

# AGENDA REQUEST FORM

**Return completed form and complete agenda item to the Clerk of the Board  
Yakima County Commissioners' Office, Room 232**

Prepared by:  
Tammi Spencer  
\_\_\_\_\_

Department: Human Resources  
\_\_\_\_\_

Requested Agenda Date: 01/28/2020  
\_\_\_\_\_

Presenting: Jacqui Lindsay  
\_\_\_\_\_

*Board of County Commissioners Record Assigned*

#

**033-2020**

APPROVED FOR AGENDA:

Consent                       Regular

Board of County Commissioners Determined

Document Title:

IN THE MATTER OF AUTHORIZING CERTAIN DEPARTMENTS TO MAKE PAY INCREMENT ADJUSTMENTS.

Action Requested: *Check Applicable Box*

PASS RESOLUTION       EXECUTE or AMEND **AGREEMENT** CONTRACT or GRANT  
 ISSUE PROCLAMATION    PASS ORDINANCE    OTHER \_\_\_\_\_

Describe Fiscal Impact:

\$23,000

Background Information:

To authorize certain Yakima County Departments to make pay increment adjustments for Workday Project Leads as shown on the Increment Adjustment Chart.

Summary & Recommendation:

Please see attached Increment Adjustment Chart.

Motion:

Department Head/ Elected Official

  
\_\_\_\_\_  
Signature

**AGREEMENT** Attached Is Approved as to Form  
Corporate Counsel Initial

\_\_\_\_\_

*Late Agenda Requests Require BOCC Chairman Signature:*

\_\_\_\_\_

**BOARD OF YAKIMA COUNTY COMMISSIONERS  
RESOLUTION**

**IN THE MATTER OF AUTHORIZING  
CERTAIN YAKIMA COUNTY  
DEPARTMENTS TO MAKE PAY  
INCREMENT ADJUSTMENTS FOR  
WORKDAY PROJECT LEADS**

**033-2020**

**WHEREAS**, in March 2019, the Board of County Commissioners authorized the master service agreement for the implementation of a new financial management system known as “Workday” to replace the County’s current financial system known as Cayenta. A master service agreement with Sierra-Cedar was also authorized as the selected implementor for the new system; **and**,

**WHEREAS**, the Board of Yakima County Commissioners has authorized an Executive Committee made up of various Yakima County Elected Officials and Department Heads to identify/select key county employees to work with Sierra-Cedar during all phases and rollout of all modules of the implementation; **and**,

**WHEREAS**, the Workday Implementation Executive Committee recognizes that a project of this scope and complexity will require a time commitment of key employees that is above and beyond the normal scope of the average work week; **and**,

**WHEREAS**, the Workday Implementation Executive Committee recommends to the Board of Yakima County Commissioners, the need to authorize certain County departments, make pay increment adjustments for such identified key employees involved in the Workday implementation; **now, therefore**,

**BE IT HEREBY RESOLVED** by the Board of Yakima County Commissioners that effective January 1, 2020, based on key employees identified by the Workday Implementation Executive Committee, Department Heads/Elected Officials will be authorized to process the pay increment adjustments for those key employees involved in the Workday implementation.

**BE IT FURTHER RESOLVED** by the Board of Yakima County Commissioners This resolution remains in effect until August 31, 2020.

*Attest:*

\_\_\_\_\_  
Norm Childress, Chairman

\_\_\_\_\_  
Melissa Paul, *Clerk of the Board*  
\_\_\_\_\_  
Linda Kay O’Hara, *Deputy Clerk*

\_\_\_\_\_  
Ron Anderson, Commissioner

\_\_\_\_\_  
Victoria Baker, Commissioner  
*Constituting the Board of County Commissioners  
for Yakima County, Washington*

**Workday Implementation Project Leads – Increment Adjustment Chart**

Carmen Hayter – Public Services Project Lead – Customers / Projects / Project Billing Current Increment - 11								
Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept 2020
Inc 14	Inc 14	Inc 14	Inc 14 + one-time lump sum at 1%	Inc 14	Inc 14	Inc 14	Inc 14	Inc 12

Forrest Smith – Financial Services Project Lead - Assets Current Increment - 11								
Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept 2020
Inc 14	Inc 14	Inc 14	Inc 14 + one-time lump sum at 1%	Inc 14	Inc 14	Inc 14	Inc 14	Inc 12

Karen Hoffman – Auditor’s Office Project Lead – Financial Data Model (FDM) / Financial Accounting Current Increment - 11								
Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Sept 2020
Inc 14	Inc 14	Inc 14	Inc 14 + one-time lump sum at 1%	Inc 14	Inc 14	Inc 14	Inc 14	Inc 12

Mayling Chin – Human Resources Project Lead – Benefits & Absence Current Increment - 7								
Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020
Inc 10	Inc 10	Inc 10	Inc 11	Inc 11	Inc 11	Inc 11	Inc 11	Inc 8

Judy Kendall – Human Resources Project Lead – Human Capital Management (HCM) & Compensation Current Increment - 8								
Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020
Inc 11	Inc 11	Inc 11	Inc 12	Inc 12	Inc 12	Inc 12	Inc 12	Inc 9

David Garent – Auditor’s Office Project Lead – Supplier Current Increment - 5								
Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020
Inc 8	Inc 8	Inc 8	Inc 9	Inc 9	Inc 9	Inc 9	Inc 9	Inc 6

Megan Martin – Treasurer’s Office Project Lead – Banking Current Increment - 4								
Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020
Inc 7	Inc 7	Inc 7	Inc 8	Inc 8	Inc 8	Inc 8	Inc 8	Inc 5

**Note:** One-Time Lump Sum at 1% will be pro-rated for 6 months (April through September) and will be paid with the April payroll which is paid on May 8, 2020.