

# Director's Meeting Minutes

State Human Resources, Office of Financial Management

February 11, 2016

## Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, February 11, 2016 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, Assistant Director, State Human Resources
- Audrey Ulrich, Classification and Compensation Specialist, State Human Resources
- Kristie Wilson, Acting Rules and Appeals Manager, State Human Resources

## Logistics and Information

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<http://www.hr.wa.gov/more/Meetings/DirectorMeetings/Pages/default.aspx>

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## Meeting Minutes

### Introduction

**Franklin Plaistowe, Assistant Director, SHR, OFM:** The Thursday, February 11, 2016 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 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.

Additionally, at the February 11, 2016 Director's meeting it was decided to delay the emergency adoption of the Fish and Wildlife Biologist series to allow additional time for discussion amongst the parties. This series would return for consideration and final adoption at a Special or an upcoming Director's meeting.

### Section A: Previous Minutes Approval

**Audrey Ulrich, Classification and Compensation Specialist, State Human Resources:** The first item of business was the adoption of the November 12, 2015 Director's meeting minutes. Staff recommended final adoption as printed.

**Franklin Plaistowe, Assistant Director, SHR, OFM:** Hearing no comments, the November 12, 2015 Director's meeting minutes were adopted as presented (effective February 12, 2016).

**Audrey Ulrich, Classification and Compensation Specialist, State Human Resources:** Additionally, read into the record was an error found in the approved August 13, 2015 Director's meeting minutes. Under Section "A" Previous Minutes Approval, first paragraph, second line reads July 30, 2015 and should read June 30, 2015. This correction was proposed for adoption with an effective date of February 12, 2016.

**Franklin Plaistowe, Assistant Director, SHR, OFM:** Hearing no comments, the updated August 13, 2015 Director's meeting minutes were adopted as presented (effective February 12, 2016).

### Section B: Exempt Compensation

**Audrey Ulrich, Classification and Compensation Specialist, State Human Resources:** There were no exempt compensation items.

## Section C: Classification

Audrey Ulrich, Classification and Compensation Specialist, State Human Resources: The next items were the classification plan amendments in section C of the revised agenda. Staff recommended adoption of items 1-4 as presented, effective February 12, 2016.

- Item(s) 1 397A Emergency Management Program Specialist 1
- Item(s) 2 397B Emergency Management Program Specialist 2
- Item(s) 3 397C Emergency Management Program Specialist 3
- Item(s) 4 397D Emergency Management Program Specialist 4

**Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, Items 1-4, were adopted with an effective date of February 12, 2016.**

## Section D: Compensation

Audrey Ulrich, Classification and Compensation Specialist, State Human Resources: The next items were the compensation items in section D of the revised agenda.

The first item was changes to the WMS and EMS broadbanding salary structure, as reflected in item 5. Staff recommended adoption as presented, effective February 12, 2016. The second item was a special pay request from the University of Washington as reflected in item 6. Staff recommended adoption as presented, with an effective date of February 16, 2016.

- Item(s) 5 WMS and EMS Medical Broadband Structure Change Revised
- Item(s) 6 University of Washington Health Care Special Pay Request Revised

**Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, the WMS and EMS Medical Broadband Structure Change was adopted as presented with an effective date of February 12, 2016 and the University of Washington Health Care Special Pay Request was adopted as presented with an effective date of February 16, 2016.**

## Section E: Rule Amendments

Kristie Wilson, Acting Rules and Appeals Manager, SHR: There were four rules items presented for adoption, however rules item five was postponed until the May Director's meeting.

**The first rules item** was a proposal for rule changes due to review of the Performance Management Confirmation (PMC) program's purpose and role. Current research for performance-based incentives,

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rewards and lessons learned since the program's inception were considered; this resulted in opportunities to improve the program's accountability and impact on agency performance. After considering the results of the review, staff proposed to amend and/or repeal the rules to remove performance-based compensation from the PMC program, but keep the ability to factor in individual performance when granting recognition leave and when making layoff decisions. Staff proposed permanent adoption effective March 14, 2016.

**The second rules item** was a proposal for rule changes to clarify that if a General Government or Higher Education employee has had a break in state service, their Periodic Increment Date (PID) would be reset upon rehire. Also, staff proposed amending WAC 357-28-056 to clarify the PID is adjusted for leave without pay. Due to the proposal to repeal 357-28-075 in the performance management rules, WACs 357-28-055 and 357-28-056 also needed to be amended to remove the reference. Staff proposed permanent adoption effective March 14, 2016.

**The third rules item** was proposal to repeal the College Recruitment Program (CRP) rules, as the original intent of the rules was to have a pool of college graduates for employers to search positions which required a degree but who possessed limited work experience. CRP rules are no longer necessary because the current recruitment rules provide employers the flexibility to support their college recruitment efforts. Staff proposed permanent adoption effective March 14, 2016.

**The fourth rules item** proposed rule changes to address the temporary layoff notice period, time frame and appeal rights when a temporary layoff was due to the failure of Congress to pass a continuing resolution or a federal budget. Staff proposed permanent adoption effective March 14, 2016.

**The fifth rules item** related to Director's Reviews rules was postponed until the May 12, 2016 Director's meeting.

Rules Item(s) 1 Performance Management Confirmation

Rules Item(s) 2 Periodic Increment Date Clean-Up

Rules Item(s) 3 College Recruitment Program

Rules Item(s) 4 Federal Government Shutdown

Rules Item(s) 5 Director Review [Postponed](#)

**Franklin Plaistowe, Assistant Director, SHR, OFM: Hearing no comments, the Rules items 1-4 presentations would be summarized and brought to the OFM Director for final adoption.**

### Adjournment

Audrey Ulrich, Classification and Compensation Specialist, State Human Resources: The business was concluded and the meeting was adjourned. The next regularly scheduled Director's Meeting was announced as Thursday, May 12, 2016, beginning at 8:30 a.m., unless otherwise specified;

Conference Room 110, first floor, Capitol Court Building, 1110 Capitol Way South, Olympia, Washington 98501-2251.

Minutes Approved By

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

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Date

**Acronyms**

- HR: Human Resources
- HRC: Human Resource Consultant
- HRD: Human Resources Department
- MOU: Memorandum of Understanding
- OFM: Office of Financial Management
- SHR: State Human Resources