



## Commission Retreat Meeting Minutes 01-16-2013

BOARD OF COMMISSIONERS  
KINGSTON COVE YACHT CLUB  
KINGSTON, WASHINGTON

### COMMISSIONERS PRESENT

Commissioner Chair, Walt Elliott  
Commissioner, Pete DeBoer

### STAFF PRESENT

Executive Director, Kori Henry  
Harbormaster, Kevin Van Vliet  
Assistant Business Manager, Jessica Olanie  
Recording Secretary, Christine Conners

### PUBLIC PRESENT

None

### 11:00 AM MEETING CALLED TO ORDER

#### Code of Ethics

##### Discussion included:

1. The Executive Director obtained information about the Code of Ethics at the WPPA conference. New legislation requires all Ports to have a Code of Ethics for the Board of Commissioners.
2. John Mitchell recommended a conflict of interest check to be conducted. It was agreed that the Commissioners would disclose any conflicts at the beginning of a Port meeting.
3. Corrections made to the draft copy:
  - a) Section Four:
    - Clarify legislative responsibilities
  - b) Section Five:
    - Reference to RCW Public Records Act
  - c) Section Six:
    - There was discussion about it not addressing post-employment rules
  - d) Section Seven:
    - There was discussion about making a campaign pledge, ex. cleaning up the Port. Decisions on behalf of the Port cannot be made.
    - Number 4 is to be removed

### COMMISSIONERS EXCUSED

Commissioner, Marc Bissonnette

### PORT CONSULTANT PRESENT

Legal, John Mitchell

e) Section Nine:

- There was discussion about where employees can go if they had a complaint about the Executive Director and to have that clarified.
- A public Hearing will enact Public Hearing rules which would obligate the Port to State recording laws. This portion is to be re-worded.
- RCW on gifts does not give a dollar amount. The minimum threshold of gifts is defined in the Code of Ethics and the Personnel Policy.

**Personnel Policy Manual**

Discussion Included:

1) Section 1.3(c)

- When the manual was written, there were no subordinates. Kori will change the verbiage throughout the manual.

2) Section 2.4(c)

- Include the Harbormaster and Business Manager in the selection process.

3) Section 2.5

- There was discussion about signing the Rules and Regulations. It was agreed that this needs to be read and acknowledged.
- The Commissioners read and sign the Code of Ethics, and the staff are held to the Personnel Policy Manual.

4) Section 3.3

- Everyone will need to sign their job description.

5) Section 3.4(b)

- There was discussion about employee access to their personnel files. It was agreed that the request will be done in writing, a limit to the number of times to request and a waiting period for the documents to be gathered.

6) Section 3.7

- It was agreed to say that the employee will be paid after the overtime sheet has been filled out, approved and turned in.

7) Section 3.8(c)

- There was discussion about approving training expenses. The Executive Director will follow the budget that was approved. At times when it will exceed the budget, it will be brought to the Board's attention.

8) Section 3.12

- There was discussion about the process of appeal.

9) Section 3.14(a)

- This section was referred to council for advice. John Mitchell suggested wording it to "efforts of reasonable accommodation."

10) Section 4.2

- The Port is going to begin direct deposit of payroll.
- There was discussion about the process of garnishments.
- The staff will be informed about the upcoming changes.

11) Section 5

- Code of Ethics will be included.
- There was discussion about implementing a Drug Free Work Environment policy. John Mitchell will work with the Executive Director to accomplish this.
- Use of Port property will be added.
- There was discussion about having a Public Safety Disclosure added. This will be incorporated with the Safety Manual.

12) Section 8

- Commissioner Bissonnette submitted an e-mail questioning when automatic benefits occur. There was discussion about part-time employees becoming benefit eligible at 24 hours.

13) Section 8.2(k)

- There was discussion if this section applied to previous SoundRunner employees. These employees were still employed by the Port, making it inapplicable.

14) Section 8.7

- Inclement weather was added.

15) Section 9.5

- There was discussion about the difference with taking college courses and obtaining a certificate. The Board agreed that the Executive Director will adhere to the budget given, and will go through the Board if it goes beyond.
- There was discussion about having an employment clause for employees obtaining certification. It was agreed that a 6 month clause should be applied to keep the employee at the Port during that time.
- There was discussion about how the employee is paid during class time. John Mitchell will look into this subject.
- The Executive Director will create a document for the employee to sign stating when the employee is being paid.

16) Section 10.2

- Fourth of July will be added.
- There was discussion about how to pay employees on the Fourth of July. The Executive Director will talk to staff after John Mitchell researched this.
- Resolution Appendixes will be removed.
- There was discussion about the Harbor Master job description. Changes from being a salaried portion to an hourly position was talked about.
- Executive Director recommended having all employees paid hourly in order to be consistent.
- Kori will look at revenue neutral ideas.
- Jessica will be providing the Executive Director with a list of duties performed that are not on the job description.

**MEETING MINUTES**

Discussion included:

- 1) A copy of OPMA and RCW rules on Executive Sessions were provided.
- 2) There was discussion about having a new format to the minutes so that it is easily read by the public.
- 3) The recording secretary will submit a copy to the Board for review. There was discussion about what the Commissioners can address in the minutes before it is approved. The Secretary will research RCW in regards to this.

A draft copy of the Code of Ethics and Personnel Manual will be posted on the website for public review before the next scheduled Port meeting.

**ADJOURNMENT:**

Meeting was adjourned at 1:09 PM

Meeting minutes submitted and attested by:



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Recording Secretary, Christine Conners



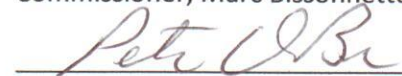
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Commissioner, Walt Elliott



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Commissioner, Marc Bissonnette



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