

# Director's Meeting Minutes

Revised

State Human Resources, Office of Financial Management

August 8, 2019

## Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, August 8, 2019, located at the Office of Financial Management, State Human Resources; RAAD Building, 5th Floor, Room 512; 128 10th Avenue Southwest, Olympia, Washington 98504.

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, Assistant Director of the SHR Division
- Mindy Portschy, SHR Classification and Compensation Specialist
- Brandy Chinn, SHR Rules 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 and related publications; requests for alternate formats are welcomed and may be forwarded to:

Logistics Coordinator  
State Human Resources  
Office of Financial Management  
128 10th Avenue SW  
PO Box 47500  
Olympia, Washington 98501

Email [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov)  
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## Introduction

Franklin Plaistowe, SHR Assistant Director: The Thursday, June 13, 2019 SHR Director's meeting came to order at 8:30 a.m. Franklin Plaistowe, Assistant Director for SHR with the 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

Mindy Portschy, SHR Classification and Compensation Specialist: The first item of business was the adoption of the Thursday, June 13, 2019 special Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, the June 13, 2019 special Director's meeting minutes were adopted as presented, with an effective date of August 9, 2019.

## Section B: Exempt Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the revised agenda were items 1 through 12 with revised and handout items 10 and 11; emergency item 12a; and abolishment item 13. Staff recommended adoption as presented with an effective date of August 9, 2019.

- Item 1 B0420 Deputy Director – Agriculture
- Item 2 B1587 Deputy Division Director, BHR - HCA
- Item 3 B2530 Deputy Director – DAHP
- Item 4 B3664 Deputy Director – DFI
- Item 5 B3911 Director, On Campus Programs – SFB
- Item 6 B5884 Admin Dir, Office of State Efficiency & Environ Perform – COM
- Item 7 B5934 Program Fiscal and Contracts Coordinator - PSP
- Item 8 B5936 Special Assistant to the Director - PSP
- Item 9 B5937 Program Management Analyst – PSP
- Item 10 B5938 Regional Plan Update Lead – PSP Revised/Handout
- Item 11 B5939 Monitoring Network Coordinator – PSP Revised/Handout
- Item 12 B9536 Policy and Portfolio Section Manager - CTS
- Item 12a B0011 Communications and External Relations Manager – CHA Emergency

### *Abolishment*

- Item 13 B4180 Transportation District Administrator 1

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Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 13 and 12a were adopted as presented.

## Section C: Classification

Mindy Portschy, SHR Classification and Compensation Specialist: In section C of the revised agenda were items 16, 18 and 19 which were proposed effective August 9, 2019, and items 14, 15 and 17 which were proposed effective July 1, 2019. Staff recommended adoption as presented.

Item 14 286B Licensed Practical Nurse

Item 15 291F Physician Asst, Certified/Adv RN Pract – Lead [Final Adoption](#)

Item 16 383E Community Corrections Assistant [Final Adoption](#)

Item 17 385R Juvenile Rehabilitation Security Manager [Final Adoption](#)

Item 18 427G Natural Resource Police Officer

Item 19 568M Agricultural Commodity Inspector 5

## Section C - Testimony

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Item 16 383E Community Corrections Assistant

Teresa Parsons, Washington Federation of State Employees: The Federation had concerns with item 16 Community Corrections Assistant, being a non-represented job class. They have followed-up with Shea Isaksen, SHR Labor, and continue to work together addressing these concerns. From the Federation's standpoint, they were under the impression all Community Corrections Assistants would be represented by WFSE. Teresa agreed the discussions had addressed the Federation's concerns and a willingness for SHR to continue to work with them.

Brett Alongi, SHR Class and Comp Specialist Supervisor: Acknowledged the Federation's concerns with the Community Corrections Assistant job class and has also reached out to Shea. According to the documentation received through the last Collective Bargaining cycle, there were two positions within this job class; one was represented by WFSE, and one was a non-represented position. The current job classification and salary listing on the SHR website, reflects these differences. The CCA job class appears on the listing twice, one CCA specification link points to a job class represented by WFSE only as well as points to the WFSE salary schedule, whereas the other CCA link is generic and non-presented and salary points to the general service salary schedule. If this was still a concern with the Federation, we would remedy or address the concern possibly through a petition with PERC. The latter option was recommended by Shea. The SHR specialist was not aware if the same communication was shared with WFSE.

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Franklin Plaistowe, SHR Assistant Director: Franklin restated the Federation's concerns as he heard them, and the Federation was in agreement that their concerns were captured for the record accurately. And, SHR would continue to work with the Federation regarding the CCA job class.

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Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 15 through 19 were adopted as presented.

## Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the revised agenda was item 20 which was a base salary increase as a result of the 2019-21 Collective Bargaining Negotiations and Budget Process, which was inadvertently left off item 201 in the June 13, 2019 Director's meeting revised agenda. Staff recommended adoption as presented effective July 1, 2019.

Targeted Increase

Item 20 354I Classification Counselor 3 – Teamsters

Franklin Plaistowe, SHR Assistant Director: Hearing no additional comments, item 20 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: Also in section D of the revised agenda, item 21 was a Central Washington University special pay request for the Campus Police Sergeant to receive a 10-range increase based on inversion with a subordinate Campus Police Officer. Staff proposed adoption as presented, effective August 9, 2019

Item 21 Central Washington University - 387G Campus Police Sergeant

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 21 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In Section D of the revised agenda, item 22 was a University of Washington special pay request for the Dietetic Technician and Dietetic Technician Supervisor related to effective operations. Staff proposed adoption as presented, effective August 16, 2019.

Item 22 University of Washington

- 312G Dietetic Technician
- 312I Dietetic Technician Supervisor

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Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 22 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In Section D of the revised agenda, item 23 was a University of Washington special pay request for the Genetics Counselor job class series related to effective operations. Staff proposed adoption as presented, effective August 16, 2019.

Item 23 University of Washington

- 360E Genetics Counselor 1
- 360F Genetics Counselor 2
- 360G Genetics Counselor Lead
- 360H Genetics Counselor Supervisor

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 23 was adopted as presented.

### Section E: Rule Amendments

Brandy Chinn, SHR Rules Specialist: There were three items presented for consideration.

#### Rule Item 1 Location Based Premium Pay

Explanation: The state Operating Budget for fiscal years 2019-2021 (Chapter 415, Laws of 2019 or Engrossed Substitute House Bill 1109), provides for two location based premium pays for non-represented employees. Section 207 of the bill provides for a location based premium pay to an employee assigned to work on McNeil Island at the Special Commitment Center. Section 950 of this bill provides funding for a five percent premium pay for non-represented employees working in King County excluding non-represented employees who are employed by the University of Washington. Staff proposed permanent adoption effective September 23, 2019.

#### Rule Item 2 Foster Parent Shared Leave Pool Cleanup

Explanation: Chapter 470, Laws of 2019 (Substitute Senate Bill 5955) was passed during the 2019 legislative session with an effective date of July 28, 2019. The bill addresses various provisions within the Department of Children, Youth, and Families. Section 6 of the bill amends RCW 41.04.674 removing the requirement for the Office of Financial Management to adopt rules and policies governing the donation and use of shared leave from the foster parent stated leave pool in consultation with the Department of Social and Health Services and requires OFM to adopt rules and policies governing the donation and use of shared leave from the FPSLP with the Department of Children, Youth, and Families. Staff proposed permanent adoption effective September 23, 2019.

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## Rule Item 3 Reasonable Accommodation – Expression of Breast Milk in the Workplace

Explanation: Chapter 134, Laws of 2019 (Substitute House Bill 1930) passed during the 2019 legislative session with an effective date of July 28, 2019. The bill amends RCW 43.10.005 to expand the definition of pregnancy to include the employee's need to express breast milk and adds subsection 1(viii) to expand the definition of reasonable accommodation to state an employer must provide "reasonable break time for an employee to express breast milk for two years after the child's birth each time the employee has need to express the milk and providing a private location, other than a bathroom, if such a location exists at the place of business or worksite, which may be used by the employee to express breast milk. If the business location does not have a space for the employee to express milk, the employer shall work with the employee to identify a convenient location and work schedule to accommodate their needs. Staff is proposed permanent adoption effective September 23, 2019.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, Rules items 1 through 3 will be summarized and presented to the OFM Director for final adoption.

## Correction

See addendum for 385R Juvenile Rehabilitation Security Manager salary correction.

## Adjournment

Mindy Portschy, SHR Classification and Compensation Specialist: The business concluded and the meeting was adjourned. The next regularly scheduled Director's meeting was announced as Thursday, November 14, 2019, beginning at 8:30 a.m., and located at OFM, SHR; RAAD Building, 5th Floor, Room 512; 128 10th Avenue Southwest, Olympia, Washington 98504.

## Minutes Approved By

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

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Date

Addendum



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

June 28, 2019

**TO:** Interested Parties

**FROM:** Franklin Plaistowe, Assistant Director  
State Human Resources 

**SUBJECT: CORRECTION TO JUNE 13, 2019 SPECIAL DIRECTOR'S MEETING  
COMPENSATION ITEM**

An error has been discovered in an agenda item exhibit that was adopted at the June 13, 2019 Special Director's Meeting. Specifically, Item # 206 C5, 385R Juvenile Rehabilitation Security Manager as reflected in Section D: Compensation was adopted with a proposed salary range of 52. The correct salary should reflect range 49. This is notification that the salary range has been corrected and will still be effective July 1, 2019.

This corrected item will be brought forward for final adoption at the August 8, 2019 Director's Meeting.

**Classified Exhibit**

<b>Item #</b>	
<b>Requester (Agency/HE Institution)</b> Office of Financial Management –SHR	<b>Analyst</b> Marty Graf
<b>Actions</b> <input type="checkbox"/> Abolishment <input type="checkbox"/> Establishment <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Salary Adjustment	<b>If Revision, check all that apply:</b> <input type="checkbox"/> Title Change <input type="checkbox"/> Class Series Concept <input type="checkbox"/> Definition <input type="checkbox"/> Distinguishing Characteristics
<b>Current Class Code/Title</b> 385R Juvenile Rehabilitation Security Manager	<b>Current Salary Range/Rate</b> 50 47
<b>Proposed Class Code/Title</b> N/A	<b>Proposed Salary Range/Rate</b> 52 49
<b>Effective Date</b> 7/1/2019	

**Explanation**

As a result of the 2019-2021 Collective Bargaining Negotiations and Budget Process, the Juvenile Rehabilitation Security Manager classification represented by the Washington Federation of State Employees is proposed for revisions. An error was discovered following the adoption of this classification at the June 13, 2019 Special Director's Meeting. A two (2) range (approximately 5 percent) increase was negotiated for this classification. However, the proposed salary range listed in Section D: Compensation of the agenda was incorrectly identified as range 52. The correct salary is 49.

<b>This information is entered into the Human Resources Management System (HRMS) and CC Jobs.</b>	
<b>Director's Meeting Date</b> 8/8/2019	
<b>Management Type</b> N/A	<b>Workforce Indicator</b> 80148588 Classified WA General Service
<b>EEOC Code</b> 44 Protective Service Workers	<b>Number of Position(s) Affected</b> 2