

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 9, 2018

Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, August 9, 2018 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 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, State HR Assistant Director
- Audrey Ulrich, State HR Classification and Compensation Supervisor
- Brandy Chinn, State HR 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
Fax (360) 407- 4148

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 9, 2018

Page 2 of 5

Introduction

Franklin Plaistowe, State HR Assistant Director: The Thursday, August 9, 2018 State HR Director's meeting came to order at 8:30 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, State HR Classification and Compensation Supervisor: The first item of business was the adoption of the Thursday, May 17, 2018 Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, the May 17, 2018 Director's meeting minutes were adopted as presented, with an effective date of August 10, 2018.

Section B: Exempt Compensation

Audrey Ulrich, State HR Classification and Compensation Supervisor: In section B of the agenda were items 1 through 14; items 5 through 7 returned for permanent adoption. Staff recommended adoption of items 1 through 4 and items 8 through 14 as presented with an effective date of August 10, 2018, as well as permanent adoption for items 5 through 7 effective July 1, 2018.

- Item(s) 1 B5053 Clinical Care and Compliance Director – DVA
- Item(s) 2 B5561 Communications Director – MIL
- Item(s) 3 B5562 Deputy Director, Emergency Management Division – MIL
- Item(s) 4 B5563 Deputy Director, Washington Youth Academy – MIL
- Item(s) 5 B7007 Dir of the Office of Innovation, Align & Account – DCYF [Permanent Adoption](#)
- Item(s) 6 B7013 Director of Child Welfare Programs – DCYF [Permanent Adoption](#)
- Item(s) 7 B7014 Assistant Secretary, Licensing – DCYF [Permanent Adoption](#)
- Item(s) 8 B7015 Director of Administrative Services – DCYF
- Item(s) 9 B9531 Chief Information Privacy Officer - CTS
- Item(s) 10 B9634 Senior Strategist, Electronic Media & Digital Content - CTS
- Item(s) 11 B9635 Director, Legislative Affairs - CTS
- Item(s) 12 B9636 Organization Development Services Director - DES

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 9, 2018

Page 3 of 5

Item(s) 13 B9637 Assistant Director of Capital Security & Visitor Services – DES

Item(s) 14 B9722 Deputy CIO – LCB

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 1 through 14 were adopted as presented.

Audrey Ulrich, State HR Classification and Compensation Supervisor: Also in section B, item 15 was an abolishment recommended for adoption as presented with an effective date of August 10, 2018.

Item(s) 15 B7941 Director, Pub. Rec. and Support Services Division – LCB

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

Section C: Classification

Audrey Ulrich, State HR Classification and Compensation Supervisor: In section C of the agenda, item 16 was presented for adoption with an effective date of August 10, 2018.

Item(s) 16 158A Audit Specialist – DOT 1

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 16 was adopted as presented.

Section D: Compensation

Audrey Ulrich, State HR Classification and Compensation Supervisor: In section D, item 17, of the agenda, was a Group A assignment pay reference change. Staff recommended adoption effective August 10, 2018.

Item(s) 17 Group A Assignment Pay Request

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 17 was adopted as presented.

Audrey Ulrich, State HR Classification and Compensation Supervisor: In section D of the agenda, item 18 was a University of Washington special pay request. Staff recommended adoption effective August 16, 2018.

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 9, 2018

Page 4 of 5

Item(s) 18 Higher Education Special Pay Request

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 18 was adopted as presented.

Audrey Ulrich, State HR Classification and Compensation Supervisor: In section D of the agenda, item 19 was an update to the Basic Shift Premium Rate language. Staff recommended adoption effective August 10, 2018.

Item(s) 19 Basic Shift Premium Rate Request

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, item 19 was adopted as presented.

Section E: Rule Amendments

Brandy Chinn, State HR Rules Specialist: There were five rules items presented for consideration of adoption. See below.

Rules Item 1 DCYF Background Checks for Covered Positions

Second Engrossed Substitute House Bill 1661 created the Department of Children, Youth, and Families which was passed during the 2017 Legislative session. Section 807 of the bill amended RCW 41.06.475 to say that the Office of Financial Management shall adopt rules in consultation with the DCYF for the background investigation of current employees and individuals being considered for positions with the DCYF, who will or may have unsupervised access to children. The rules were adopted on an emergency basis effective July 1, 2018. Staff proposed permanent adoption effective September 21, 2018.

Rules Item 2 Expanding Shared Leave - Pregnancy Disability and Parental Leave

Engrossed Substitute House Bill 1434 was passed during the 2018 Legislative session with an effective date of July 1, 2018. The bill expanded the use of shared leave to employees who were sick or temporarily disabled because of pregnancy disability and for the purposes of parental leave. This bill allows an employee to maintain up to forty hours of vacation leave and forty hours of sick leave while using shared leave. Staff proposed rule amendments to reflect these changes. In addition, staff proposed to clean up the WACs by condensing language and other amendments housekeeping in nature. These rules were adopted on an emergency basis effective July 1, 2018. Staff proposed permanent adoption effective September 21, 2018.

Rules Item 3 Sexual Harassment Policy

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 9, 2018

Page 5 of 5

Substitute Senate Bill 5996 was passed during the 2018 Legislation session with an effective date of June 7, 2018. This bill stated an employer may not require an employee, as defined in chapter 49.44 RCW, as a condition of employment, to sign a nondisclosure agreement, waiver, or other document preventing an employee from disclosing sexual harassment or sexual assault. Staff proposed the following amendment to place new provisions in Title 357 WAC. This rule was adopted on an emergency basis effective June 7, 2018. Staff proposed permanent adoption effective September 21, 2018.

Rules Item 4 Clarify Calculation of Military Leave

House Bill 2851 was passed during the 2018 Legislative session effective date of June 7, 2018. The Bill amends RCW 38.40.060 which clarified the calculation of military leave for officers and employees working shifts spanning more than one calendar day. Staff proposed the following rule amendment to reflect the change. In addition, a housekeeping change was made in subsection (1). The rule was adopted on an emergency basis effective June 7, 2018. Staff proposed permanent adoption effective September 21, 2018.

Rules Item 5 Housekeeping: Holiday Compensation and GG Rate of Vac. Leave Accrual

The proposed rule amendments to WAC 357-31-010 and WAC 357-31-165 are housekeeping in nature. Staff proposed permanent adoption effective September 21, 2018.

Franklin Plaistowe, State HR Assistant Director: There were no requests to speak to the five rules items. With that, the rules items one through five were brought 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, November 8, 2018 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