

Director's Meeting Minutes

State Human Resources, Office of Financial Management

May 17, 2018

Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, May 17, 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, Classification and Compensation Supervisor, 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, May 17, 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.

Section A: Previous Minutes Approval

Audrey Ulrich, Classification and Compensation Supervisor: The first item of business was the adoption of the Thursday, February 8, 2018. Director's meeting minutes. Staff recommended final adoption as printed.

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, the February 8, 2018 Director's meeting minutes were adopted as presented, with an effective date of May 18, 2018.

Section B: Exempt Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section B of the revised agenda were items 1 through 15c for consideration; items 4 through 13 were revised, and items 15a through 15c were presented on an emergency basis. Staff proposed adoption of items 1 through 3, 14, 15 effective May 18, 2018, and items 4 through 13, 15a, 15b, and 15c effective July 1, 2018.

- Item 1 B1241 Director, Office of Columbia River – ECY
- Item 2 B1242 Director, Office of Chehalis Basin – ECY
- Item 3 B5721 Communications Director – CTS
- Item 4 B7001 Deputy Secretary of Operations – DCYF Revised
- Item 5 B7002 Deputy Secretary of Programs – DCYF Revised
- Item 6 B7003 Human Resource Director – DCYF Revised
- Item 7 B7004 Chief Information Officer – DCYF Revised
- Item 8 B7005 Chief Financial Officer – DCYF Revised
- Item 9 B7006 Director of Legislative Affairs – DCYF Revised
- Item 10 B7008 Director of Tribal Relations – DCYF Revised
- Item 11 B7009 Director of Communications – DCYF Revised
- Item 12 B7010 Director of Early Learning Programs – DCYF Revised
- Item 13 B7012 Director of Family Support Programs – DCYF Revised
- Item 14 B9528 IT Policy and Management Consultant – CTS
- Item 15 B9529 Enterprise Solutions Accessibility Architect – CTS
- Item 15a B7007 Dir, Office of Innovation, Alignment & Accountability – DCYF Emergency

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Item 15b B7013 Director of Child Welfare Programs – DCYF [Emergency](#)

Item 15c B7014 Assistant Secretary, Licensing – DCYF [Emergency](#)

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 1 through 15c were adopted as presented.

Section C: Classification

Audrey Ulrich, Classification and Compensation Supervisor: In section C of the revised agenda, were classified items 16 through 23 presented for consideration; item 16 was revised. Staff recommended adoption of these items effective May 18, 2018.

Item 16 180A Paid Family and Medical Leave Specialist 1 [Revised](#)

Item 17 180B Paid Family and Medical Leave Specialist 2

Item 18 180C Paid Family and Medical Leave Specialist 3

Item 19 283E Long Term Care Surveyor

Item 20 422E Labor Relations Adjudicator/Mediator 1

Item 21 422F Labor Relations Adjudicator/Mediator 2

Item 22 422G Labor Relations Adjudicator/Mediator 3

Item 23 422H Labor Relations Adjudicator/Mediator 4

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 16 through 23 were adopted as presented.

Audrey Ulrich, Classification and Compensation Supervisor: Also in Section C of the revised agenda, were abolished classified items 24 and 25 presented for consideration. Staff recommended adoption of these items effective May 18, 2018.

Item 24 457F Commercial Vehicle Officer 2

Item 25 457G Commercial Vehicle Officer 3

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 24 and 25 were adopted as presented.

Section D: Compensation

Audrey Ulrich, Classification and Compensation Supervisor: In section C of the revised agenda, were items 26 (a-u) through 28 presented for consideration. Item 26 (a-u) were targeted base range salary adjustments effective July 1, 2018; item 27 was a Washington State University special pay proposal

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effective May 18, 2018; and item 28 was a Washington State University shift premium proposal effective May 18, 2018.

Item 26 2018 Base Range Salary Adjustments, 2017-19 Collective Bargaining

Item 27 Washington State University Special Pay for Veterinary Specialists 1-3

Item 28 WSU Basic Shift Premium Rate for Non-Union Veterinary Specialists

Franklin Plaistowe, State HR Assistant Director: Hearing no comments, items 26 (a-u) through 28 were adopted as presented.

Section E: Rule Amendments

No rules items for this period.

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, August 9, 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