



Port of Kingston Board of Commissioners Special Meeting Minutes

July 2, 2019 – 8:30 a.m.

Meeting called by: Port of Kingston Commissioners
Type of meeting: Special Meeting
Location: Port of Kingston Marina Office

Commissioners Present:
Commissioner Laura Gronnvoll
Commissioner Steve Heacock
Commissioner Mary McClure

Commissioners Excused:
N/A

Staff Present:
Greg Englin
Ray Carpenter
Lacey Gray

Public Present:
None

1. **Call to Order:** Commissioner Gronnvoll called the meeting to order at 8:31am

2. **Pledge of Allegiance**

3. **Approval of Agenda**

Motion: Approve Agenda

Moved by: Commissioner McClure

Seconded by: Commissioner Heacock

Action: Pass 3-0

4. **Public Comment:**

No Public Comment

5. **Recess to Executive Session:** Recess to Executive Session at 8:35 a.m.

Executive Session per RCW 42.30.110(1)(g) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public and RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency



matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW [5.60.060](#)(2)(a) concerning:

6. Reconvene to Special Meeting: Reconvene to Special Meeting at 9:09 a.m.

7. Action Items

a. Approve Revised Employee Manual

Executive Director Englin reported the employee manual was last updated in 2013 and was recently updated to ensure compliance with FMLA. The new manual has been reviewed by Port legal counsel and insurance company. He discussed the changes to accruals and explained the cap on paid time off.

Motion: Approve Resolution 07-01-2019 to Approve Revised Employee Manual

Move: Commissioner Heacock

Second: Commissioner McClure

Action: Pass 3-0

8. Discussion Items

a. Proposed contract with All American Leadership LLC to facilitate all-staff program during 2019 to enhance communication and organizational effectiveness

Commissioner McClure discussed the importance of the workshop was due the large amount of staffing changes over the last year. After discussions with legal, the suggestion was made to contact All American Leadership to facilitate. They will survey all staff then facilitate a 1.5-day workshop regarding the survey results. This will help us to learn to successfully operate during hard times. Commissioner Gronnvoll highly encouraged all staff to fill out the survey.

9. Public Comment:

No Public Comment

10. Next Regular Meeting: Wednesday, July 31, 2019 at 6:30 p.m.

11. Adjourn meeting: Meeting adjourned by Commissioner Gronnvoll at 9:23 a.m.



PORT OF KINGSTON

Janna Grinnell

Board Chair, Commissioner Gronvoll

Heacock

Board Vice Chair, Commissioner Heacock

McClure

Board Secretary, Commissioner McClure

Englin

Executive Director, Greg Englin

