

# Director's Meeting Minutes

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

**May 14, 2015**

## Opening

The State Human Resources (SHR) Director's meeting was called to order at 8:30 a.m. on Thursday, May 14, 2015 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:

- Franklin Plaistowe, Planning and Strategy Chief; Workforce Planning, Performance, Rules and Appeals; SHR; OFM
- Nancy Jacobski, Human Resource Consultant, Enterprise Classification, Compensation and HR Analytics; SHR; OFM
- Brandy Chinn, Human Resource Consultant, Rules and Appeals, 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

Franklin Plaistowe, Planning and Strategy Chief, SHR, OFM: The Director's meeting was called to order by Franklin Plaistowe, State Human Resources Planning and Strategy Chief, Office of Financial Management (OFM), at 8:30 a.m., Thursday, May 14, 2015. Franklin took action on all item(s) presented, except the proposed rule amendments. He heard the presentations on the rules, comments, and summarized them for consideration by the OFM Director. A letter was generated the following week outlining the decision on the proposed rule amendments.

### Section A: Previous Minutes Approval

Nancy Jacobski, HRC, Director's Meeting Coordinator: The first item of business was the adoption of the February 12, 2015 Director's meeting minutes. Staff recommended final adoption effective May 15, 2015.

**Franklin Plaistowe, Planning and Strategy Chief, SHR, OFM: Hearing no comments, the February 12, 2015 Director's meeting minutes was adopted as presented with an effective date of May 15, 2015.**

### Section B: Exempt Compensation

Nancy Jacobski, HRC, Director's Meeting Coordinator: Item one consisted of multiple exempt abolishments. Staff recommended adoption as presented with an effective date of May 15, 2015.

#### **Abolishment(s)**

Item(s) 1 Exempt Abolishment List

**Franklin Plaistowe, Planning and Strategy Chief, SHR, OFM: Hearing no comments, item one was adopted as presented with an effective date of May 15, 2015.**

### Section C: Classification

Nancy Jacobski, HRC, Director's Meeting Coordinator: The classification amendments were items 2 thru 5a; item 1 and item 3 were submitted for final adoption and reflected in

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handouts; and items 4a thru 4c as well as item 5a were reflected as emergency handouts. Staff recommended adoption of items 2 thru 5a as presented with an effective date of May 15, 2015.

- Item(s) 1 165J Financial Services Specialist 4 Handout
- Item(s) 2 232E Lottery District Sales Representative
- Item(s) 3 389A Park Ranger 1 Handout
- Item(s) 4a 458M Licensing Specialist 2 Emergency Handout
- Item(s) 4b 458N Licensing Specialist Senior Emergency Handout
- Item(s) 4c 458O Licensing Specialist 3 Emergency Handout

### **Abolishment(s)**

- Item(s) 4 232G Lottery Telemarketing Representative 1  
232H Lottery Telemarketing Representative 2
- Item(s) 5a 458K Licensing Specialist 1 Emergency Handout

### **Speaker(s):**

Teresa Parsons, WFSE, HR Classification Specialist: In reference to item 3: Teresa wanted to clarify the *Ranger 2* had been changed to "Park Ranger 2", and stated it did appear to be the case in the last paragraph. SHR staff confirmed this change was reflected in the proposal presented for adoption.

In reference to items 4a, 4b, 4c, and 5a: Since this was an emergency item, Teresa asked if she could take a break for a few minutes to check and see if the proposed changes affected any Federation members since they represent Liquor Enforcement Officers as well. A short recess was granted by Franklin Plaistowe. Returning from break, Teresa stated the Federation did not have any objections to the proposed changes presented.

Beverly Burdette, Labor Relations/HR Operations Manager, Human Resources, LCB: Bev stated the proposed changes to the Licensing Specialist classes should not have impacts to WFSE. She went on to state the classes were completely separate; the Liquor Enforcement Officers, represented by WFSE, deals with enforcement and the Licensing Specialists, represented by WPEA, deals with licensing.

**Franklin Plaistowe, Planning and Strategy Chief, SHR, OFM: Hearing no comments, items 2 through 5a were adopted as presented with an effective date of May 15, 2015.**

Section D: Compensation

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Nancy Jacobski, HRC, Director's Meeting Coordinator: Item 6 was the first item under Compensation. Western Washington University requested a special pay request for the Plumber/Pipefitter/Steamfitter and Plumber/Pipefitter/Steamfitter Lead. Item 7 was a proposal from the Lottery Commission requesting a reduction to the I-Range incentive, from 10 ranges to 5 ranges for 232E Lottery District Sales Representative; due to higher level duties and class plan maintenance. Staff proposed adoption of item 6 and item 7 as presented, with an effective date of May 15, 2015.

Item(s) 6 Higher Education Special Pay Request - WWU

- 621F Plumber/Pipefitter/Steamfitter
- 621G Plumber/Pipefitter/Steamfitter Lead

Item(s) 7 I-Range Revision, 232E Lottery District Sales Rep

**Franklin Plaistowe, Planning and Strategy Chief, SHR, OFM: Hearing no comments, items 6 and 7 were adopted as presented with an effective date of May 15, 2015.**

### Section E: Rule Amendments

Brandy Chinn, HRC, Rules and Appeals: The first rule item was a proposed rule change to WAC 357-01-235 which clarified the definition of persons with disabilities so that responding employees could interpret the definition more broadly and expand the number of employees who self-report. The definition only applied to affirmative action. The definition of disability for purposes of non-discrimination and reasonable accommodation were addressed elsewhere. Staff proposed permanent adoption as presented effective June 22, 2015.

Rules Item(s) 1 WAC 357-01-235 Persons with disabilities

Brandy Chinn, HRC, Rules and Appeals: The second rule addressed ESSB 5860 that was passed during the 2011 Legislative Session. Under the bill, employees who earned a full-time salary of more than \$2500.00 per month were subjected to a 3% reduction in salary and in exchange received temporary salary reduction leave. TSR was effective from July 1, 2011 through June 29, 2013. Since the timeframe for TSR has expired, staff proposed the following rules to be amended and WACs 357-31-740 & 357-31-745 to be repealed. Staff requested permanent adoption as presented effective June 22, 2015.

Rules Item(s) 2 Temporary salary reduction (TSR) amend and repeal

**Franklin Plaistowe, Planning and Strategy Chief, SHR, OFM: Franklin, in turn, summarized the proposed rule amendment items one and two, presentations, and comments for the OFM Director to consider for permanent adoption effective June 22, 2015. 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, August 13, 2015, 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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Glen Christopherson, Assistant Director  
State Human Resources  
Office of Financial Management

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Date

## **Acronyms**

- DSHS: Department of Social and Health Services
- HR: Human Resources
- HRC: Human Resource Consultant
- HRD: Human Resources Department
- LCB: Liquor Control Board
- MOU: Memorandum of Understanding
- OFM: Office of Financial Management
- Parks: Washington State Parks and Recreation Commission
- SHR: State Human Resources
- WFSE: Washington Federation of State Employees