

Director's Meeting Minutes

State Human Resources, Office of Financial Management

November 8, 2018

Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, November 8, 2018 and held in Conference Room 110, first floor; Capitol Court Building; 1110 Capitol Way South, Suite 120; Olympia, Washington 98501-2251.

The results of this meeting are summarized below. Items modified after the first printing and publishing of the Director's meeting agenda notice (20-Day Notice), appeared in a revised agenda publication available at the meeting. All other items were adopted as printed on the Director's meeting agenda or revised agenda unless otherwise noted below.

Present

Staff:

- Franklin Plaistowe, State HR Assistant Director
- Audrey Ulrich, Classification and Compensation Supervisor, State HR
- Kristie Wilson, Rules Specialist, State HR

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

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Introduction

Franklin Plaistowe, State HR Assistant Director: The Thursday, November 8, 2018 State HR Director's meeting came to order at 8:30 a.m. Franklin Plaistowe, Assistant Director for State Human Resources with the Office of Financial Management (OFM) chaired the meeting. Franklin stated he would be taking action on all the items presented with the exception of the proposed rule amendments. He would hear rules presentations and comments, and in turn, summarize them for consideration by the OFM Director. A letter would be generated the first part of the following week outlining the decision on the proposed rule amendments.

Section A: Previous Minutes Approval

Audrey Ulrich, Classification and Compensation Supervisor: The first item of business was the adoption of the Thursday, August 9, 2018 Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, the August 9, 2018 Director's meeting minutes were adopted as presented, with an effective date of November 9, 2018.

Section B: Exempt Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section B of the agenda were items 1 through 11; item 11 was an abolishment. Staff recommended adoption as presented with an effective date of November 9, 2018.

- Item(s) 1 B1625 Director, Administrative Services, AL TSA - DSHS
- Item(s) 2 B4041 Safety, Quality and Enterprise Risk Assurance Manager - DOT
- Item(s) 3 B4118 Deputy Secretary, Transportation – DOT
- Item(s) 4 B4195 Alaska Way Viaduct Program Administrator - DOT
- Item(s) 5 B6254 Assistant Director of CI Financial Operations – DOC
- Item(s) 6 B7011 Regional Administrator, Field Operations - DCYF
- Item(s) 7 B7016 Director of Provider Supports - DCYF
- Item(s) 8 B7522 Chief of Administrative Services – CTS
- Item(s) 9 B7912 Information Services Director – LCB
- Item(s) 10 B8126 Division Director, Behavioral Health and Recovery – HCA
- Item(s) 11 B2350 Superintendent, Frances Haddon Morgan Center – DSHS

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 1 through 11 were adopted as presented.

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Section C: Classification

Audrey Ulrich, Classification and Compensation Supervisor: In section C of the agenda was item 12. Staff recommended adoption of item 12 effective November 9, 2018.

Item(s) 12 503A Actuarial Analyst 1

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 12 was adopted as presented.

Section D: Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section D of the agenda, item 13 was general government base range salary increases effective January 1, 2019, and item 14 was a V salary schedule adjustment for Certificated Teachers effective September 1, 2018.

Item(s) 13 General Government January 1, 2019 Base Range Salary Increases

Item(s) 14 V Salary Schedule, 2018-2019 Certificated Teachers Salary Rate Adjustment

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 13 and 14 were adopted as presented.

Section E: Rule Amendments

Kristie Wilson, Rules Specialist, State HR: There was one item presented for consideration.

Rules Item 1 Veterans' In-state Service Shared Leave Pool Documentation

Staff proposed clarification to WAC 357-31-805, which addressed what documentation an employee seeking shared leave under the Veterans' In-State Service Shared Leave Pool may be required to submit. Since a current member of the military would not have a DD Form 214, staff proposed to amend the rule to add other acceptable forms of documentation.

Staff proposed permanent adoption effective December 21, 2018.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, Rules item one will be summarized and presented to the OFM Director for final adoption.

Adjournment

Audrey Ulrich, Classification and Compensation Supervisor: The business concluded and the meeting was adjourned. The next regular Director's meeting was scheduled for Thursday, February 14, 2019 beginning at 8:30 a.m., in the Capitol Court Building, 1110 Capitol Way South, Olympia, Washington 98501-2251.

Minutes Approved By

Franklin Plaistowe, Assistant Director
State Human Resources
Office of Financial Management

Date