

Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 14, 2019

Opening

The State Human Resources (SHR) Director's meeting was called to order at 9:00 a.m. on Thursday, February 14, 2019, 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 an 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 State Human Resources (State HR) Division
- Audrey Ulrich, Classification and Compensation Supervisor, State HR
- Brandy Chinn, 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, February 14, 2019 State HR Director's meeting came to order at 9:00 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, November 8, 2018 Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, the November 8, 2018 Director's meeting minutes were adopted as presented, with an effective date of February 15, 2019.

Section B: Exempt Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section B of the agenda were items 1 through 3. Staff recommended adoption as presented with an effective date of February 15, 2019.

Item(s) 1 B1627 Office Chief, Adult Protective Services - DSHS

Item(s) 2 B2329 Chief Medical Officer - DSHS

Item(s) 3 B9533 Privacy and Open Data Manager – CTS

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 1 through 3 were adopted as presented.

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Audrey Ulrich, Classification and Compensation Supervisor: Additionally, in section B of the agenda, were abolishment items 4 through 6. Staff recommended adoption as presented with an effective date of February 15, 2019.

Item(s) 4 Department of Social and Health Services

- B1635 Chief of Certif., Lic. & Customer Relations, Div. of Behav. Health & Recovery
- B1799 Deputy Director, Behavioral Health & Recovery Division – DSHS
- B1914 Chief, Office of Serv. Integration, Behavioral Health & Serv. Integration Admin.
- B1953 Behavioral Health and Managed Care Office Chief – DSHS
- B2170 Director, Division of Alcohol and Substance Abuse
- B2174 Alcohol and Substance Abuse Chief of Program Operations

Item(s) 5 B8000 Policy Research Manager

Item(s) 6 B8001 Program Director, Sex Offender Policy Board

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 4 through 6 were adopted as presented.

Section C: Classification

No items during this period.

Section D: Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section D of the agenda, item 7 was a special pay request from the University of Washington requesting a percentage salary increase for the Rehabilitation Counselor 1 and 2, based on effective operations. Staff recommended adoption of this item effective February 16, 2019.

Item(s) 7 University of Washington Special Pay Request

- Rehabilitation Counselor 1
- Rehabilitation Counselor 2

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 7 was adopted as presented.

Section E: Rule Amendments

Brandy Chinn, Rules Specialist, State HR: There were two rules items presented for consideration.

Rules Item 1 Reasonable accommodation

Chapter 294, Laws of 2017 (Substitute Senate Bill 5835) was passed during the 2017 Legislative session with an effective date of July 23, 2017. This bill states that it is an unfair practice for any employer to fail or refuse to make reasonable accommodation for an employee for pregnancy or a pregnancy-related health condition, unless the employer could demonstrate doing so would impose an undue hardship. Staff proposed new sections to address these changes.

Additionally, Chapter 47, Laws of 2018 (House Bill 2661) was passed during the 2018 Legislative session with an effective date of June 7, 2018. This bill states that victims of domestic violence, sexual assault, or stalking are able to seek and maintain employment without fear of discrimination and have reasonable safety accommodations in the workplace. Staff proposed new sections to address these changes.

Staff proposed permanent adoption effective March 29, 2019.

Rules Item 2 Definition of "employee's relative" as applies to shared leave...

WAC 357-31-395 defines specific terms as they apply to shared leave. Staff proposed expanding of the definition of "employee's relative" to include sibling.

Staff proposed permanent adoption effective March 29, 2019.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, Rules items 1 and 2 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, May 9, 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