

# Director's Meeting Minutes

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

**May 14, 2020**

## Opening

The State Human Resources Director's meeting was called to order at 8:40 a.m. on Thursday, May 14, 2020, via conference call session only due to the Covid-19 pandemic. Meeting proceedings were recorded 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

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## Introduction

Franklin Plaistowe, SHR Assistant Director: The Thursday, May 14, 2020 SHR Director's meeting came to order at 8:40 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, February 13, 2020 Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, the February 13, 2020 Director's meeting minutes were adopted as presented, with an effective date of May 15, 2020.

## Section B: Exempt Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the revised agenda were items 1 through 8a. Of note, item 4 was revised and item 8a was an emergency addition. Staff recommended adoption as presented with an effective date of May 15, 2020.

- Item 1 B1521 Chief of Staff, Office of the Secretary - DSHS
- Item 2 B1639 Deputy Director, Division of Vocational Rehabilitation - DSHS
- Item 3 B1640 Vocational Rehabilitation Division Director
- Item 4 B1688 Dir, State Operated Community Residential Div – DSHS Revised
- Item 5 B4441 Administrative Services Director - ESD
- Item 6 B5410 Assist. Dir., Vocational Rehabilitation & Workforce Initiatives - DSB
- Item 7 B5430 Assistant Director, Human Resources - DSB
- Item 8 B5440 Senior Financial Officer - DSB
- Item 8a B7933 Marijuana Educ., Lic. & Regulator Systems Mngr. Emergency

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 1 through 8a were adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the revised agenda were abolishment items 9 and 10. Staff recommended adoption as presented with an effective date of May 15, 2020.

### Abolishment

- Item 9 Department of Early Learning

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- B2125 Assistant Director, Outcomes and Accountability - DEL
- B9201 Service Area Manager
- B9205 Assistant Director, Parent Education and Support
- B9240 Chief Financial Officer – DEL

Item 10 Department Social and Health Services

- B2134 Chief, Federal Funding/SSI
- B2137 Chief, Office of Foster Care Licensing
- B2139 Chief of Budget, Contracts & Cost Allocation - DSHS
- B2422 Children Services Regional Administrator

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 9 and 10 were adopted as presented.

Mindy Portschy, SHR Classification and Compensation Specialist: In section B of the revised agenda were abolishment items 10a through 10b which were adopted on an emergency basis at the February 13, 2020 Director's meeting and return for permanent adoption. Staff recommended adoption as presented with an effective date of May 15, 2020.

Item 10a Department Social and Health Services [Permanent Adoption](#)

- B1583 Deputy Assistant Secretary, Children's Administration - DSHS
- B1670 Director, Management Services/Research
- B1990 Assistant Secretary, Children, Youth and Family Services
- B2136 Director, Children's Administration Field Operations Division
- B2138 Director, Children's Administration Division of Program and Policy

Item 10b Department of Early Learning [Permanent Adoption](#)

- B9200 Senior Policy Advisor
- B9203 AD, Licensing and Oversight – DEL
- B9204 AD, Partnership & Collaboration – DEL
- B9210 Deputy Director - DEL
- B9220 Human Resource Manager – DEL
- B9230 Government & Community Relations Manager – DEL
- B9270 Chief Information Officer – DEL

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

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### Section C: Classification

Mindy Portschy, SHR Classification and Compensation Specialist: In section C of the revised agenda were items 11 and 12 proposed for adoption effective May 15, 2020, and item 13 proposed for adoption effective July 1, 2020. Staff recommended adoption as presented.

Item 11 162E Medical Program Specialist 1

Item 12 355S Youth Academy Counseling and Coordination Specialist 1

Item 13 652R Marine Vessel Operator

Franklin Plaistowe, SHR Assistant Director: Hearing no comments, items 11 through 13 were adopted as presented.

### Section D: Compensation

Mindy Portschy, SHR Classification and Compensation Specialist: In section D of the revised agenda was item 14. This was a special pay request from the University of Washington for the Vascular Technologist, Vascular Technologist Lead, and Vascular Technologist Supervisor based on effective operations. Staff recommended adoption as presented with an effective date of May 16, 2020..

Item 14 University of Washington special pay request

- 299F Vascular Technologist
- 299G Vascular Technologist Lead
- 299H Vascular Technologist Supervisor

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

Mindy Portschy, SHR Classification and Compensation Specialist: Next in section D of the revised agenda was item 15. This was a Shift Premium Rate correction error. Staff recommended adoption as presented effective May 15, 2020.

Item 15 Shift differential premium amendment

Franklin Plaistowe, SHR Assistant Director: Hearing no additional comments, item 15 was adopted as presented.

### Section E: Rule Amendments

Mindy Portschy, SHR Classification and Compensation Specialist: 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, August 13, 2020, beginning at 8:30 a.m. Due to COVID-19 safety and health recommendations, the meeting location was yet to be determined.

## Minutes Approved By

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

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Date