

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

May 9, 2019

## Opening

The State Human Resources (SHR) Director's meeting was called to order at 9:00 a.m. on Thursday, May 9, 2019, and located at OFM, State HR; RAAD Building, 5th Floor, Room 512; 128 10th Avenue SW, Olympia, WA 98501.

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 State Human Resources (State HR) Division
- Mindy Portschy, Classification and Compensation Specialist, 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:

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

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## Introduction

Franklin Plaistowe, State HR Assistant Director: The Thursday, May 9, 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

Mindy Portschy, Classification and Compensation Specialist: The first item of business was the adoption of the Thursday, February 14, 2019 Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, the February 14, 2019 Director's meeting minutes were adopted as presented, with an effective date of May 10, 2019.

## Section B: Exempt Compensation

Mindy Portschy, Classification and Compensation Specialist: In section B of the revised agenda were items 1 through 7 and abolished items 8 through 12. Staff recommended adoption as presented with an effective date of May 10, 2019.

- Item(s) 1 B3369 Senior Research Analyst – CFC
- Item(s) 2 B5933 Boards Program Manager- PSP
- Item(s) 3 B7017 Licensing Administrator – DCYF
- Item(s) 4 B7018 Comptroller – DCYF
- Item(s) 5 B7019 Assistant Secretary, Field Operations – DCYF
- Item(s) 6 B7020 Director Adolescent Programs – DCYF
- Item(s) 7 B8126 Division Director, Behavioral Health and Recovery – HCA

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## Abolishments

- Item(s) 8 B5904 Performance Management Director – PSP
- Item(s) 9 B5918 Information Technology Administrator – PSP
- Item(s) 10 B5926 State and Local Government Affairs Director – PSP
- Item(s) 11 Consolidated Technology Services (CTS [WaTech])
  - B9529 Enterprise Solutions Accessibility Architect – CTS
  - B9615 Assistant Director of Enterprise Applications – CTS
  - B9617 Enterprise Human Resources/Payroll Applications Manager – CTS
  - B9625 Assistant Director, Business Operations – CTS
- Item(s) 12 B9629 Quality Assurance and Release Manager – DES

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 1 through 12 were adopted as presented.

## Section C: Classification

Mindy Portschy, Classification and Compensation Specialist: In section C of the revised agenda were items 13 and 14. Staff recommended adoption as presented with an effective date of May 10, 2019.

- Item(s) 13 106K Manager, Office Services 1
- Item(s) 14 106L Manager, Office Services 2

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

## Section D: Compensation

Mindy Portschy, Classification and Compensation Specialist: In section D of the revised agenda was item 15, a proposed special pay request from the University of Washington (UW) for the Anesthesiology Technician Series job class series; and item 16, a UW special pay request for the Dietician 2. Staff recommended adoption of both items effective May 16, 2019. During the meeting on May 9, 2019, State HR staff had recommended the adoption of these two items be effective May 10, 2019. This date was incorrect. The adoption date should have reflected the effective date on the exhibit, which was May 16, 2019. This correction has been reflected in the minutes.

- Item(s) 15 University of Washington Special Pay Req., Anesthesiology Technician Series
- Item(s) 16 University of Washington Special Pay Request, Dietician 2

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 15 and 16 were adopted as presented.

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## Section E: Rule Amendments

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

### Rules Item 1 New IT Professional/Technical Classification and Compensation Structure

Explanation: The state has implemented a new information technology (IT) professional/technical classification and compensation structure. This means all state agency and higher education classified IT positions within the Washington General Service and Washington Management Service positions designated in the IT market segment have been or will be evaluated for allocation into the new Information Technology Professional Structure (ITPS). SHR staff proposed the rules to address those employees who will be placed into the new ITPS. Staff proposed permanent adoption effective July 1, 2019.

### Rules Item 2 Sick leave for bonding

Explanation: SHR staff proposed to amend WAC 357-31-130(1)(i) to state that an employer must allow an employee (upon request) to use their accrued sick leave for the purpose of parental leave to bond with a newborn adoptive or foster child for a period up to 18 weeks. Sick leave taken for this purpose must be taken during the first year following the child's birth or placement. SHR staff also proposed to amend WAC 357-31-130(2) to state that an employer may approve longer than 18 weeks in accordance with their leave policy. In addition, SHR staff proposed to amend WAC 357-31-100(4) to state that total amount of sick leave beyond 18 weeks must be addressed in the employer's leave policy. SHR Staff proposed permanent adoption effective July 1, 2019.

### Rules Item 3 Review of WMS chapter

Explanation: A review of chapter 357-58 WAC was completed as a result of a request from the Washington Management Service Coordinator's group. A sub-group of five agencies met to review the chapter to determine what updates were needed. Additional amendments were a result of questions having been received from stakeholders. As a result of amending WACs in chapter 357-58 WAC, it was determined that similar amendments were also required for WAC 357-13-045, WAC 357-19-297, WAC 357-28-095, WAC 357-28-100 and WAC 357-31-165 for consistency purposes. Staff proposed permanent adoption effective July 1, 2019.

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

## Adjournment

Mindy Portschy, Classification and Compensation Specialist: The business concluded and the meeting was adjourned. A special Director's meeting is scheduled Thursday, June 13, 2019, beginning at 8:30 a.m., and located at OFM, State HR; RAAD Building, 5th Floor, Room 512; 128 10th Avenue SW, Olympia, WA 98501.

## Minutes Approved By

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

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Date