. 523Y – 703A, eff. July 1, 2025, Permanent Adoption
- Item 19 Multiple Shadow Class Establishments, effective July 1, 2025
 - 518K Forest Check Cruiser 1 - WPEA
 - 350E Corrections Specialist Assistant – Teamsters
 - 285N Occupational Nurse Consultant - Teamsters
 - 602V Wastewater Treatment Plant Operator 3 - Teamsters
 - 621H Plumber/Pipefitter/Steamfitter Supervisor - Teamsters
 - 608J Electrician Supervisor - Teamsters

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, items 12 through 19 were adopted as presented, with the effective dates reflected in the individual exhibits appearing in the revised agenda.

Section D: Compensation

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 20 was adopted on an emergency basis at the July 23, 2025, special Director's meeting for 291C Physician Assistant, Certified and 291D Physician Assistant, Certified - Lead and returns for permanent adoption. State Human Resources staff proposed permanent adoption with an effective date of July 1, 2026.

- Item 20 Salary Range Adjustments, effective July 1, 2026, Permanent Adoption
 - 291C Physician Assistant, Certified
 - 291D Physician Assistant, Certified - Lead

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 20 was adopted as presented with an effective date of July 1, 2026.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 21 was a premium pay item which was adopted on an emergency basis at the July 23, 2025, special Director's meeting and returned for permanent adoption. State Human Resources staff proposed adoption with an effective date of July 1, 2025.

- Item 21 Premium Pay, effective July 1, 2025, Permanent Adoption

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 July 1, 2025.

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Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 22 was a correction for 143M Fiscal Analyst 5 – Teamsters and 350F Corrections Specialist 4 – Teamsters. State Human Resources staff proposed adoption with an effective date of July 1, 2026

- Item 22 Multiple Range Updates Revision/Correction
- 143M Fiscal Analyst 5 – Teamsters
 - 350F Corrections Specialist 4 - Teamsters

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 July 1, 2026.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 23 was Assignment Pay Group B, reference #59, which was inadvertently abolished at the June 23, 2025 special Director's meeting and returned for adoption. State Human Resources staff proposed adoption with an effective date of July 1, 2025.

- Item 23 Assignment Pay Group B

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 July 1, 2025.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 24 was a Washington State University's special pay item for the Facilities Operations Maintenance Specialist. State Human Resources staff proposed adoption with an effective date of July 1, 2025.

- Item 24 WSU Higher Education Special Pay for
- 596M Facilities Operations Maintenance Specialist

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 July 1, 2025.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 25 was a Central Washington University's and Western Washington University's special pay item for the 621F Plumber/Pipefitter/Steamfitter, 621G Plumber/Pipefitter/Steamfitter Lead, and 621H Plumber/Pipefitter/Steamfitter Supervisor. State Human Resources staff proposed adoption with an effective date of July 1, 2025.

- Item 25 CWU and WWU Higher Ed Special Pay
- 621F Plumber/Pipefitter/Steamfitter,
 - 621G Plumber/Pipefitter/Steamfitter Lead,
 - 621H Plumber/Pipefitter/Steamfitter Supervisor

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 25 was adopted as presented with an effective date of July 1, 2025.

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Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 26 was a Washington State University's special pay item for 622E Refrigeration Mechanic, 622F Refrigeration Mechanic Lead, and 622G Refrigeration Supervisor. State Human Resources staff proposed adoption with an effective date of July 1, 2025.

- Item 26 WSU Higher Education Special Pay
- 622E Refrigeration Mechanic,
 - 622F Refrigeration Mechanic Lead,
 - 622G Refrigeration Supervisor

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 26 was adopted as presented with an effective date of July 1, 2025.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 27 was a Teamsters, Targeted Salary Adjustment which was adopted on an emergency basis at the June 23, 2025, special Director's meeting and returned for permanent adoption effective July 1, 2026. State Human Resources staff proposed permanent adoption of this item.

- Item 27 Teamsters, Targeted, effective July 1, 2026 Permanent Adoption

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 27 was adopted as presented with an effective date of July 1, 2026.

Mindy Portschy, Senior Classification and Compensation Specialist, State Human Resources: Compensation item 28 was the V-Range Salary Schedule for a Certificated Teaching Salary Rate Adjustment. The emergency item was requested by the State School for the Blind and Washington State Center for the Deaf and Hard of Hearing. State Human Resources staff proposed adoption with an effective date of September 1, 2025.

- Item 28 V-Range Salary Sched.; Certificated Teaching Salary Rate Adjustment Emergency

Mia Navarro, Acting Chief Human Resources Officer, State Human Resources: Hearing no comments, compensation item 28 was adopted as presented with an effective date of September 1, 2025.

Section E: Rule Amendments

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

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Addendum

Correction: Exempt compensation item 2, B1790 Director, Office of Planning, Evaluation and Professional Development, TIA-DSHS, showed the incorrect effective date on the revised agenda. The correct effective date for item 2 was August 15, 2025 and adopted as such.

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 Thursday, November 13, 2025 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