



Board of Supervisors
HR/Legal Subcommittee Work Session Minutes
Tuesday, June 19, 2018
2:00pm

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Present at Meeting:

Richard Mankamy, TCD Board Auditor	Sarah Moorehead, TCD Interim Executive Director
Linda Powell, TCD Board Vice-Chair	Heather Roskelley, TCD Staff
Doug Rushton, TCD Board Supervisor	Ben Peterson, WFSE
Tony Wilson, Public	TJ Johnson, Public
Melinda Holman, Public	Esther Kronenberg, Public
Lisa Riner, Public	

1. Welcome and Agenda Review

- Doug Rushton called the meeting to order at 2:01pm
- Meeting was not audio recorded

2. Review and Discuss HR and Legal Services Options

- Sarah updated memo re: HR and Employment Law Firms, providing hourly rate and services information
- Sarah contacted 12 HR firms and several law firms and narrowed list down to 3 HR firms and 2 law firms as provided in memo
- Subcommittee consensus: Hire employment law firm and then rebuild HR capacity
- Contact Oriana Lewis at Dispute Resolution Center; they provide mediation services at a reduced rate to state government entities and might have law firm recommendations
- Number one recommendation from Enduris is to get legal advice; therefore, procuring an employment law firm should be a priority
- Sarah mentioned that we don't have the budget to cover much of either legal or HR services; a document showing unrestricted funds will be provided in the June 26th Board meeting; the election and audit are also unintended expenses for 2018
- Doug said he believes TCD should first hire an Executive Director and then this person will oversee HR and Legal
- Employment Law Firms:
 - Firm used previously (Phillips Burgess) indicated they were not interested in providing further service
 - Ledger Square Law is recommended by Pierce CD; Inslee Best Doezie & Ryder P.S. is recommended by northern Puget Sound CDs
 - Board Supervisors would like law firm recommendations from Olympia and possibly Centralia/Chehalis
 - A citizen recommended Avvo.com as a source
 - Can WSFE (union) recommend law firms?
- HR Consultants:
 - Other CDs contacted will provide HR support to TCD; HRC complaints and unionization could have legal ramifications
 - HR firms want more detail about scope of work before they give flat rate for 3-6 months consulting, especially given legal issues with TCD
 - DES (Washington State Dept. of Enterprise Services) is cheapest option and worth considering; still determining Thurston CD eligibility; Sarah provided a document with a list of their HR services

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3. Recommendation for June 26th Board Meeting & Next Steps

1. Focus on legal services first, then HR
2. Sarah will provide RFP for Employment Law firms in June 26th Board packet; Richard will also provide RFP edits to Sarah for Board packet
3. Sarah to provide additional employment law firms in Olympia/Centralia/Chehalis and possibly firms recommended by Oriana at Dispute Resolution Center and listed on Avvo.com; can TCD get pro bono legal help?
4. Look for temp HR hire, perhaps just 2-3 months (part-time), highly experienced
 - Sarah will find out eligibility for HR services with DES
 - Staff will research other HR temp agency options
 - Develop Scope of Work (SOW) for HR services
 - Access investigation findings by Enduris – Board would need to release info
 - Consulting/training
 - Long-term idea to hire and train staff and build capacity
 - Training for FMLA
 - Ongoing activities and past practices
 - Review P+P
 - Labor negotiations with union
5. Goals for June 26 Board Meeting:
 - A. Finalize RFP for legal services
 - B. Explore additional HR options

4. Adjourn

Meeting ended at 3:12pm

Respectfully Submitted,



Eric Johnson, Board Chair

Paul Pickett