

# Director's Meeting Minutes

**State Human Resources, Office of Financial Management**

**November 14, 2019**

## Opening

The State Human Resources Director's meeting was called to order at 8:30 a.m. on Thursday, November 14, 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

## 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, November 14, 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.

## Section A: Previous Minutes Approval

Mindy Portschy, SHR Classification and Compensation Specialist: The first item of business was the adoption of the Thursday, August 8, 2019 Director's meeting revised minutes. Staff recommended final adoption as printed.

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

## Section B: Exempt Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the revised agenda were items 1 through 7. Staff recommended adoption as presented with an effective date of November 15, 2019.

- Item 1 Regional Administrator, Home and Community Services – DSHS
- Item 2 B3912 Director, DeafBlind Project - SFB
- Item 3 B5940 Data Systems Support Specialist - PSP
- Item 4 B5941 Communications Specialist - PSP
- Item 5 B7952 Assistant Director, Regulatory Services
- Item 6 B9534 Senior Geospatial Program Manager – CTS
- Item 7 B9535 Statewide IT Portfolio Manager– CTS

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 7 were adopted as presented.

## Section C: Classification

Mindy Portschy, SHR Classification and Compensation Specialist: In section C of the revised agenda were items 8 through 10 which were proposed for consideration effective November 15, 2019. Staff recommended adoption as presented.

- Item 8 363I Chaplain

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- Item 9 480F IT Data Processor 1
- Item 10 480N IT Computer Operator 1

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 8 through 10 were adopted as presented.

## Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the revised agenda, revised item 11 was the 2019-2020 Certificated Teaching Salary rate adjustment proposed for adoption effective September 1, 2019, which was the date of the salary schedule. Staff recommended adoption as presented.

- Item 11 Proposed V-Range Salary Schedule for SFB [Revised](#)

Franklin Plaistowe, SHR Assistant Director: Hearing no additional comments, revised item 11 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: Also in section D of the revised agenda, item 12 was a University of Washington's Health Care special pay request for a 1% salary grid to reflect the approved 2% adjustment effective July 1, 2019. The proposal was for classified, non-represented classes. Staff recommended adoption as presented.

- Item 12 University of Washington one (1) percent salary grid

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

Mindy Portschy, SHR Classification and Compensation Specialist: In Section D of the revised agenda, item 13 was a University of Washington special pay request for the Electroneurodiagnostic Technologist 1 – 3 and the Electroneurodiagnostic Supervisor based on effective operations. Staff recommended adoption with an effective date of November 16, 2019.

- Item 13 UW special pay request for the Electroneurodiagnostic Technician series

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, item 13 was adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In Section D of the revised agenda, emergency item 4 was a correction of error and housekeeping for the Group A assignment pay listing. Class codes appeared in error on the June 13, 2019 special Director's meeting agenda, and now corrected for consideration of adoption. Additionally, the Rest Area Attendant –

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Transportation was abolished at the June 13, 2019 special Director's meeting and was also reflected in the Group A assignment pay listing. Staff recommended adoption effective November 15, 2019.

Item 14 Group A Assignment Pay [Emergency](#)

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, emergency item 14 was adopted as presented.

## Section E: Rule Amendments

There were no rules items.

## 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, February 13, 2020, 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