

**South Whidbey Parks and Recreation District**  
**August 27, 2018 – Special Meeting Minutes**

**Regular Meeting Minutes**

**I. Call to Order**

Commissioners Present: Mark Helpenstell, Josh Coleman, Dennis Hunter, Don Wood, and Matt Simms (via GoToMeeting)

Staff Present: Doug Coutts , and Tom Fallon

Mark called the meeting to order at 6:04 p.m. The attendance sheet is attached for permanent records only.

**II. Public Comment**

No public comment.

**III. Unfinished Business**

**A. Personnel Policy – Personal Relationships in the Workplace**

Doug reviewed the information he had gathered from Enduris, MRSC, and surrounding governmental agencies similar policies as requested at the August 15<sup>th</sup> meeting. MRSC stated that the policy could be changed as it was in the power of the local agency to do so but provided no opinion on whether or not the policy should be changed. Enduris indicated that the policy was well written and should not be changed. All other local agencies surveyed, Island County, Oak Harbor, Coupeville, Langley and South Whidbey School District had similar policies in place.

The board discussed changing the policy. Mark said that once he heard Enduris was against changing the policy he had made up his mind that the policy should not be changed. Mark said that if the policy could be changed in a manner that Enduris would still endorse and approve the policy he would be on board with changing the policy. Doug said that he didn't see how that could be done since the key points in the policy would have to be changed in order to address the hiring of a staff member's relative under their supervision and Enduris would not endorse that change. Dennis talked about hiring the best people for our staff and indicated that he was not impressed with the other applicants for the Park Maintenance 1 position. Don asked how and where the position had been posted. Doug said he had been out of town when the job posting was made, but that to his knowledge, the position was posted in the South Whidbey Record and on Facebook. Tom indicated that the salary level for the position was not competitive with other local agencies and recommended moving it from Step 4 in the Step in Grade salary structure to step 6. Mark said that on the surface that made sense as long as it fit within the budget. Don said that the salary structure was supposed to be reviewed over time and that we should check to make sure we were still competitive. Josh asked if an exception could be made to the policy in this instance or if there was a work around. Doug indicated that an exception to the policy would not work as it would open the door for future instances of exceptions. He said if the board would like to open up the process for a family member this time, it would have to be through a policy change. Josh asked if a new policy could be written for a specific department. Mark stated that a specific policy for another department could be more restrictive than the main policy, not less restrictive. Don suggested that perhaps we should be hiring a Park Maintenance 2 position instead of a Park Maintenance

1 position and have two Park Maintenance 2 employees going forward. Doug said that in the future as the District continues to expand, it would be a good idea to look at our staffing structure in that manner. Don asked if there was a path for the Park Maintenance 1 position to become a Park Maintenance 2. Doug said that at this time there was not, but that it would be a good idea to have a progression that allowed for that if it fit within budget. Matt said that staff should look at implications for the change in the 5 year projection going forward when evaluating the salary. Dennis suggested reposting the position with salary and benefit information to a wider area to see if better candidates could be found, and if not then the situation should be revisited. Doug asked the board for their decision on changing the policy and the board decided to take no action. The board directed staff to complete a comparison of salaries for similar positions in other local agencies, and to repost the position to more job posting areas to reach a wider area, including salary and benefit information in the posting.

#### **IV. Adjournment**

There being no further business the meeting was adjourned at 7:14 p.m.