



**MINUTES OF COMMITTEE OF THE WHOLE  
BOARD OF PARK COMMISSIONERS  
November 20, 2023**

PRESENT: Andrea Smith  
Tim Reid  
Rosie Ayala  
Michael Liang  
REMOTE: Aaron Pointer

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters 4702 S. 19<sup>th</sup> St.

The meeting was called to order by Commissioner Smith at 5:30pm.  
Commissioner Ayala was appointed as acting clerk a Commissioner Pointer attend remotely.

**APPROVAL OF THE MINUTES**

October 30, 2023 COW Minutes.

It was moved and seconded that the minutes be approved as presented; seconded and passed unanimously.

**DISTRICT POLICY REVIEW**

Debbie Russell indicated that staff have been working through a number of Human Resource polices.

Jenna Richardson, HR Manager summarized changes being proposed :

511.007 Promotions:

- Update inclusive language and best practices
- Adds language to allow for temporary or interim appointments to last longer than 120 days.
- Clarifies confusion around salary placement for non-represented staff when promoted.
- Aligns section IX to Probation Policy.

512.002 Probationary Period:

- Update inclusive language and best practices
- Reduces the probationary period from nine (9) to six (6) months for new hires and from three (3) to six (6) months for promoted employees.
- Moved several sections to the Pay Increase Policy.
- Add new section VIII to clarify what would happen if a promoted employee does not pass probation.
- Add new section IX to denote credit for time in a temporary or interim appointment.

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NEW Volunteer Time Off:

- Grant Volunteer Time Off per year for employees to participate in MPT/TPS/COT events and programs
- Can be a template for a consistent policy across MPT, TPS, COT

NEW Washington Paid Family and Medical Leave:

- Establish a policy regarding paid leave provided by the Washington Paid Family and Medical Leave program (PFML)
- State program began in 2020
- Provides information to employees about how MPT, state and federal leave policies interact

After a brief discussion the Board recommended moving these polies to a regular Board meeting for first reading.

Debbie Russell ended the meeting by commenting on the continued refinement of the review process for policy and procedures.

**OTHER**

**ADJOURNMENT**

Being no further business, Commissioner Smith adjourned the meeting at 6:45 p.m.

**APPROVED:**

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President

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Clerk

Submitted by:

Jennifer Bowman, Secretary