

Director's Meeting Minutes

State Human Resources, Office of Financial Management

August 14, 2014

Opening

The State Human Resources (SHR) Director's meeting was called to order at 1:30 p.m. on Thursday, August 14, 2014 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 printing of the Director's meeting agenda notice (20-Day Notice), were attached to the program as handouts and available at meeting. All other items were adopted as printed on the Director's meeting agenda unless otherwise noted below.

Present

Staff:

- Glen Christopherson, Assistant Director, SHR, OFM
- Nancy Jacobski, Human Resource Consultant, SHR, OFM
- Kristie Wilson, Rules and Policy Manager, SHR, OFM

Logistics and Information

This publication and related materials are available on the Internet at the following web address: <http://www.hr.wa.gov/more/Meetings/DirectorMeetings/Pages/default.aspx>

Comments and suggestions regarding the meeting process and related publications; requests for alternate formats; or requests for digital, CD, or cassette copy of verbatim meeting proceedings are welcomed and may be forwarded to:

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Meeting Minutes

Introduction

Glen Christopherson, Assistant Director, SHR: The Director's meeting was called to order by Glen Christopherson, Assistant Director for State Human Resources with the Office of Financial Management (OFM), at 8:30 a.m., Thursday, August 14, 2014. Glen took action on all items, except the rule amendments. Following the meeting, the rule amendment proposal(s), presentation, and comment(s) were shared with the OFM Director and an action letter was published with his decision(s).

Previous Minutes – Section A

Nancy Jacobski, HRC, Director's Meeting Coordinator: The first item of business was the adoption of the May 8, 2014 Director's meeting minutes. Staff recommended final adoption effective August 15, 2014.

Glen Christopherson, Assistant Director, SHR: Hearing no comments, the May 8, 2014 Director's meeting minutes were adopted as presented with an effective date of August 15, 2014.

Exempt Compensation – Section B

Nancy Jacobski, HRC, Director's Meeting Coordinator: Found in section B of the agenda, was item one as reflected in the handout and proposed for adoption with an effective date of August 15, 2014.

Item(s) 1 B4041 Quality Assurance Manager [Handout](#)

Glen Christopherson, Assistant Director, SHR: Hearing no comments, handout item one was adopted as presented with an effective date of August 15, 2014.

Classification and Pay – Section C:

Nancy Jacobski, HRC, Director's Meeting Coordinator: The classification and pay amendments items two through five, were presented and proposed for adoption with an effective date of August 15, 2014.

- Item(s) 2 163L Retirement Services Analyst 1
- Item(s) 3 163M Retirement Services Analyst 2
- Item(s) 4 163N Retirement Services Analyst 3
- Item(s) 5 163O Retirement Services Analyst 4

Glen Christopherson, Assistant Director, SHR: Hearing no comments, items two through five were adopted as presented with an effective date of August 15, 2014.

Compensation – Section D

None.

Rule Amendments – Section E

Kristie Wilson, Rules and Policy Manager: Rules item one was presented for consideration by the OFM Director.

Item one: Substitute Senate Bill 6078 named the fourth Friday in November Native American Heritage Day. The rule amendment addressed the new name and was effective June 12, 2014. Staff proposed permanent adoption effective August 14, 2014.

Rules Item(s) 1 WAC 357-31-005 Native American Heritage Day

Glen Christopherson, Assistant Director, SHR: Glen, in turn, summarized the proposed rule amendment item one, presentation, and comments for the OFM Director to consider for permanent adoption effective August 14, 2014. An action letter was generated the following with the OFM Director's final ruling.

Adjournment

Nancy Jacobski, HRC, Director's Meeting Coordinator: The business was concluded and the meeting was adjourned. The next regularly scheduled Director's Meeting was announced as being Thursday, November 13, 2014, beginning at 8:30 a.m., unless otherwise specified; Conference Room 110, first floor, Capitol Court Building, 1110 Capitol Way South, Suite 120, Olympia, Washington 98501-2251.

Minutes Approved By

Glen Christopherson, Assistant Director
State Human Resources
Office of Financial Management

Date

Attachment: Action Letter for Proposed Rule Amendments

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STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

August 28, 2014

TO: David Schumacher, Director
FROM: Glen Christopherson, Assistant Director 
State Human Resources
SUBJECT: AUGUST 14, 2014, DIRECTOR'S MEETING - RULE ITEM

The meeting was held at the Capitol Court Building; 1110 Capitol Way South; Olympia, Washington 98501; Conference Room 110.

Civil Service Rules

Kristie Wilson, State HR Rules Manager, presented one rule item for consideration. This rule item was presented as reflected in the Director's meeting agenda on page E1.

Substitute Senate Bill 6078, effective June 12, 2014, names the fourth Friday in November, Native American Heritage Day. The proposed rule change addresses the new name.

There were no comments on this item.

Staff is proposing permanent adoption effective October 6, 2014.

Attachment

Approved: 
David Schumacher, Director
Office of Financial Management

Date: 8/28/14