

BOARD OF MASON COUNTY COMMISSIONERS' BRIEFING MINUTES
Mason County Commission Chambers, 411 North 5th Street, Shelton, WA
Week of February 22, 2016

Monday, February 22 2016

- 9:00 A.M. Closed Session – RCW 42.30.140 (4) Labor Discussion
Commissioners Jeffreys, Neatherlin and Sheldon met in Closed Session from 9:00 a.m. to 9:35 a.m. for a labor discussion. Bill Kenny and Frank Pinter were also in attendance.
- 9:30 A.M. Executive Session – RCW 42.30.110(1)(i) Litigation
Commissioners Jeffreys, Neatherlin and Sheldon met in Executive Session from 9:35 a.m. to 9:40 a.m. for a litigation matter. Tim Whitehead, Chief Deputy Prosecuting Attorney; Dawn Twiddy, Risk Manager; and Julie Almanzor, Claims Administrator were in attendance.
- 9:40 A.M. Coroner – Wes Stockwell
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon joined the briefing at 9:52 a.m.
- Requested \$44,112 budget supplement to hire a permanent full-time deputy coroner position. The Coroner's office has been functioning with a part-time deputy coroner since the Coroner's office was established in 1994. He would still need some extra help. The Commissioners will review the request with the Budget Manager and contact Coroner Stockwell with the direction. Wes will forward the job description.
- The Commissioners took a 3 minute recess.
- 10:00 A.M. Support Services - Bill Kenny
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- The Commissioners agreed to appoint the two applicants to the Area Agency on Aging applicants and issue the news release again as there are four open positions.
 - Proposed date for lunch meeting with Squaxin Island Tribe is noon, March 15. Proposed topics are the Mason County property on Squaxin Island; Simmons Road project and Pioneer Cemetery.
 - The Board agreed to place the Teamsters General Services application to PEBB on the agenda.
 - Frank stated the Squaxin Island Tribe is requesting the Pioneer Cemetery be deeded over to the Tribe. There is an easement agreement between Mason County and the Tribe. The Tribe stated there has been an issue with homeless on the cemetery grounds and they would prefer control of the property. Cmmr. Jeffreys asked if there are any non-native people buried there. Frank will have further discussion with the Tribal attorney.
 - Frank presented a request to transfer money within Courthouse Security budget. Cmmr. Jeffreys asked if the invoices are for 2016 work and if they are for 2015 work, she asked Frank to verify the 2015 budget status. Cmmr. Sheldon stated he wants a discussion on how to continue the Courthouse security without a lapse in service.
 - Community Development Block Grant Recipient for the Community Action Council. Currently Lewis County is the grant recipient and the request if for Mason County to become the Block Grant recipient. The grant is for \$90,000 and there is \$3,000 allowed for administrative costs to the county. The Commissioners approved moving forward with the process to apply for the grant.
 - Letter of Support for Sweetwater Creek Waterwheel Park project. There was discussion if the North Mason School Board supports the project.
 - The Commissioners asked to see a copy of Chris Tibbs' contract.
 - Frank provided a brief update on the Microenterprise CDBG grant process. The resolution needs to be amended to show the amount applied for is \$269,210 and Frank will place the amended resolution on next Tuesday's agenda.

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- 10:30 A.M. Public Health & Human Services – Tammy Newton
Commissioners Jeffreys, Neatherlin and Sheldon were in attendance.
- The Board approved the news release for the 100 Day Challenge to end Family Homelessness. Mason County is one of three counties selected by the Department of Commerce to participate in the 100 Day Challenge to End Family Homelessness.
- Cmmr. Sheldon left the briefing at 10:58 a.m.
- 10:45 A.M. WSU Extension Office – Justin Smith
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- Director Smith reviewed the 2016 Washington State University Extension Memorandum of Agreement that provides various programs in Mason County and is budgeted at \$104,037. The programs include Community & Economic Development, Food Sense Nutrition Education, 4-H Youth Development, Water Resources Outreach & Education, Noxious Weed Education & Control, Small Farms Education, Master Gardner Program and Consumer Food Safety.
- 11:00 A.M. Public Works - Brian Matthews & Melissa McFadden
Utilities & Waste Management - Brian Matthews/Erika Schwender
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- The following items will be placed on an agenda for action: Public Works to surplus excess vehicles and equipment that has been replaced; Authorize Public Works Utility Division to enter into a two year contract with Tacoma Diesel & Equipment, Inc. to provide annual generator services; Authorize Public Works Utility Division to enter into a contract with Correct Equipment to install new electrical panels at liftstation 2 and 3 of the Rustlewood wastewater treatment plant and authorize Public Works Utility Division to enter into a contract with Correct Equipment to purchase and install a Missions Control Liftstation Telemetry and Monitoring System at the Rustlewood wastewater treatment plant and liftstations.
 - Community Meeting -Pickering Road Speed Limit. A briefing will be scheduled to discuss the next steps.
 - Skokomish Valley Road delays on Thursday, paving for Hunter Creek Bridge.
 - Litter control pickup proposal was submitted if Public Works was to take over the contract that the Sheriff has indicated his office will no longer manage. There was a discussion of options.
 - Cmmr. Jeffreys asked Public Works staff to research the property by the Transfer Station as to ownership, how did the County acquire the property, any development restrictions. This is in response to a proposal for an event center by a private party.
- 11:30 A.M. Department of Community Development – Barbara Adkins/Michael MacSems
Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.
- The Commissioners directed staff to schedule interviews for the Planning Advisory Commission.
 - Approved to move forward the Winter 2016 Heritage Grant for the Historic Preservation Commission.
 - Discussion of retail marijuana as a permitted use in the Business Industrial Zone of Belfair. After viewing the Belfair UGA zoning map, Cmmr. Jeffreys realizes there is plenty of retail allowed along Highway 3. There has been a request by Christine Marshall to consider allowing retail marijuana stores in the Business Industrial District and it is recommended she request a rezone if she wants to pursue.
 - There was discussion of how to move the County Code from stating allowed uses to what's not allowed. Barbara stated the process can be reviewed after the Comp Plan requirements are met.
 - Cmmr. Neatherlin stated he will attend a Belfair UGA meeting to remind them of their mission.

BREAK – NOON

2:00 P.M.

Review of Reclassification Requests

Commissioners Jeffreys and Neatherlin were in attendance. Commissioner Sheldon was absent.

- Cmmr. Jeffreys stated this was scheduled as a listening session in response to requests from some of the departments who have requested a reclassification. If the Commissioners have questions, they will direct them to Human Resources (HR).
- Senior Accounting Technician submitted by Auditor's Office. Auditor Karen Herr, stated there was no communication with HR, feels like a decision was made without any input from her office. She stated the HR analysis was vague. Ms. Herr asked what the Commissioners took into consideration before they made their decision. Cmmr. Jeffreys stated that no decisions have been made; it is only a recommendation from HR. Cmmr. Neatherlin agreed that no decisions have been made, he wants input from Departments to consider. Ms. Herr stated the job description was created in 2005 and the duties have changed considerably. Paige Hansen pointed out several new regulations they have had to learn and comply with. Staff has asked repeatedly for the AFSCME contract to be opened to address the salary classifications. Leo Kim stated that in his professional opinion, he believes these three positions qualify as Financial Analysts. Some of the duties include grant accounting, capital assets and preliminary budget. Discussion of the difference between levels of Financial Analyst I, II, III.
Cmmr. Neatherlin reiterated that this is for reclassification, not for raises, not for negotiating.
Cmmr. Jeffreys asked that the job description be forwarded to her.
- Program Manager II submitted by Health Department. Debbie Riley stated she emailed Human Resources asking which other departmental managers that HR compared her position to in order to make their recommendation. Debbie has not received a response from HR. She believes her position is comparable to the Deputy Director of Utilities. There have been past requests for reclassification of this position.
- Public Defense Administrator submitted by the Public Defense Department. Susan Sergiojan stated she has submitted a new job description. Her job duties have changed greatly since the office was established. Susan stated that in many counties, the Public Defense salary is set in parity with the elected Prosecuting Attorney position.
- Deputy Public Defender I reclassify to Deputy Public Defender II submitted by the Public Defense Department. The level of responsibility in this position includes administrative duties to manage the District Court cases.
- Deputy Public Defender II reclassify to Deputy Public Defender III submitted by the Public Defense Department. This position was originally intended to handle felony Class B & C and some misdemeanors but this position actually handles a full felony caseload including felony Class A and all defendants in Drug Court.
- Deputy Public Defender III to Range 45 submitted by the Public Defense Department due to supervisory duties and managing contract and off-contract attorneys in addition to a full time caseload. The request is actually creating a new level of management in the Public Defense Department. Cmmr. Neatherlin noted that if an entirely new position is created, it could be opened up for anyone to apply for. Cmmr. Jeffreys stated it may be time review the structure of the entire Public Defense Department because it has evolved since it was first created. A briefing will be scheduled.
- Administrative Assistant reclassify to Office Manager. This position has evolved more into a legal assistant/paralegal position. Susan stated that OPD standards require 1 paralegal to every 4 attorneys.
- Superior Court Administrator reclassify to Range 35 submitted by Superior Court. Judge Toni Sheldon provided history of this position in comparison to the District Court Administrator position. Judge Sheldon stated their request is for Range 35 Step C and the HR recommendation

is to place the position at Range 35 Step A, which provides a 5% increase in the current salary paid. Judge Sheldon reiterated that internal parity is important. Judge Sheldon requested that her office be allowed to decide on the step that this position would be placed at and the effective date not be when the decision is made since this request has been made several times.

RECESS - 10 minute break

- Continued discussion of reclassification requests.
Cmmr. Jeffreys stated she doesn't disagree with most of the HR recommendations.
Cmmr. Neatherlin addressed the request for the Senior Acct Technician. At what point does it become a Financial Analyst. Bill Kenny stated the biggest part of their request is the training element and that is already part of the current job description. The accounting regulations will always be changing. Bill noted that all departments received the same information. The request is to expand the AFSCME salary range to include a Range 27 which would have to be bargained. Discussion of Financial Analyst job functions. Cmmr. Neatherlin would like time for further review of this request.
Paige Hansen provided information of grant management and a difference is that the Financial Analyst position does the total grant reporting/management and not just "assist" the process.

Program Manager II request (HR recommendation is to place at Range 32 and change job title to Environmental Health Manager). Cmmr. Neatherlin asked what positions this position was compared to. Bill Kenny stated that in the Salary Range 32 are Permit Assistance Manager and Environmental Health Manager which have similar duties and responsibilities. Original reclass request was for Deputy Director position.

Personal Health Manager is recommended at Range 34 due to level of duties, responsibilities, and programs responsible for.

Cmmr. Neatherlin is leaning more towards Range 34 for the Environmental Health Manager due to his perception of that position. Cmmr. Jeffreys is comfortable placing at Range 34 and stated they will need to review the placement of the Permit Assistance Center Manager.

Bill Kenny talked about the step placement policy. Bill noted that the memorandum for these reclassification requests be effective the date the Board takes action.

Superior Court Administrator reclassification recommendation from HR remains the same - Range 35, Step 1.

Public Defense Department's request will be held in abeyance for the Chief Deputy Public Defender because that is a new position. Discussion of the Public Defender requests and the Commissioners reviewed the job descriptions of Public Defender II and III. A briefing will be scheduled - need research from other counties and other offices - what is judges role and expectations in assignment of cases.

The Commissioners approved the reclassification of the Accounting Technician positions to Financial Analyst and authorized Bill Kenny to bargain this position and salary. Mr. Kenny will notify the Auditor.

Commissioner Discussion – there was no discussion.


The briefing meeting adjourned at 4:55 p.m.


Board of Mason County Commissioners' Briefing Meeting Minutes
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Respectfully submitted,

Diane Zoren, Administrative Services Manager

BOARD OF MASON COUNTY COMMISSIONERS


Terri Jeffrey
Chair


Tim Sheldon
Commissioner


Randy Neatherlin
Commissioner