



BOARD OF YAKIMA COUNTY COMMISSIONERS

Regular Meeting
Work Session

Friday, August 5, 2022, at 9:00 am

BOCC Conference Room, Room 232, 128 N 2nd Street, Yakima, WA 98901 or Zoom

8/5/2022 - Minutes

1. CALL TO ORDER

Meeting Called to Order at 9:00 a.m.

PRESENT: Commissioner LaDon Linde, Commissioner Ron Anderson, Legal Counsel Don Anderson, Clerk of the Board Julie Lawrence, Deputy Clerk of the Board Erin Franklin, Financial Services Director Craig Warner, Human Resources Director Jacqui Lindsay, County Engineer Matt Pietrusiewicz, Public Services Director Lisa Freund, Shannon Drohman (Compensation Connections), Kathy Marek (Compensation Connections), Anthony Menke (Menke Jackson Beyer, LLP), and guests.

2. PUBLIC COMMENT

No public comment.

3. REIMBURSEMENT OF TRAVEL EXPENSES - LOST/UNAVAILABLE RECEIPTS

Julie Lawrence presented a request from the Sheriff's Office to reimburse a \$24 parking fee for Deputy Miranda, who was in Aurora, Colorado for a resource officer training. The meter was out of paper and could not print a receipt for parking. The commissioners both agreed to this request.

Commissioner Anderson MOTION: To Approve Reimbursement of Unavailable Receipt for Travel Expenses via DocuSign

Commissioner Linde SECOND

(Commissioner McKinney ABSENT.)

Motion Passes.

4. AGENDA ITEM REVIEW (30 Minutes)

Julie Lawrence reviewed for the Board all Agenda items submitted for Tuesday's Regular Agenda Meeting, and also gave a preview of the following week's Agenda items.

The commissioners had no changes for the August 9, 2022, Agenda.

Commissioner Anderson asked about the road closure mentioned in Resolution 210-2022. Matt Pietrusiewicz responded that the project would take about three months, likely starting immediately after Labor Day this year. Signs for a convenient detour will be posted.

5. HUMAN RESOURCES (90 Minutes)

HR Compensation Progress Report: Commissioner Linde added that this presentation was intended to be informational only – no decisions would be made during this work session, and public comment would not be reopened. Jacqui Lindsay concurred that there will be much more discussion before any decisions are made –

this update was simply to report the results of the pay study to the commissioners for their consideration. On August 17, 2022, a large task force meeting is scheduled at the Resource Center to discuss more specific details on jobs and job families (three hours in the morning), and benefits and medical information (three hours in the afternoon). The task force is made up of employees, union representatives, department heads, elected officials, management, and the labor attorney.

Jacqui gave background on the history of the pay study and reclassification (beginning in May 2021) leading up to the selection of Compensation Connection to conduct the pay study. Shannon Drohman continued, referencing the beginning of the study itself in April 2022. The process began with meetings with County leadership, and continued with a review of job descriptions and class code information, research of market data, analysis of current pay plans vs. market data, and findings and recommendations.

Shannon stated that the data from the pay study came from researching a variety of market data sources. Comparable counties include Benton, Grant, Kitsap, Spokane, Thurston, and Whatcom. Other data sources include the City of Yakima; Kittitas, Walla Walla, Richland, and Cowlitz (Solid Waste); and ERI, CompAnalyst, Milliman NW, and Compdata (All Industries, Yakima Area).

In terms of market data methodology, Compensation Connections focused on job content and qualifications when matching positions, and was able to find an average of 5 matches per job (best practice is 3). The median amount (50th percentile) was used as the market reference point. The data was adjusted to the Yakima area if not already local to account for regional cost of labor. The data was also aged to reflect a January 1, 2023 effective date.

Shannon went on to outline the result of the pay study, referencing a chart with four columns: Job Family, Current Grade Average to Comparables (other six other counties), Current Grade Average to Published (other local entities), and Current Grade Average to Combined. Averaging all categories, the County scored at about 88% of the market median. Shannon noted that one recommendation based on market research is to create separate pay plans for engineering and information technology services, in addition to the preexisting separate pay plan for attorneys, because these types of salaries typically outpace general market salaries. This would bring the County's score to about 89%. Commissioner Linde asked if these percentages factor in employee benefits; Shannon answered that benefits are a separate calculation from wages.

Compensation Connections also researched the pay plan design of other counties, including number of steps, percentage of wage increase per step, and frequency of step movement. It is recommended that the County either maintain the same number of steps (14), or switch to an odd number of steps to create a true midpoint. It is also recommended that the County institute a consistent wage increase percentage of at least 2% between steps, and establish a clear timeframe for step movement (either every 12, 18, or 24 months). Finally, it is recommended that COLA (Cost of Living Adjustment) be reviewed annually with a varying percentage based on the annual County budget.

There are two recommended options for adjusting the pay plan dollars: 1) position the pay plan at 90% to 95% of the market median, or 2) add up to 11% to the current pay plan dollar amounts to bring the County closer to 100% of the market median. The percentage might be impacted by the final number of pay plans, and may need to be implemented over a year or two-year period based on budget. Shannon shared three graphs showing examples of what these options might look like at a B21, C41, and C45 position.

Shannon outlined the County's next steps for this project. Pay plan recommendations will be explored and analyzed for possible financial impact. Due to recommended changes to job families and classifications, including the addition of new levels to certain classifications to create or expand a series, Human Resources will partner with County departments to review the classifications of staff. Negotiations with bargaining units will begin, and the Classification and Compensation Policy will be revised and updated.

Jacqui asked Shannon to show the class code structure that is being updated, including positions that were researched as part of the pay study, as well as new recommended positions. In response to Commissioner Linde's question, Shannon noted that 16 positions were not studied, usually where there were multiple levels of the same position (e.g. Engineer I, II, III, IV, V).

Commissioner Anderson requested a copy of Shannon's presentation be sent to the Board for further review. Commissioner Linde concurred, especially in light of Commissioner McKinney's absence. He shared his hope that the County can find a way to be competitive and offer fair compensation to all employees within the confines of the budget. The commissioners thanked everyone involved in this project for all their hard work.

6. COMMISSIONER UPDATES/ GENERAL DISCUSSION

The commissioners agreed to save updates on individual committee/board assignments until Monday's work session, when Commissioner McKinney could be present.

7. NEW BUSINESS

The commissioners had no new business to discuss.

Lisa Freund shared that due to current environmental conditions and recent fires, the Yakima County Fire Marshall's office has issued a burn ban for unincorporated Yakima County, effective August 5, 2022, through September 30, 2022, after which the ban will be reevaluated. As of now, agricultural burning is still allowed, as long as the farm or business receives approval from the Yakima Valley Clean Air Agency. In response to Commissioner Anderson's question, Lisa clarified that this would include open burning such as campfires (but not grills, for instance) in unincorporated areas of Yakima County.

8. ADJOURN

Commissioner Anderson MOTION: To Adjourn

Commissioner Linde SECOND

(Commissioner McKinney ABSENT.)

Motion Passes to Adjourn. Meeting Adjourned at 10:02 a.m.

All work sessions are recorded and will be available to view on the BOCC website at <https://www.yakimacounty.us/AgendaCenter/Board-of-Commissioners-2>

APPROVED DATE

DATE/Minutes

AUG 16 2022

BOARD OF YAKIMA COUNTY COMMISSIONERS

Amanda McKinney, Chair

LaDon Linde, Commissioner

Ron Anderson, Commissioner

*Constituting the Board of County Commissioners
for Yakima County, Washington*

