



Human Resources Quarterly Report

- **Wellness**
- **Legislation Update**
- **Workforce Data and Trends**
- **Policy Updates**
- **Training**
- **Director's Notes**

July 27, 2023

Wellness Current Updates

- Wellness Fair, September 20, 2023, from 10:00 am – 2:00 pm



- Partnering with Department of Veteran's Affairs
- 10 Vendors confirmed
- Planning a Wellness Fair at E&E in-service in Wenatchee in September.



LCB's Softball Team The High Spirits Make Playoffs!

- Season ends in dramatic fashion:
 - Last chance at bat.
 - Behind by 7 runs.
 - 5 runs in and 2 outs.
 - 2 on base (1st and 3rd).
 - Tying run on 1st.
 - Batter hits ball to the fence.
 - 2 runs in and the batter comes in to beat the ball.
 - High Spirits win the game 12 – 11.
- Waiting for playoff series schedule.



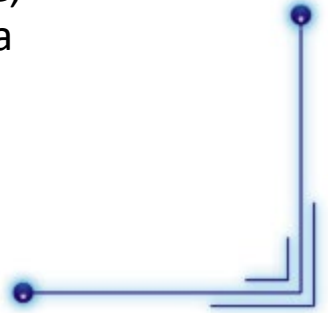


Washington State Liquor and Cannabis Board





ESHB 1533 – Domestic Violence Public Records Act Effective May 15, 2023

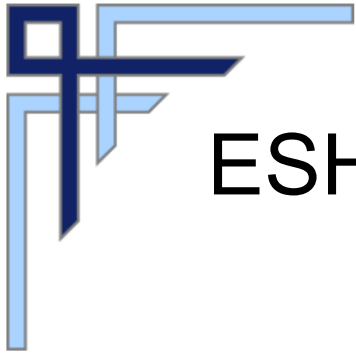
- Exempts disclosure of certain information of agency employees or their dependents who are survivors of domestic violence, sexual assault, harassment, or stalking.
 - Amended RCW 42.56.250 allows employees to request that certain information be exempt from public records disclosure if they are a participant in the address confidentiality program OR the employee establishes that they or the employee's dependent is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment and provides the reasons why the employee has a reasonable basis to believe that they are at risk.
- 



SB 5123 – Cannabis Anti-Discrimination Effective January 1, 2024

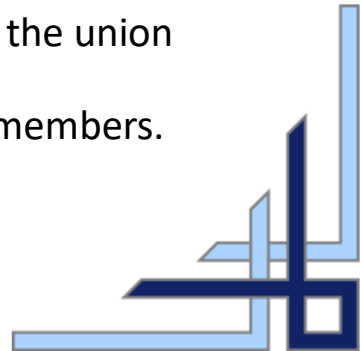
- Adds cannabis use to anti-discrimination provisions for pre-employment inquiries.
- “It is unlawful for an employer to discriminate against a person in the initial hiring for employment” based on their use of cannabis off-duty or as a result of a drug test.
- Final bill was more limited than most drafts during session. Employers may continue to maintain drug-free workplace.
- Exceptions include positions that require federal clearance, law enforcement agencies, corrections, fire depts., first responders, airlines, or other “safety sensitive positions” identified by the employer prior to posting.





ESHB 1187 – Employee-Union Privilege Effective July 23, 2023


- Adds Union-Employee communications to the list of privileged communications.
- Who holds the privilege? Two-way, like spousal privilege; OR one-way, similar to attorney-client or doctor-patient privilege.
- Exceptions listed in statute – commission of crime, action against union, etc. Employee may waive privilege if used in certain proceedings by the union member, but discovery may not be had over objection of employee.
- Does not exempt from disclosure records subject to the Public Records Act.
- Does not affect mandated reporting requirements held by employees or unions.
- Union representative “means a person authorized by a union to act for the union in regard to union representation.”
- Employees only need to be represented by the union but need not be members.







SB 1200 – Information Sharing with Unions

Effective July 23, 2023

- ❖ Modified RCW 41.56 and RCW 41.59 to require certain public employers and public institutions of higher education to affirmatively provide information to unions.
 - ❖ The following information must be provided (if in employment records):
 - the employee's name and date of hire;
 - the employee's contact information, including: (i) cellular, home, and work telephone numbers;
 - work and the most up-to-date personal email addresses;
 - home address or personal mailing address;
 - employment information, including the employee's job title, salary or rate of pay, and work site location or duty station.
 - ❖ Agencies must provide the information within 21 business days from the date of hire for new employees in the unit, and every 120 business days for all employees in the unit.
- 



HB 1122 – WMS Collective Bargaining Effective January 1, 2024

- Allows some WMS employees the right to collectively bargain.
 - Exempted employees include:
 - WMS 3 and 4 positions,
 - HR employees,
 - personnel investigators,
 - risk management,
 - and higher-level employees.
- 



Exit Satisfaction Positivity of Eight Measures

Fiscal Year's 21-23

Culture and Engagement Measures

Organization

Liquor and Cannabis Board

Exit Status

All

Engagement



33%

Extent to which employees are motivated to contribute to organizational success, and are willing to apply discretionary effort to accomplishing tasks important to the achievement of organizational goals.

Pay



50%

Compensation is a top indicator of job satisfaction. Departing employees have consistently ranked pay a top reason for leaving their current roles.

Benefits



88%

Satisfaction of employee benefits include the rating of health insurance, retirement plans, leave, employee assistance program, and childcare.

Resources & Training



100%

Confidence in the underlying support, processes, and resources that are required to deliver high-quality products and services.

Manager Effectiveness



25%

Employees' overall assessment of managerial effectiveness, both task and people oriented.

Support & Involvement



25%

Employees feel they have input and influence over decisions that affect their work.

Diversity Efforts



50%

Following PEAR initiatives, diversity efforts measure a belief that agencies value diversity, treat people fairly, and gain from differences between people.

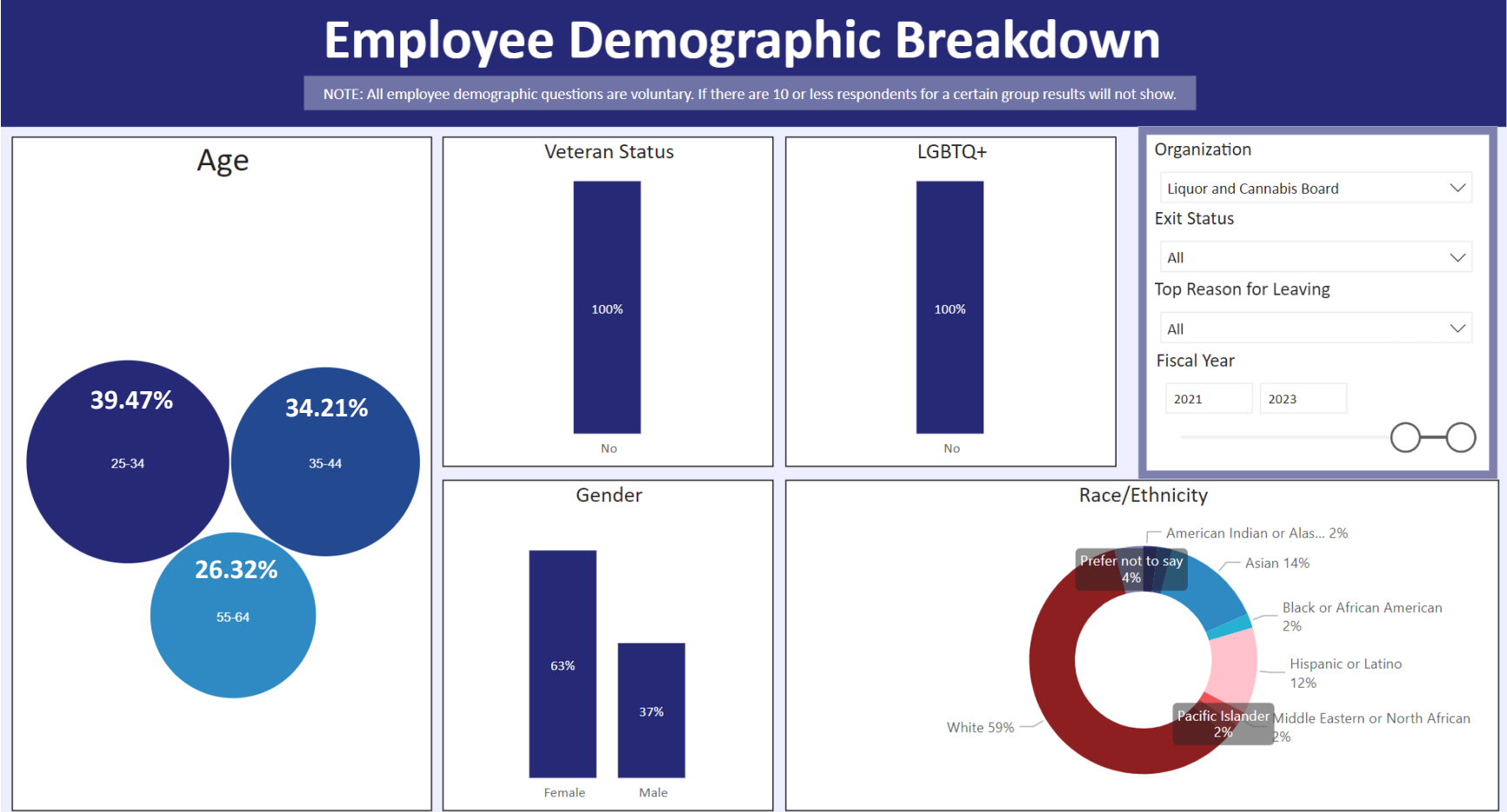
Growth & Development



50%

The opportunity to develop one's skills and abilities in the current job as well as pursue development to grow/advance within the company.

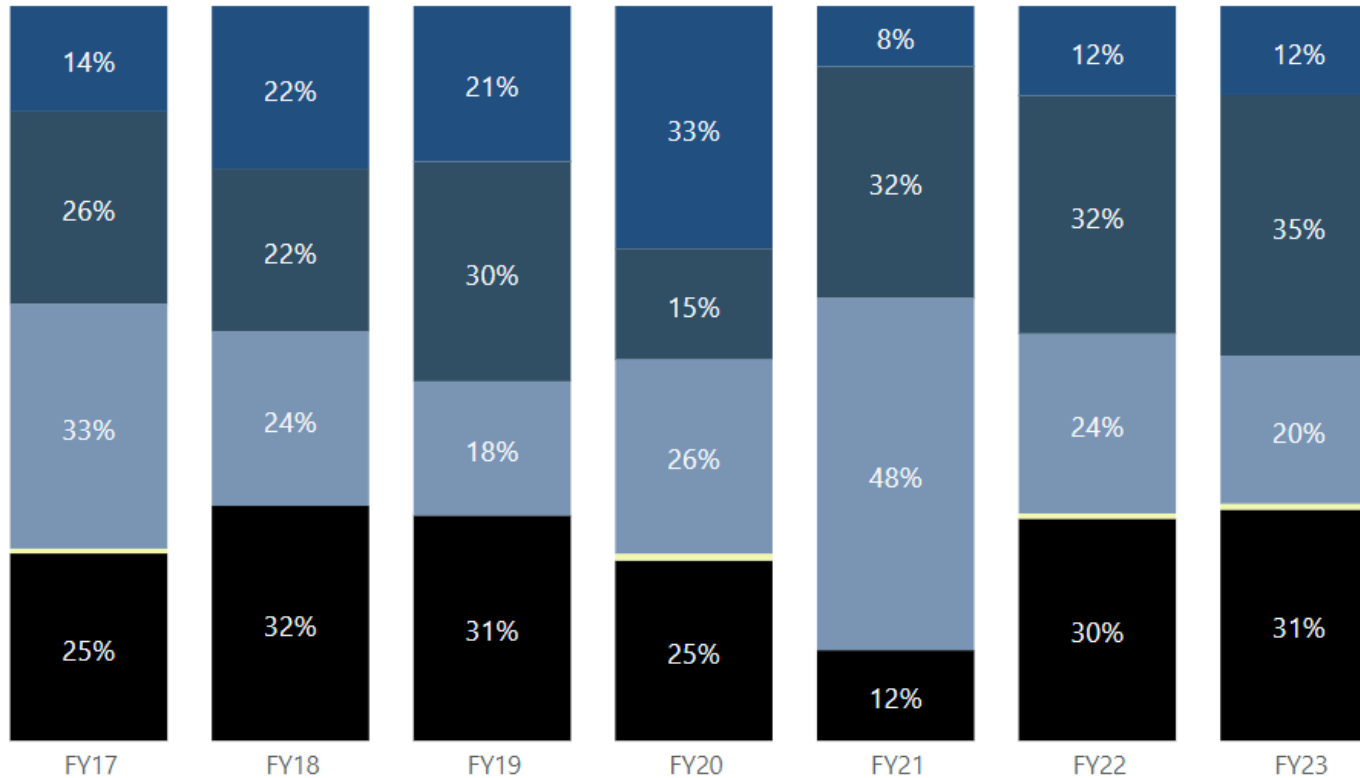
Exit Employee Demographic Breakdown Fiscal Year's 21-23



Appointments by Reason – Through May 31, 2023

Liquor and Cannabis Board

Appointments by reason



Reason: ● New Hires ● Non-Permanent ● Other ● Promotions ● Transfer

Appointments

Fiscal Year 22-23

As of May 31, 2023



Liquor and Cannabis Board

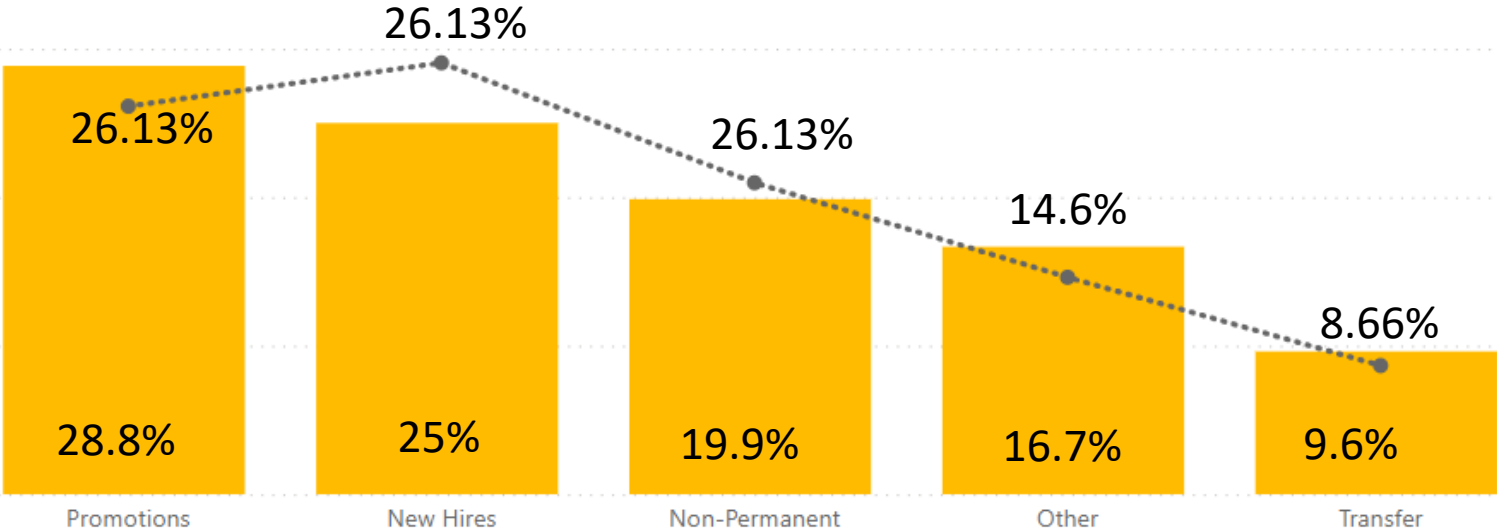
Reason

30%

20%

10%

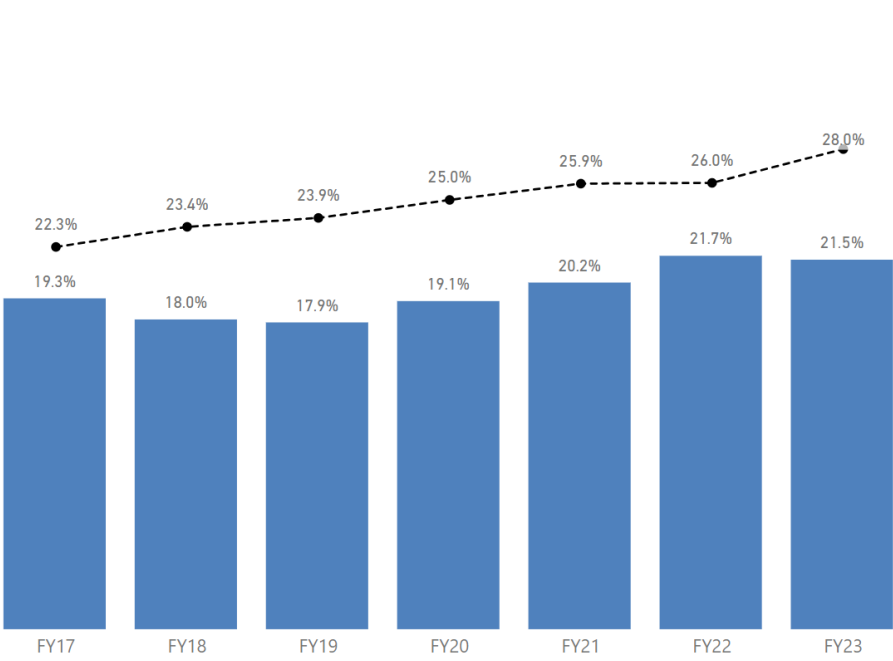
0%



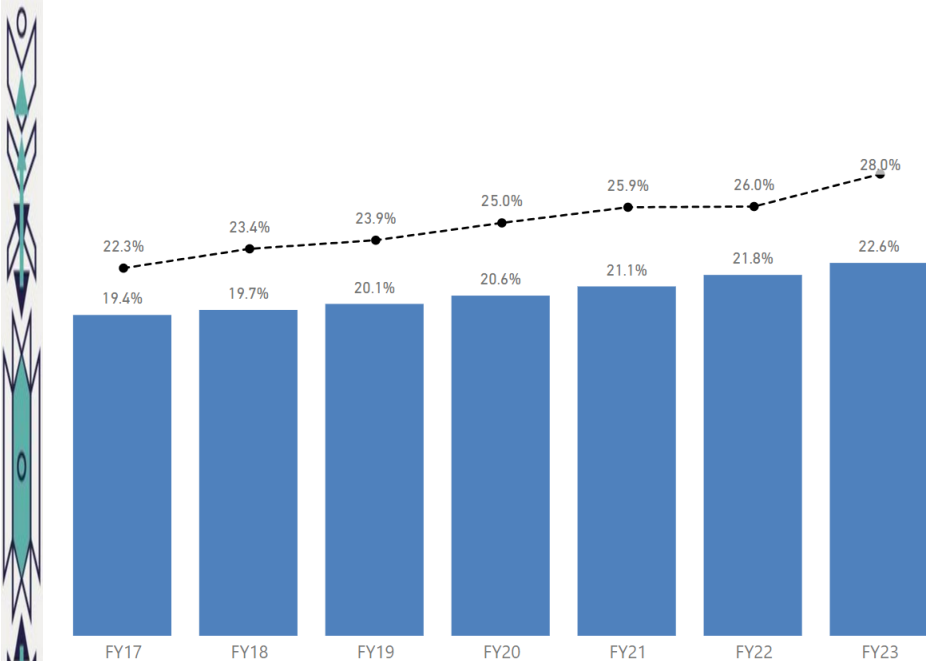
People of Color Workforce

May 8, 2023

● People of Color
-●- Labor Force*



LCB

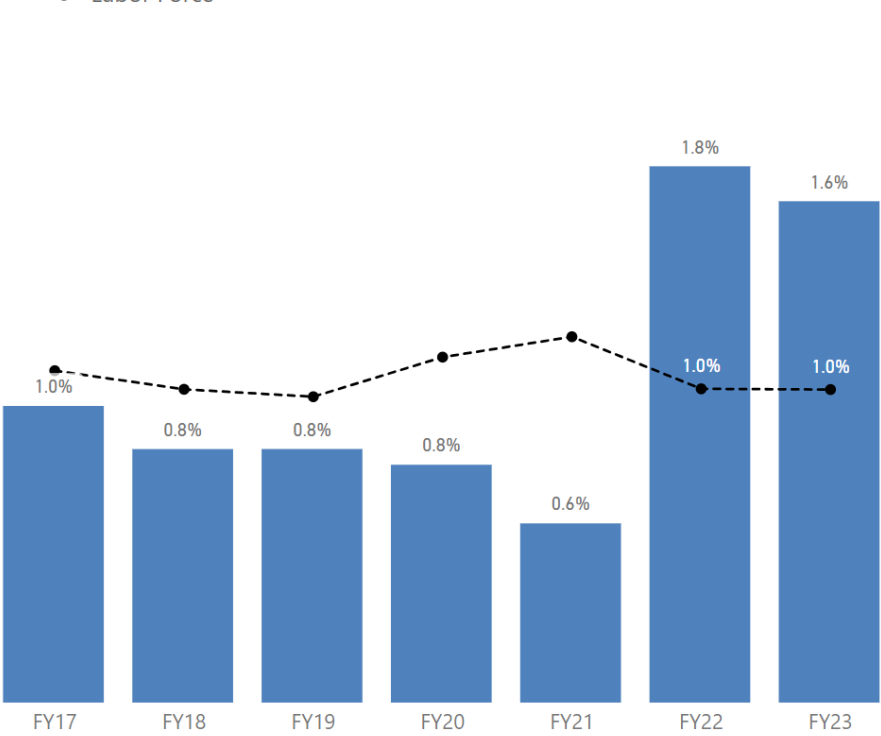


Washington State

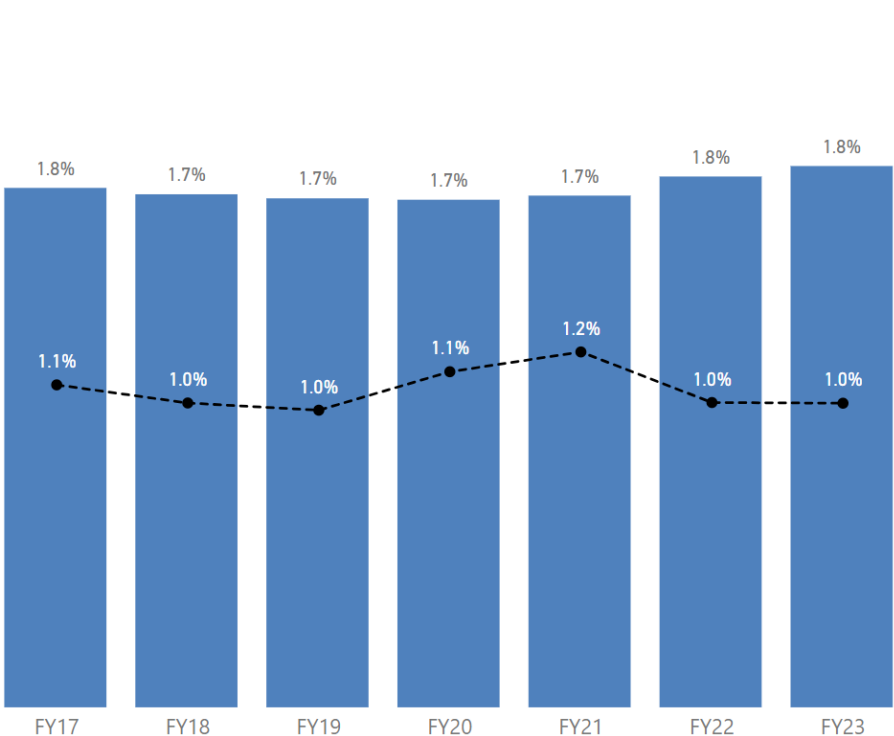
American Indian/Alaskan Natives

May 8, 2023

● American Indian/Alaskan Native
-●- Labor Force*



LCB



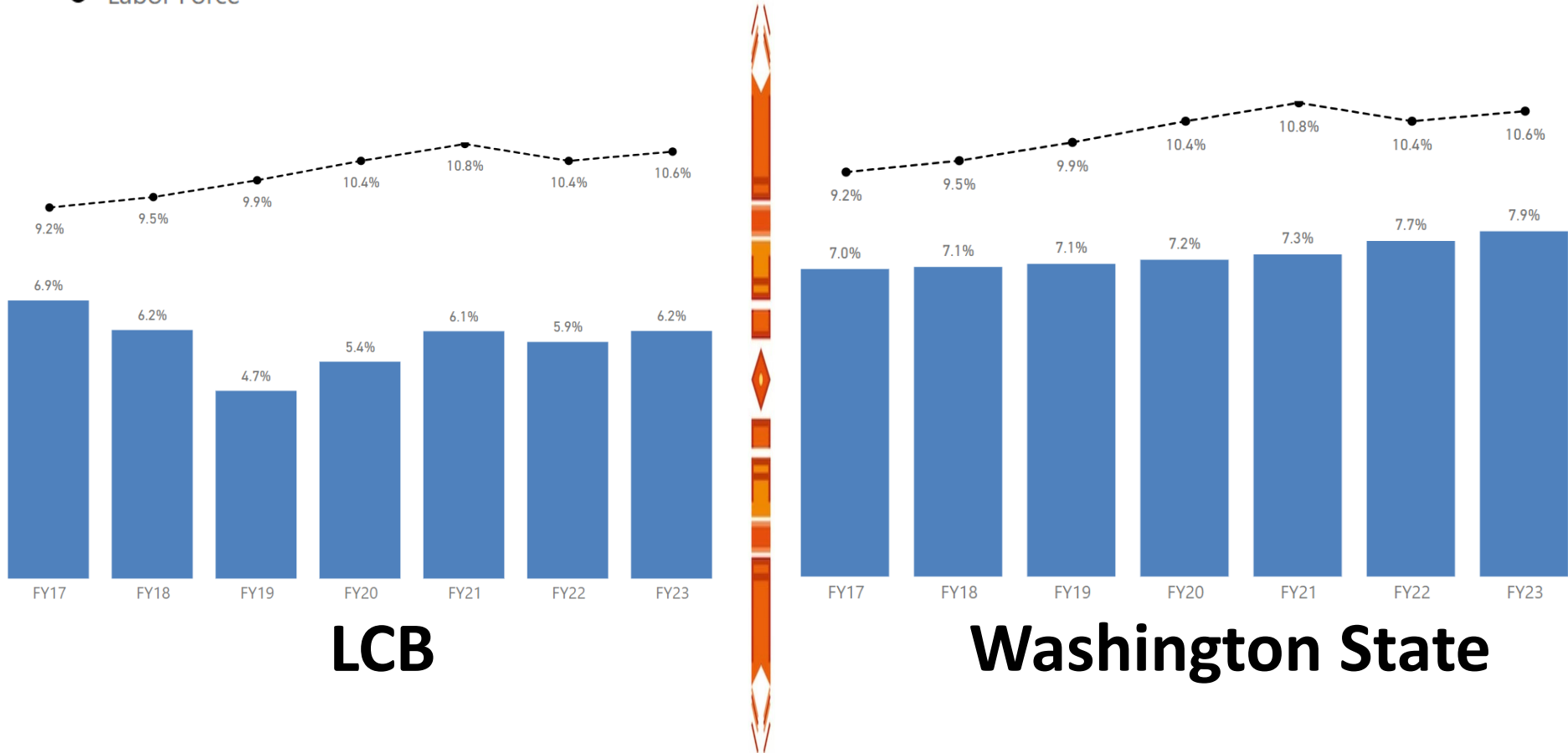
Washington State

Asian, Native Hawaiian and Pacific Islanders

May 8, 2023

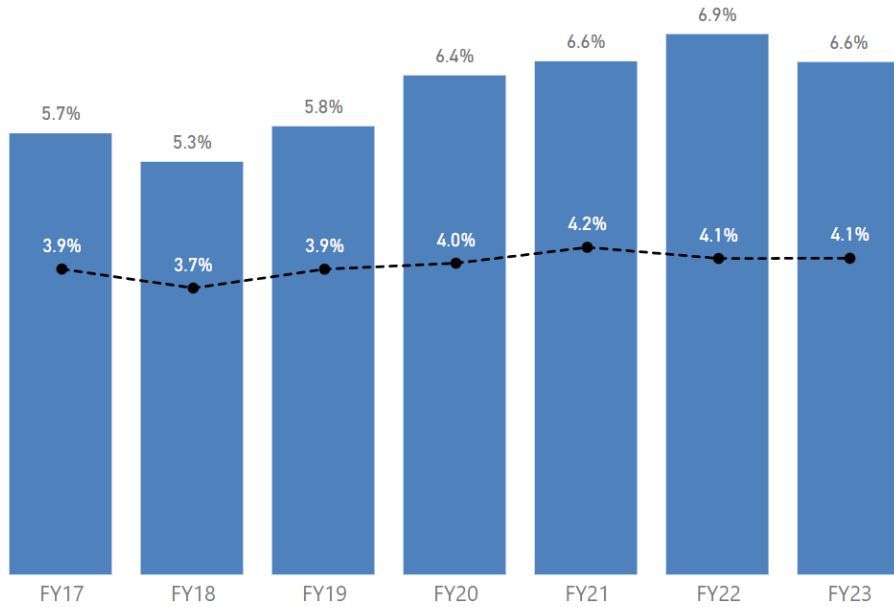
● ANHPI

—●— Labor Force*

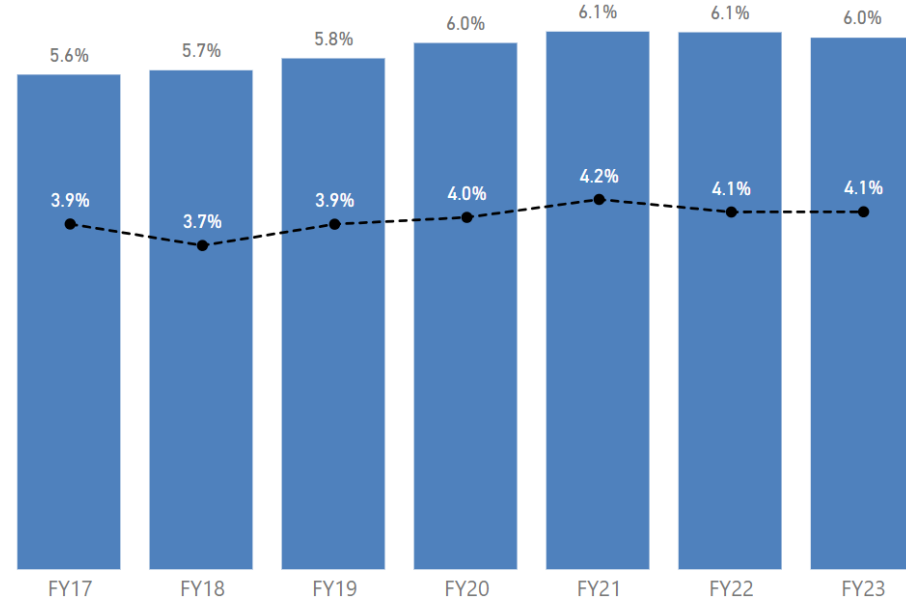


Black Community May 8, 2023

● Black Community
-●- Labor Force*



LCB

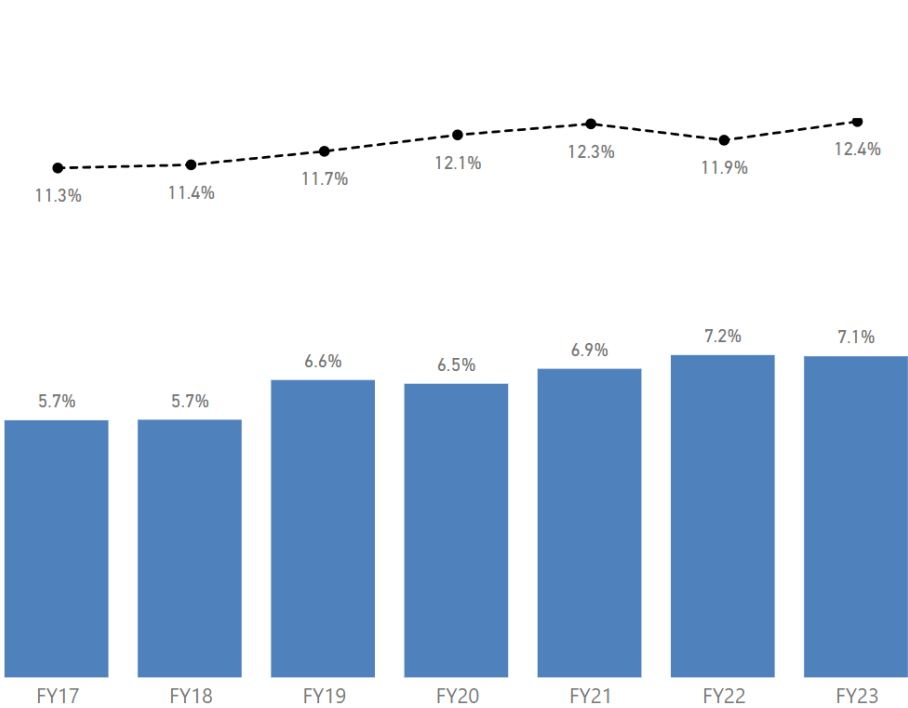


Washington State

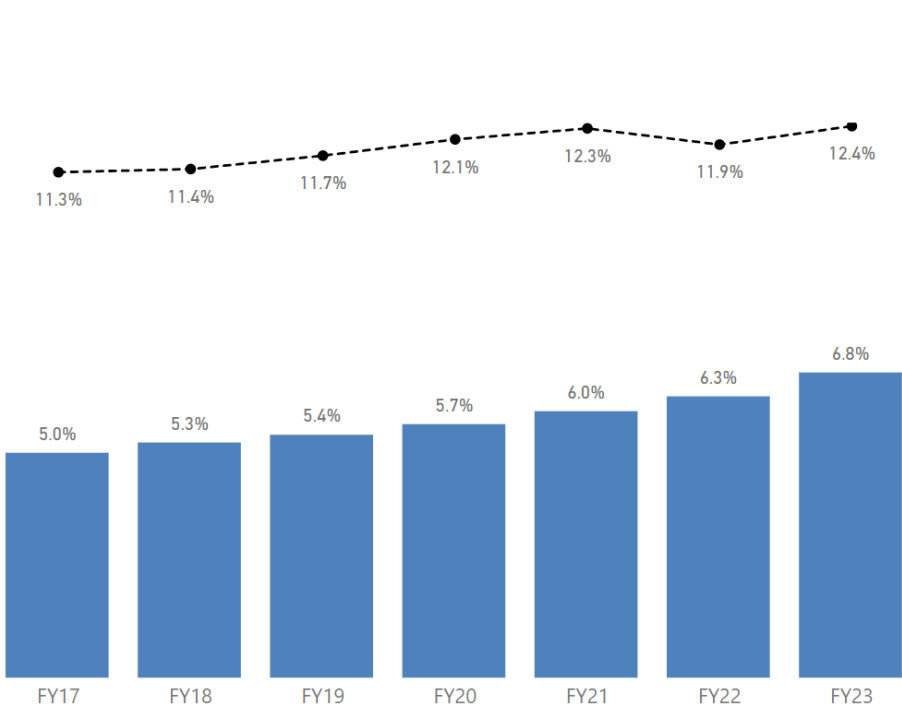
Hispanics

May 8, 2023

● Hispanic
-●- Labor Force*



LCB

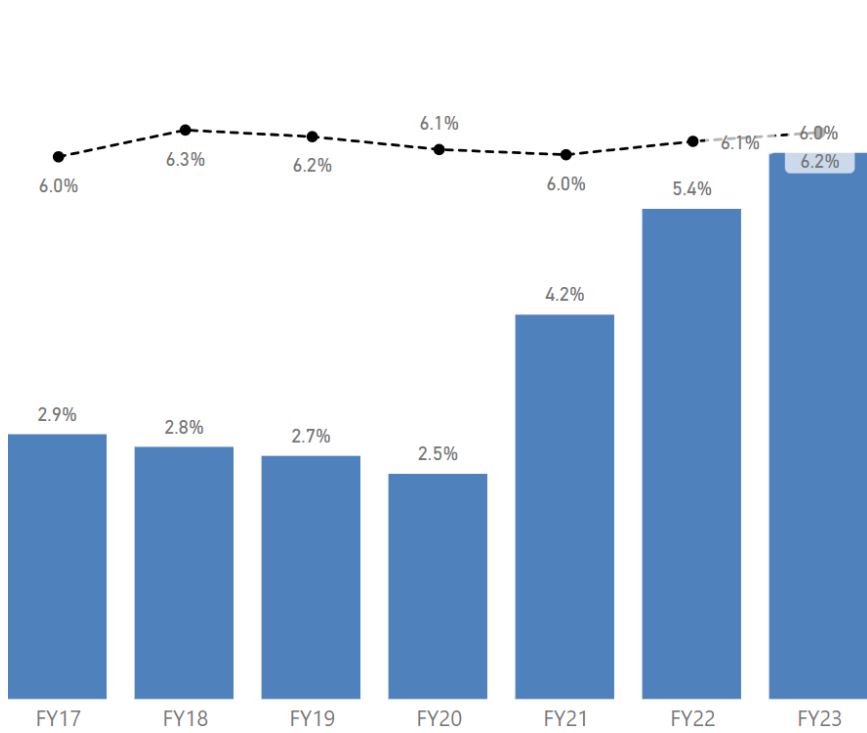


Washington State

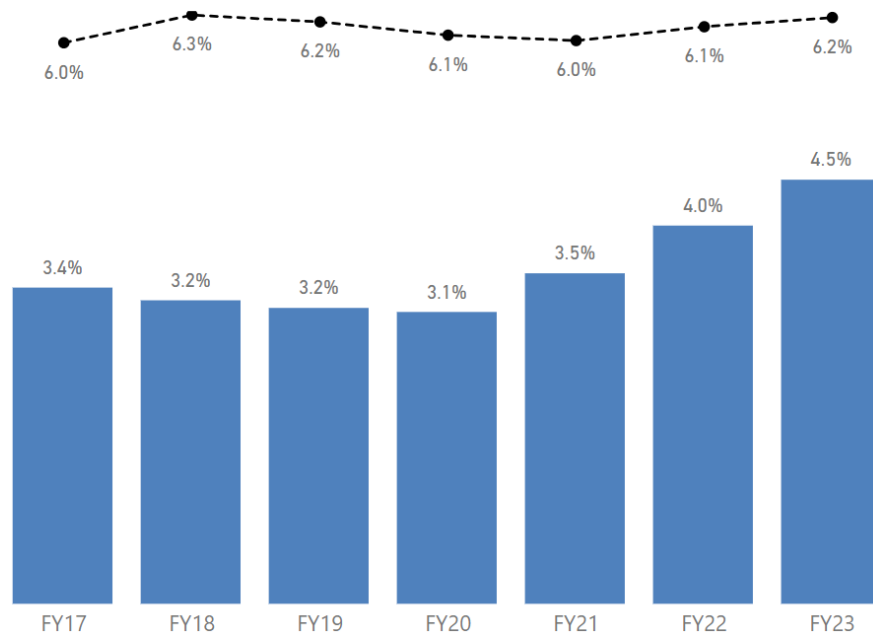
People with Disabilities

May 8, 2023

● People with Disabilities
-●- Labor Force*



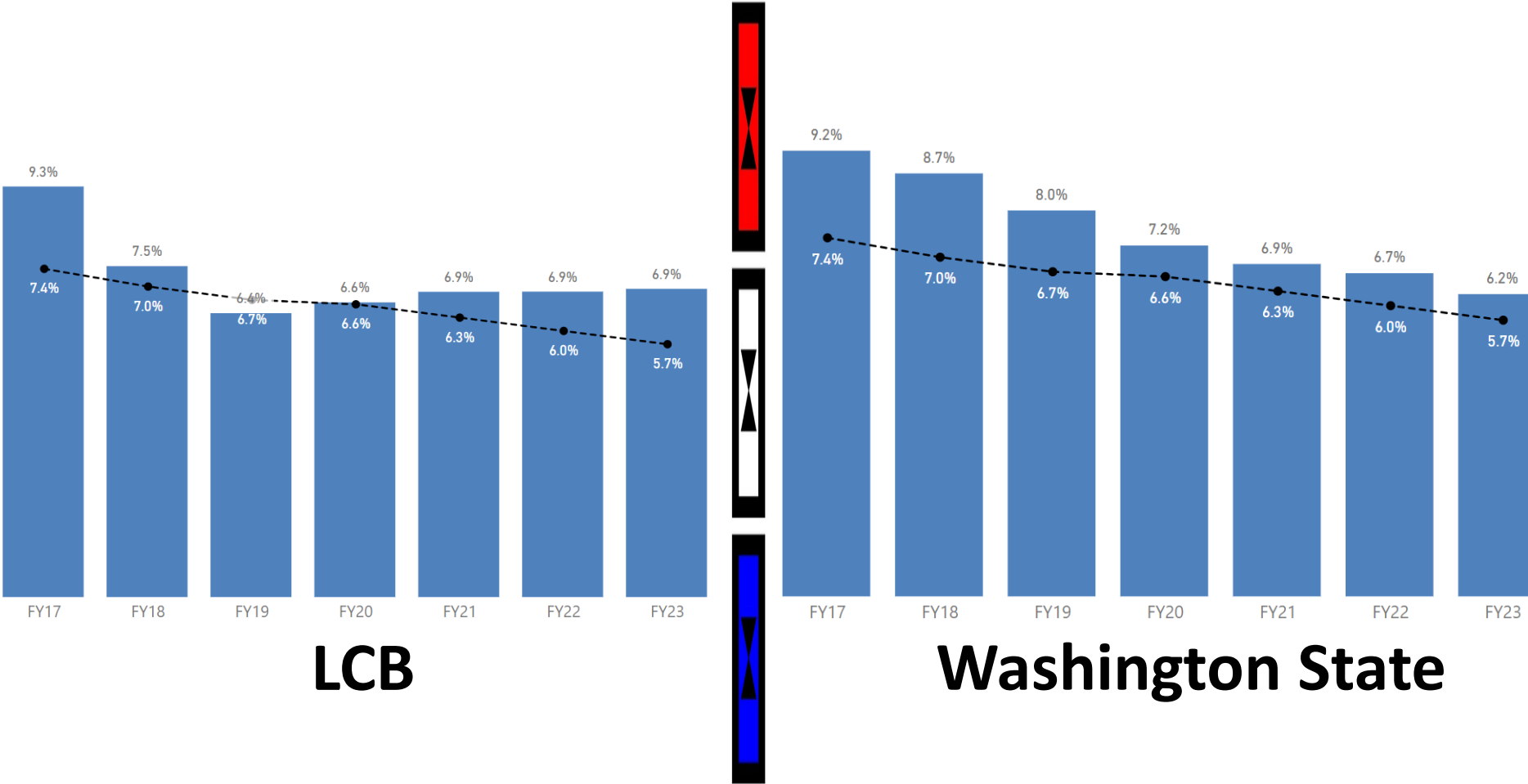
LCB



Washington State

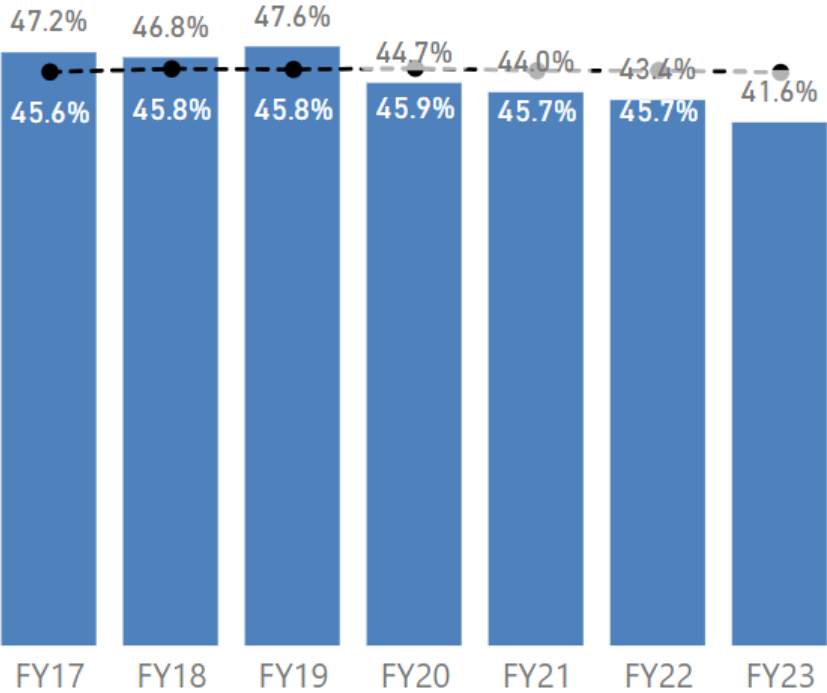
Veterans May 8, 2023

● Veterans
-●- Labor Force*

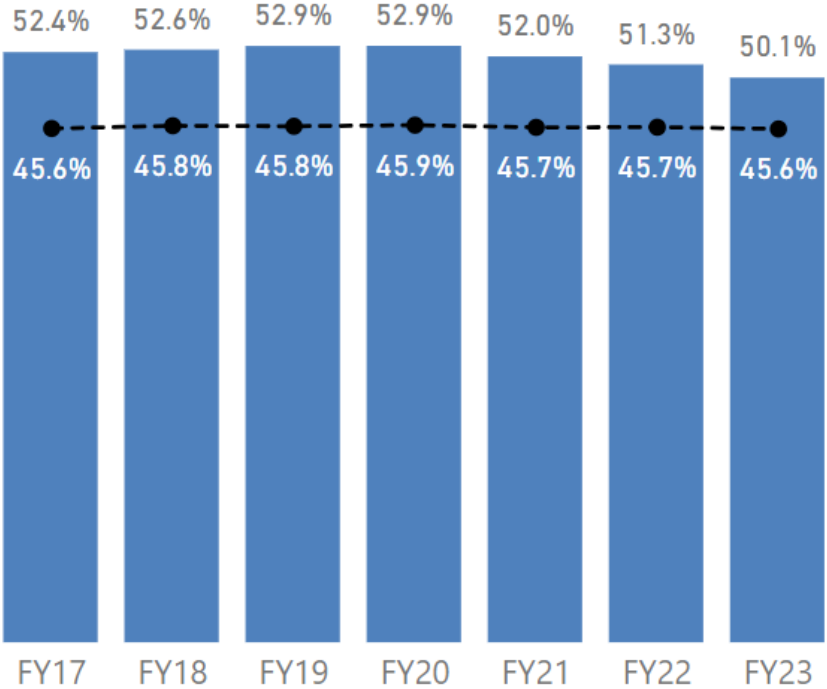


Gender Women May 8, 2023

● Women
-●- Labor Force*

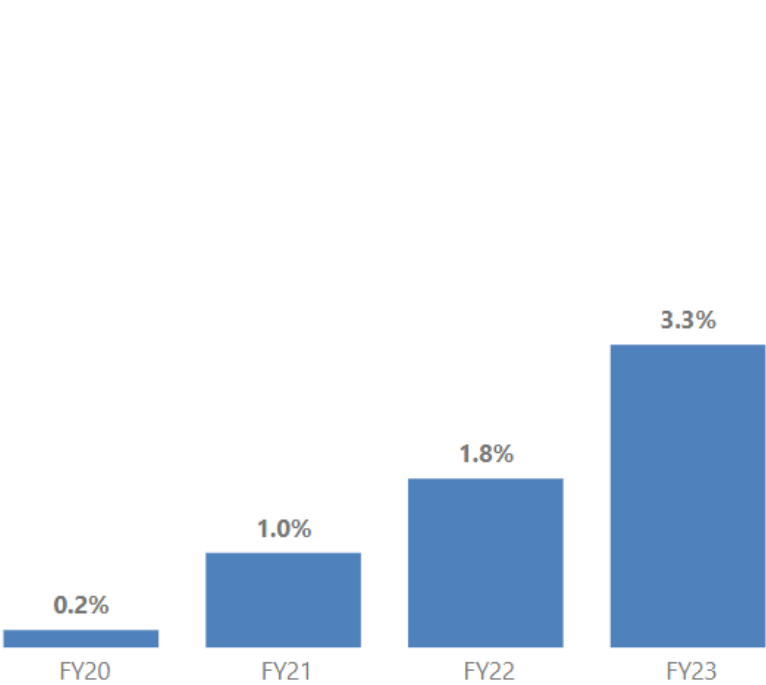


LCB

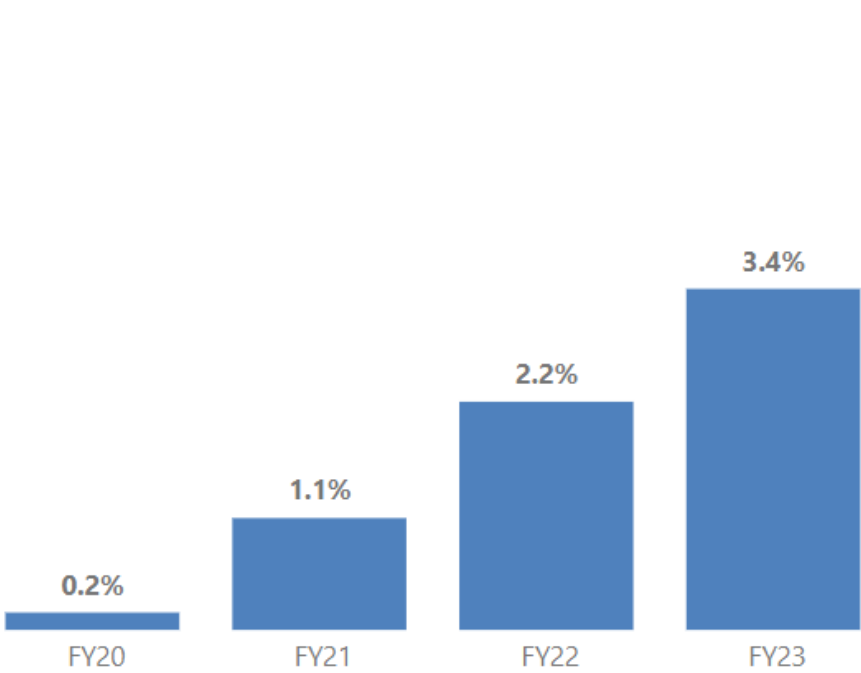


Washington State

LGBTQ+
May 8, 2023



LCB



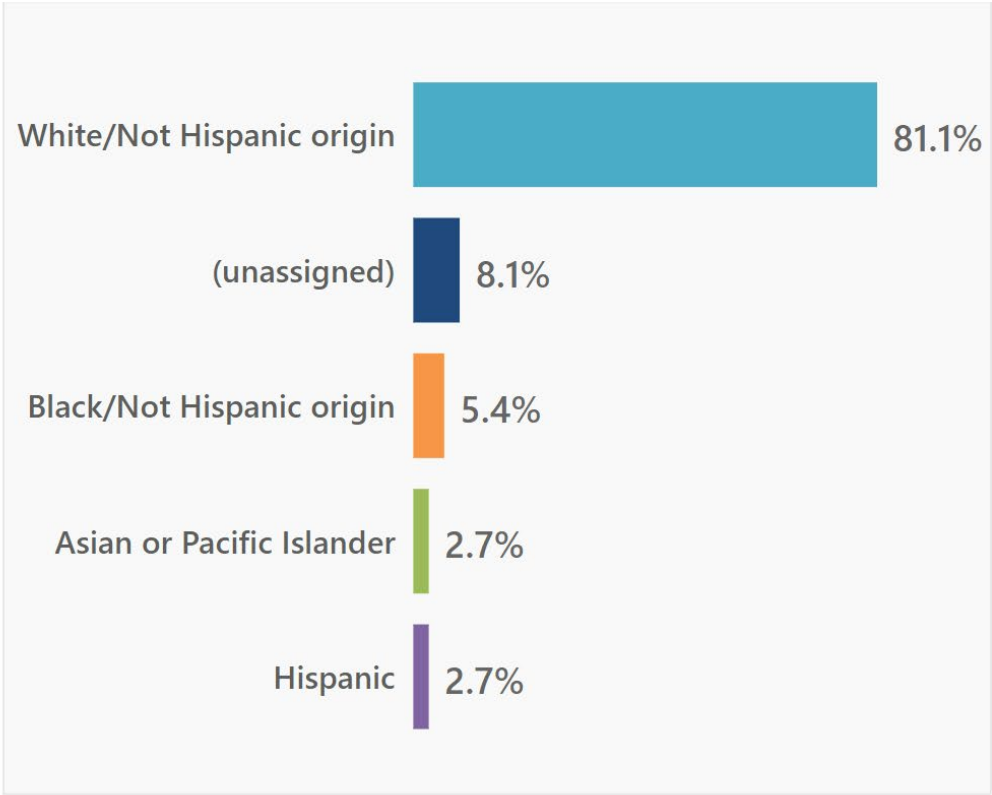
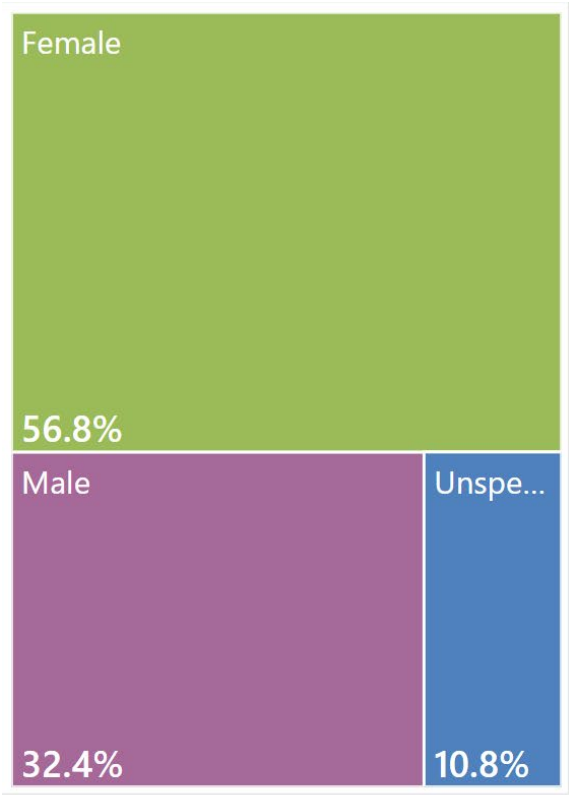
Washington State

LCB's Workforce Profile by Job Class

As of June 30, 2023

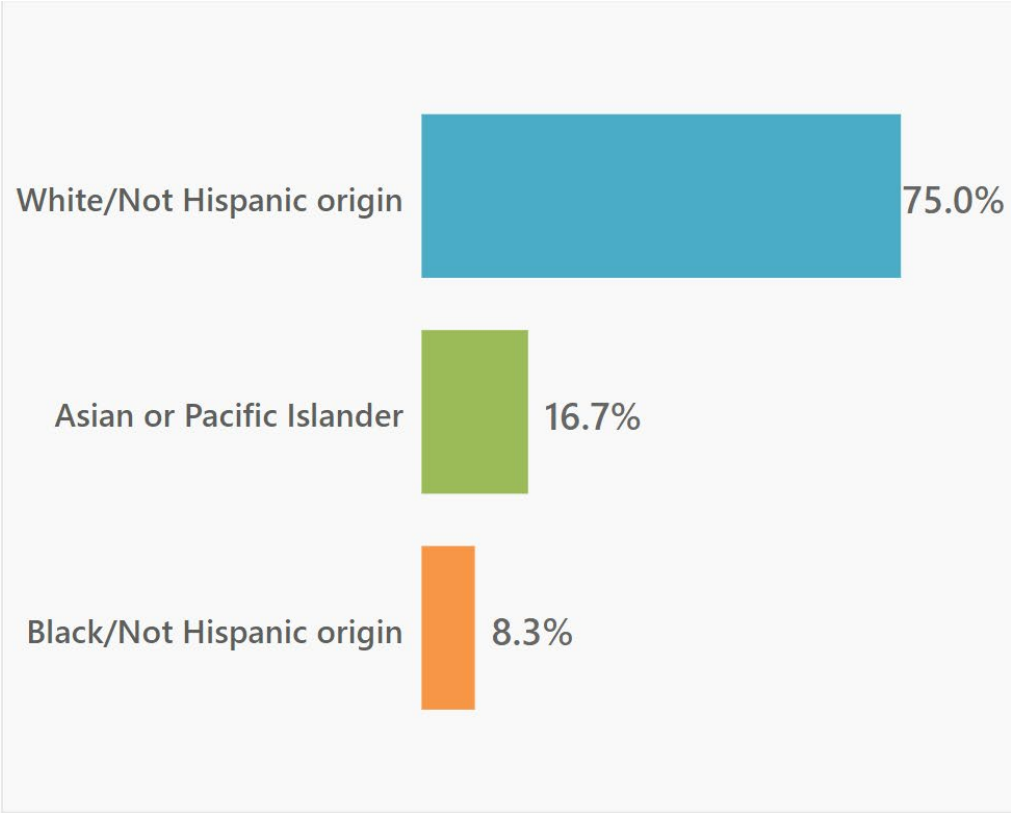


LCB's Administrative Profile



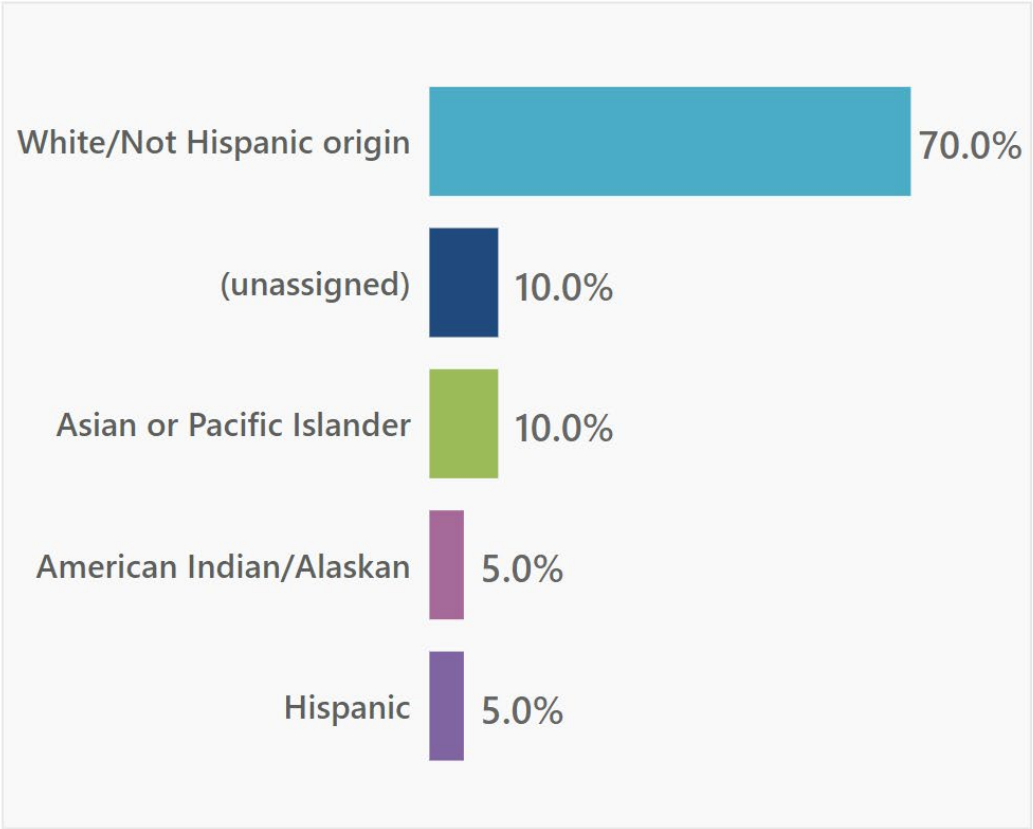
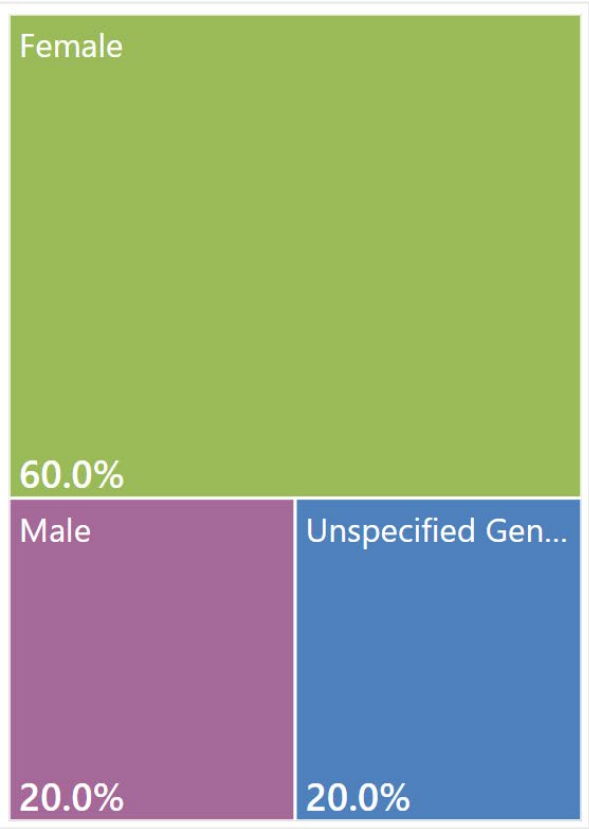
Veterans	Disabilities	LGBTQ+
2.7%	10.8%	2.7%

Auditor Profile



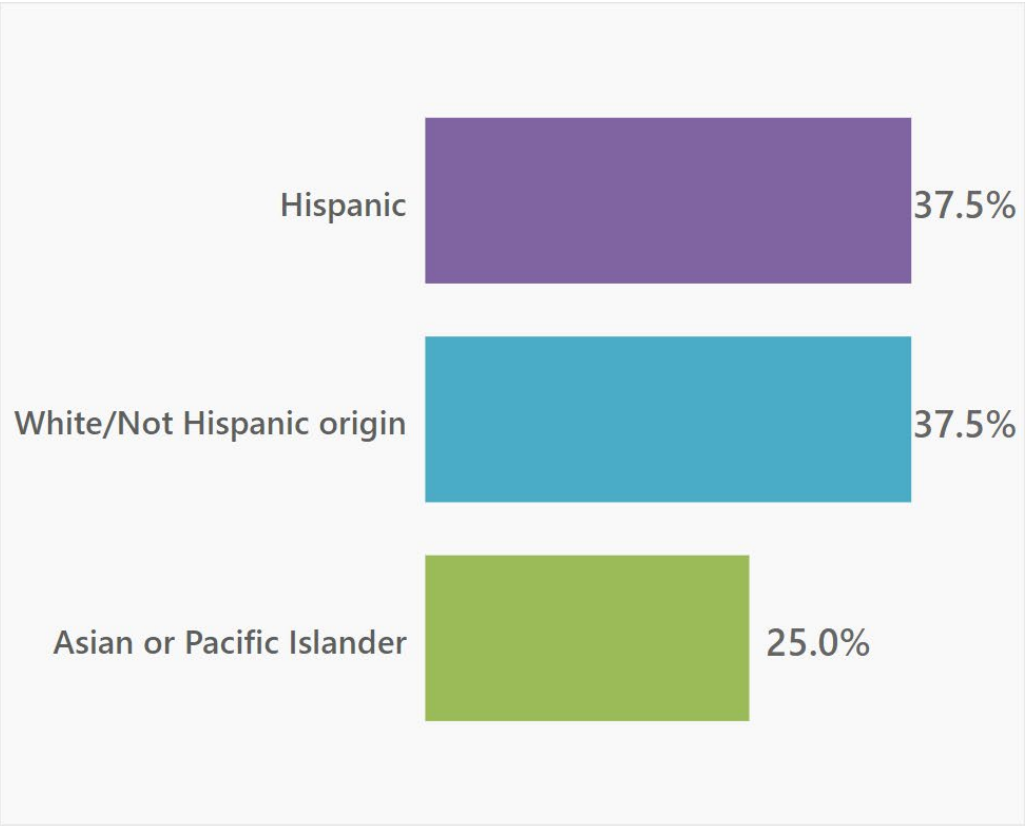
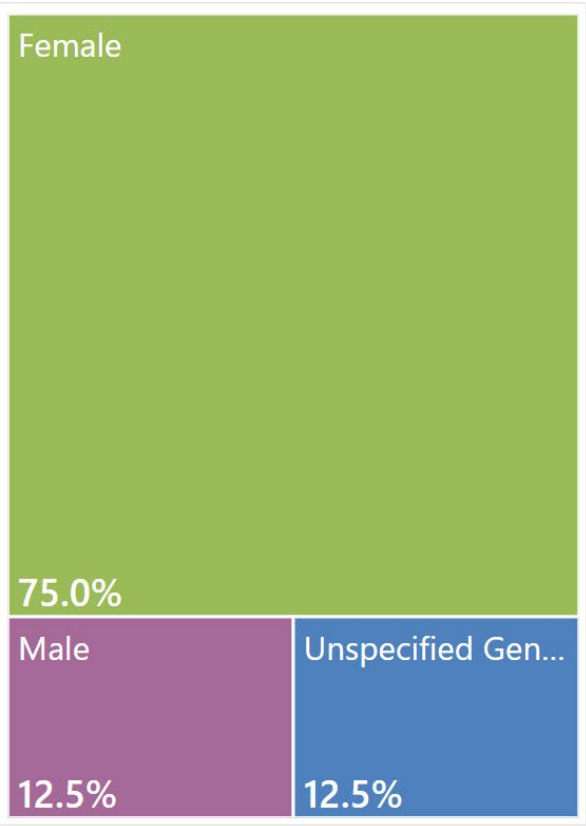
Veterans	Disabilities	LGBTQ+
8.3%	0.0%	0.0%

Budget and Accounting Profile



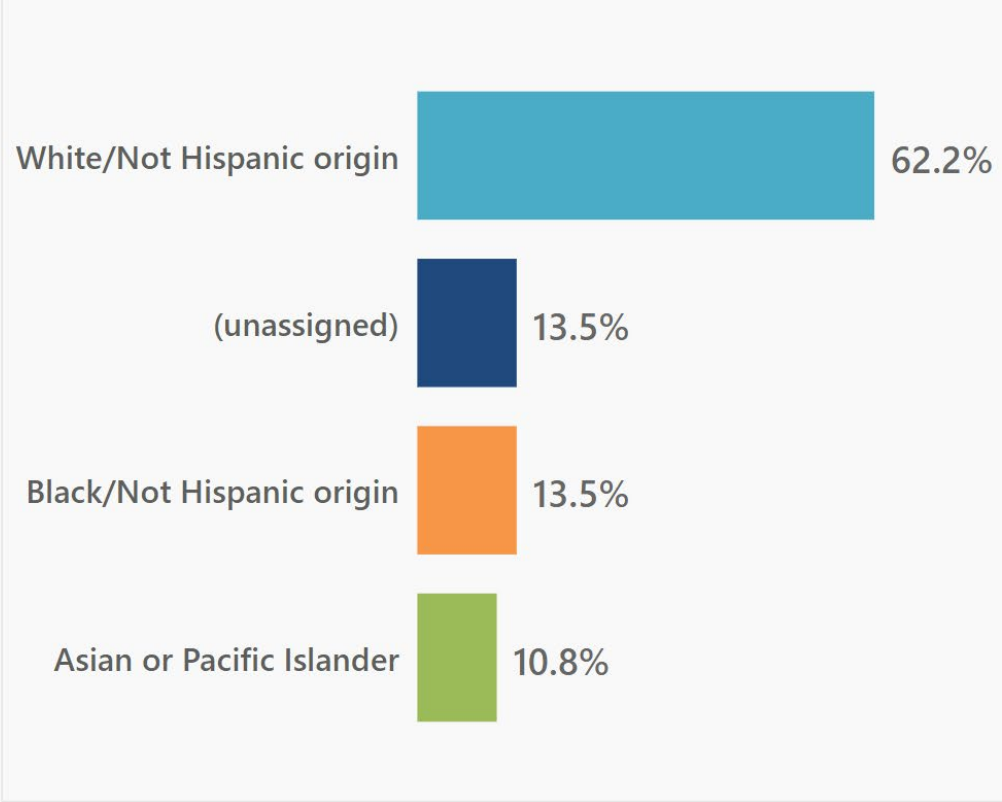
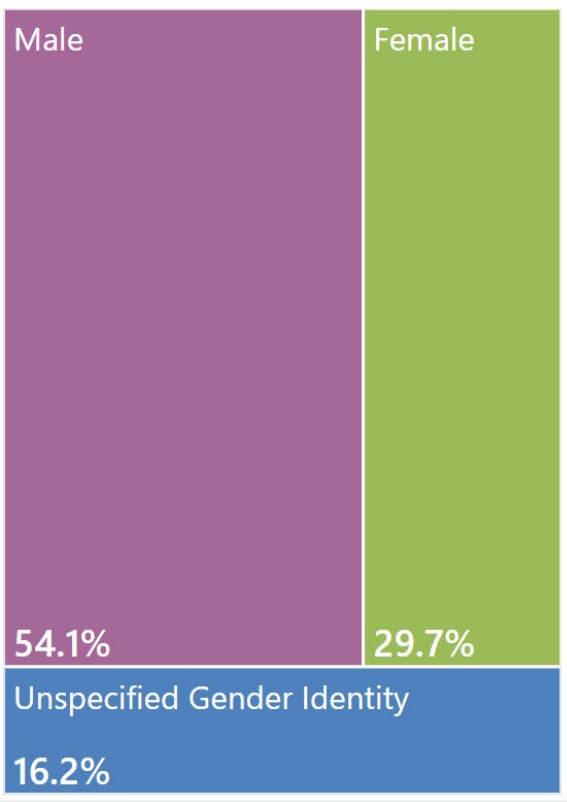
Veterans	Disabilities	LGBTQ+
0.0%	10.0%	5.0%

Human Resources Profile



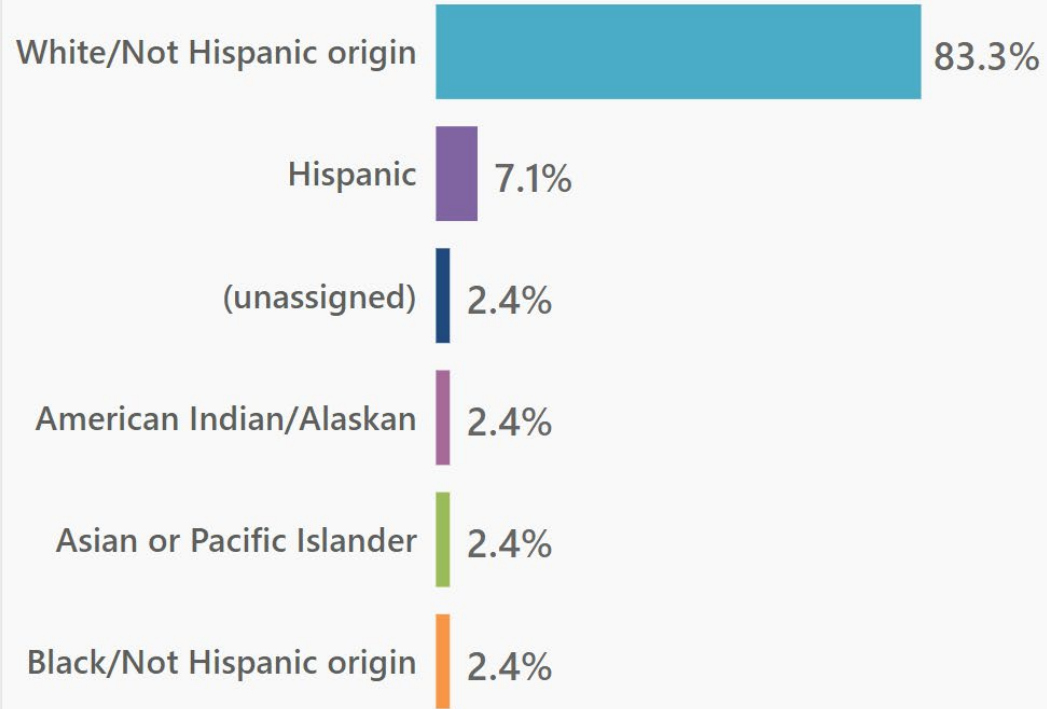
Veterans	Disabilities	LGBTQ+
0.0%	12.5%	0.0%

Information Technology Profile



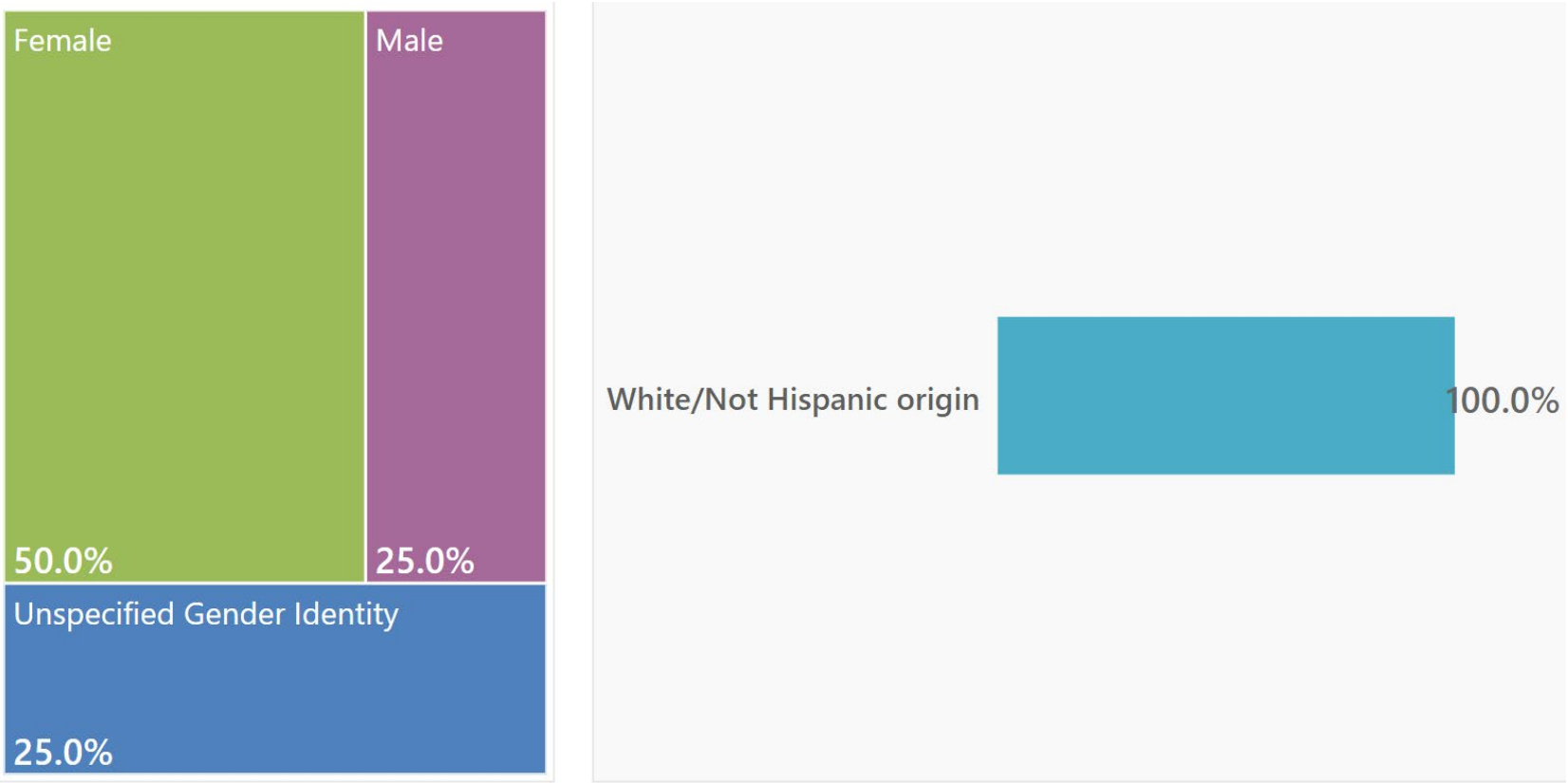
Veterans	Disabilities	LGBTQ+
8.1%	2.7%	2.7%

Licensing and Regulation Profile



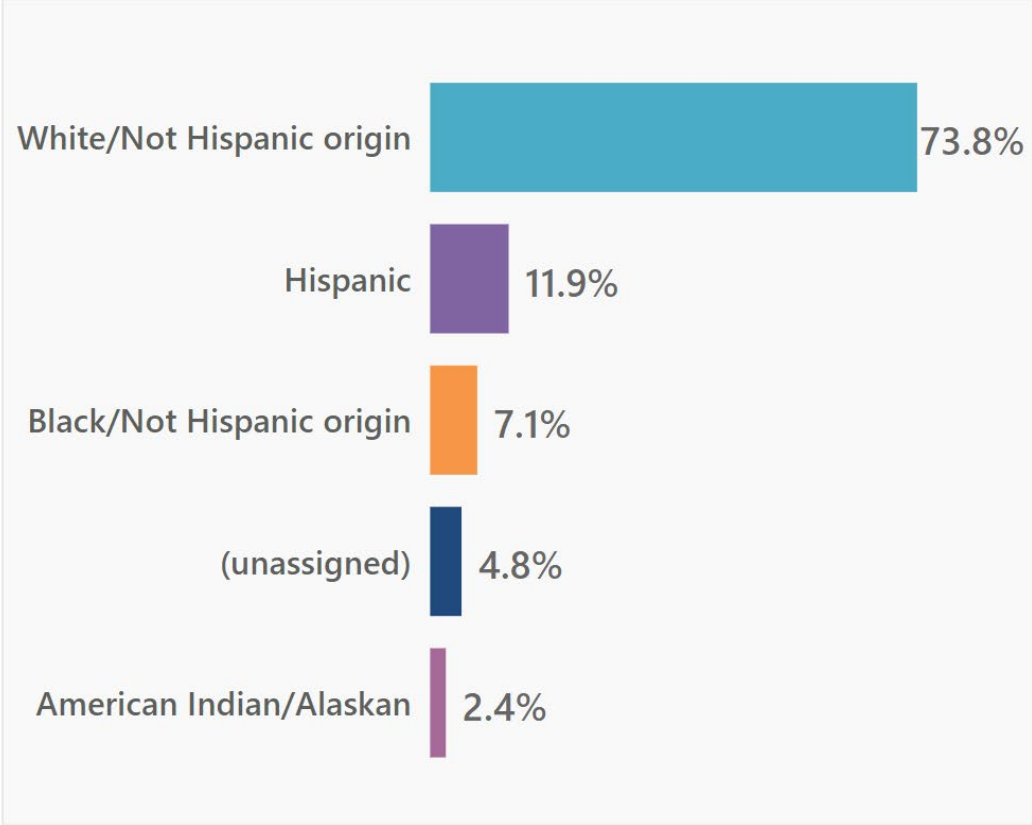
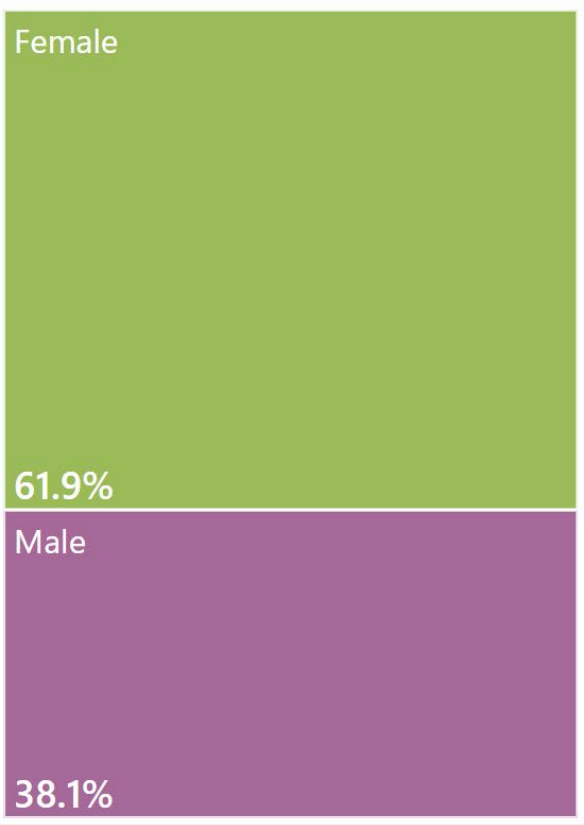
Veterans	Disabilities	LGBTQ+
0.0%	7.1%	2.4%

Office and Clerical Profile



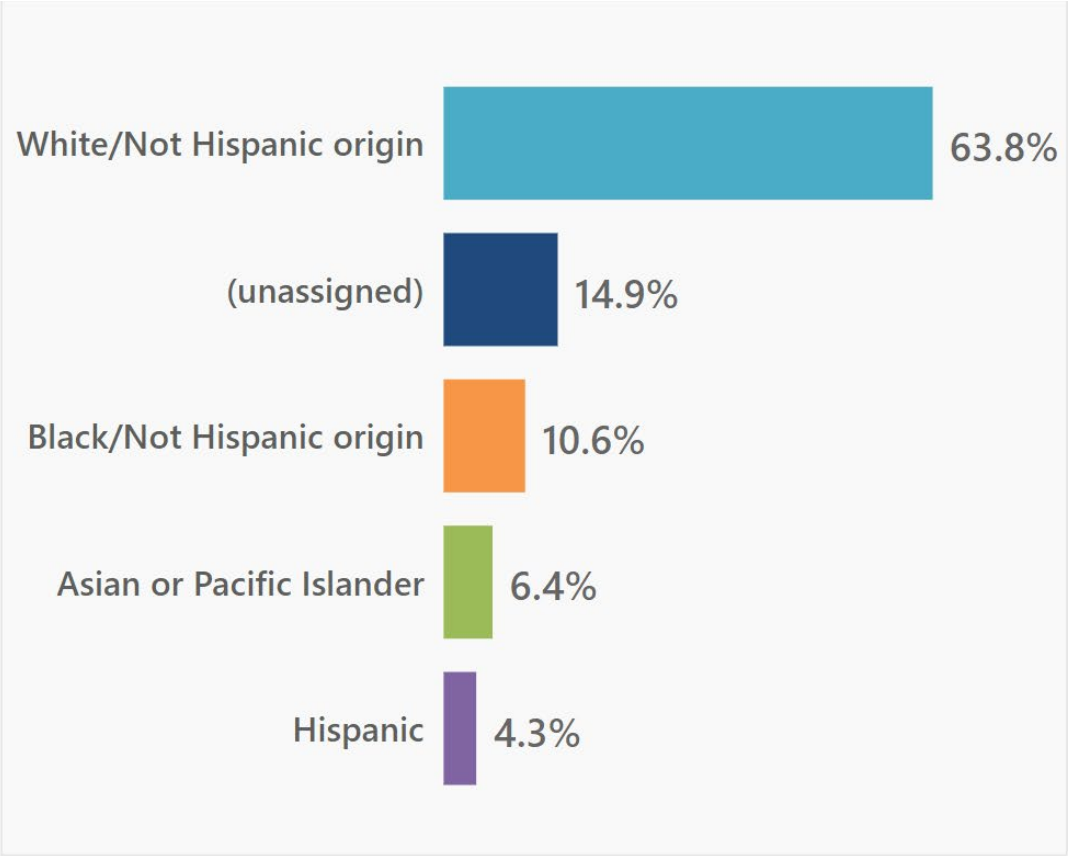
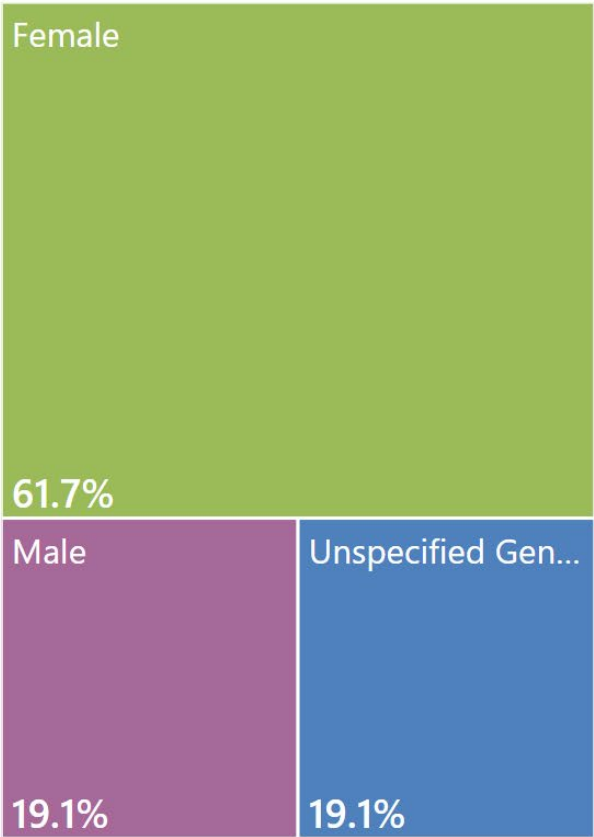
Veterans	Disabilities	LGBTQ+
0.0%	25.0%	0.0%

Officials and Administrators Profile



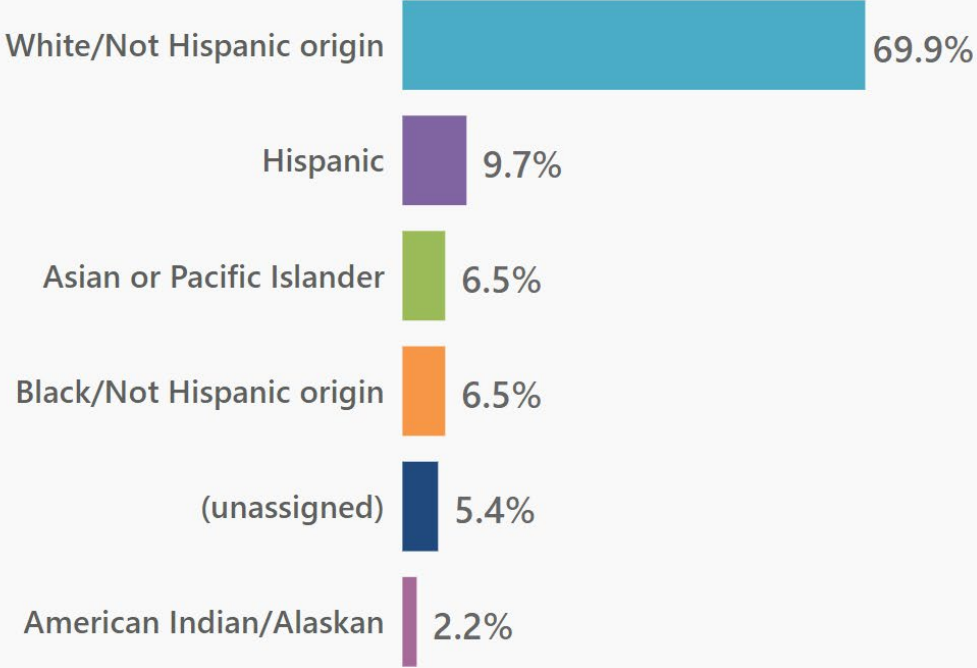
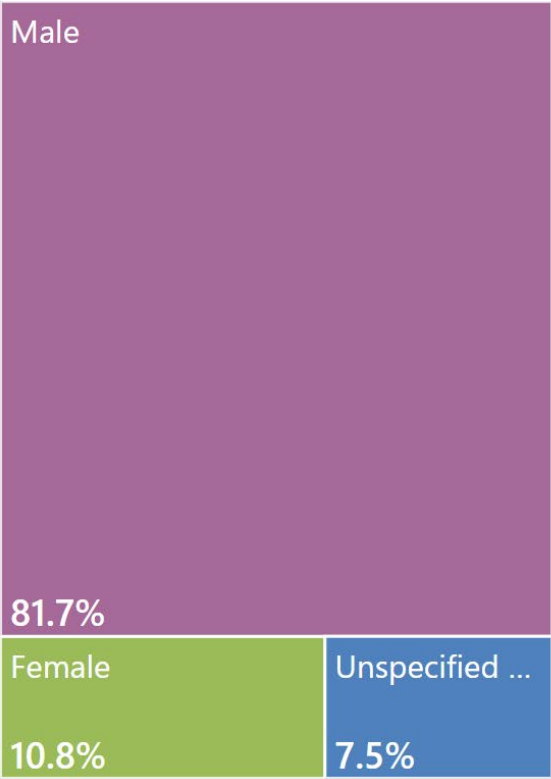
Veterans	Disabilities	LGBTQ+
2.4%	4.8%	7.1%

Paraprofessionals Profile



Veterans	Disabilities	LGBTQ+
0.0%	0.0%	6.4%

Protective Service Profile

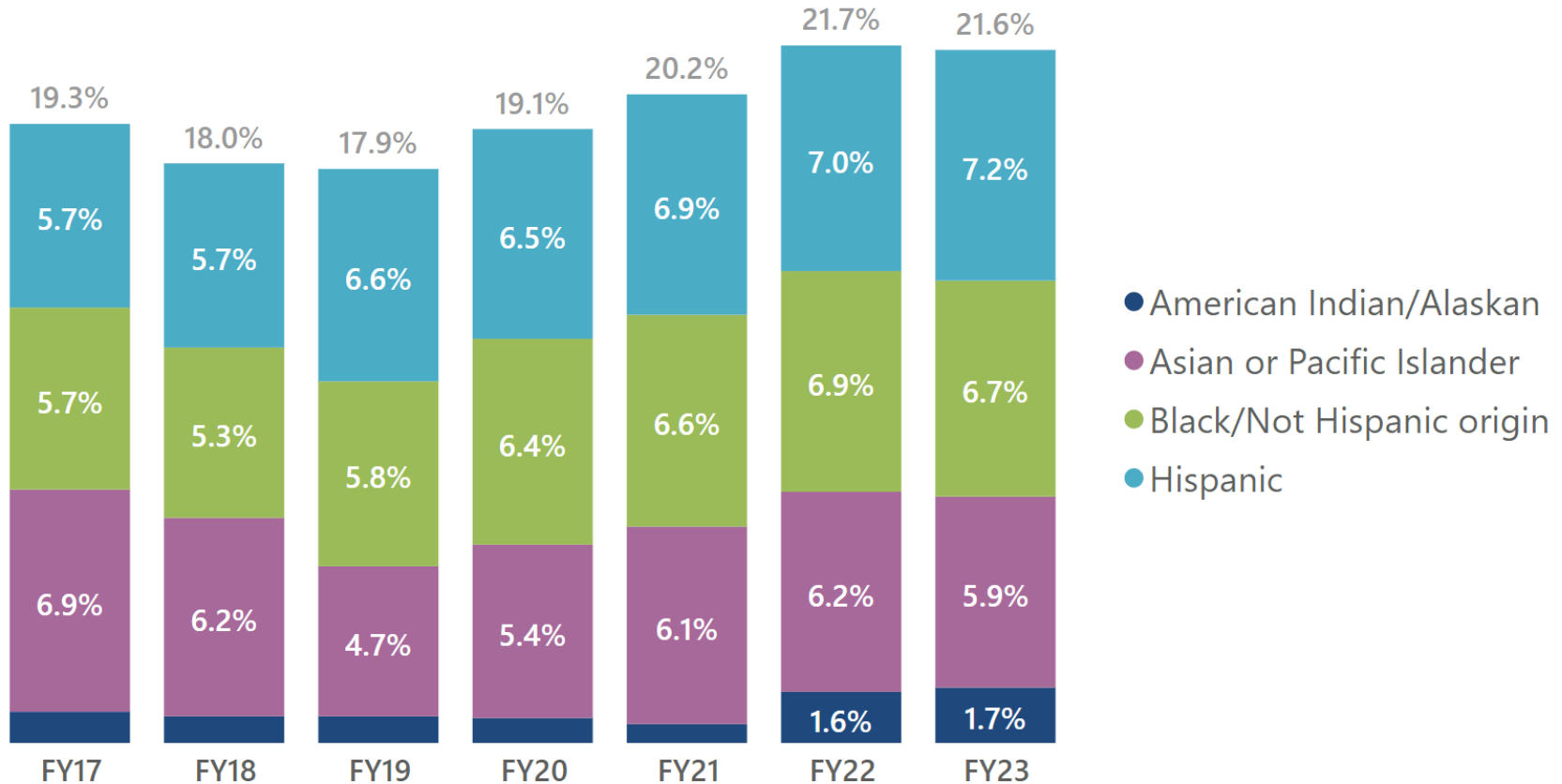


Veterans	Disabilities	LGBTQ+
16.1%	7.5%	0.0%

LCB's Workforce Profile

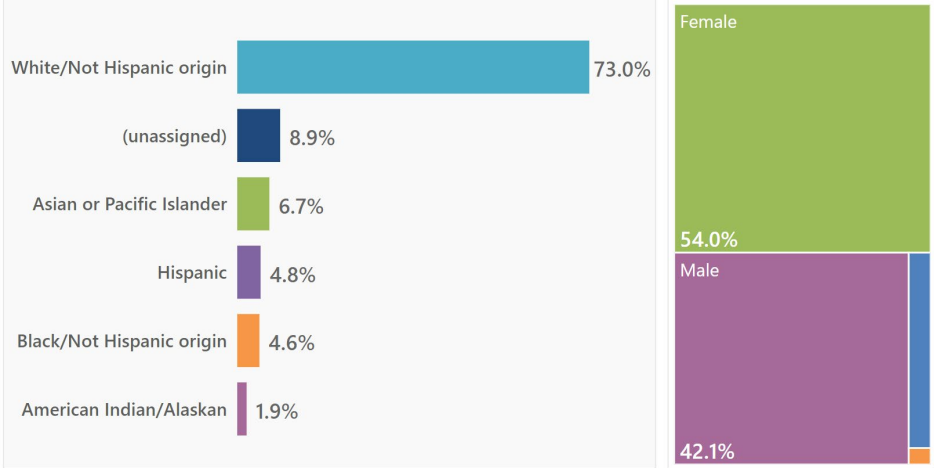
June 30, 2023

People of Color



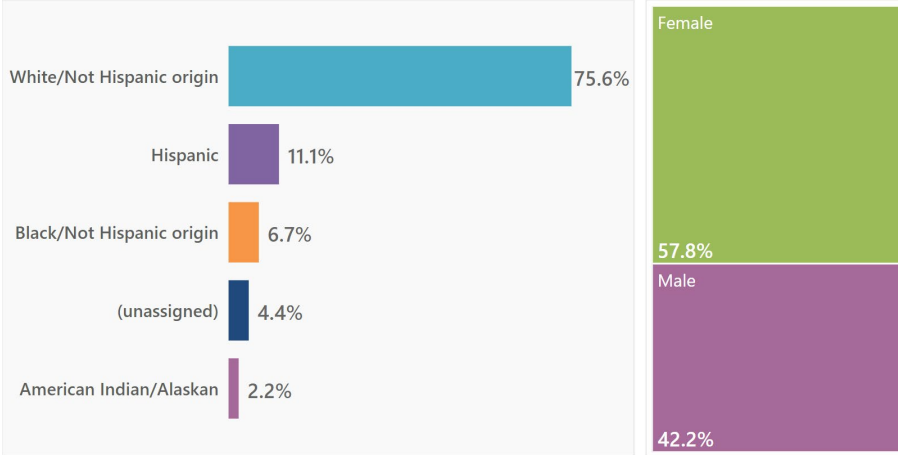
Management Profile Through June 30, 2023

State of Washington



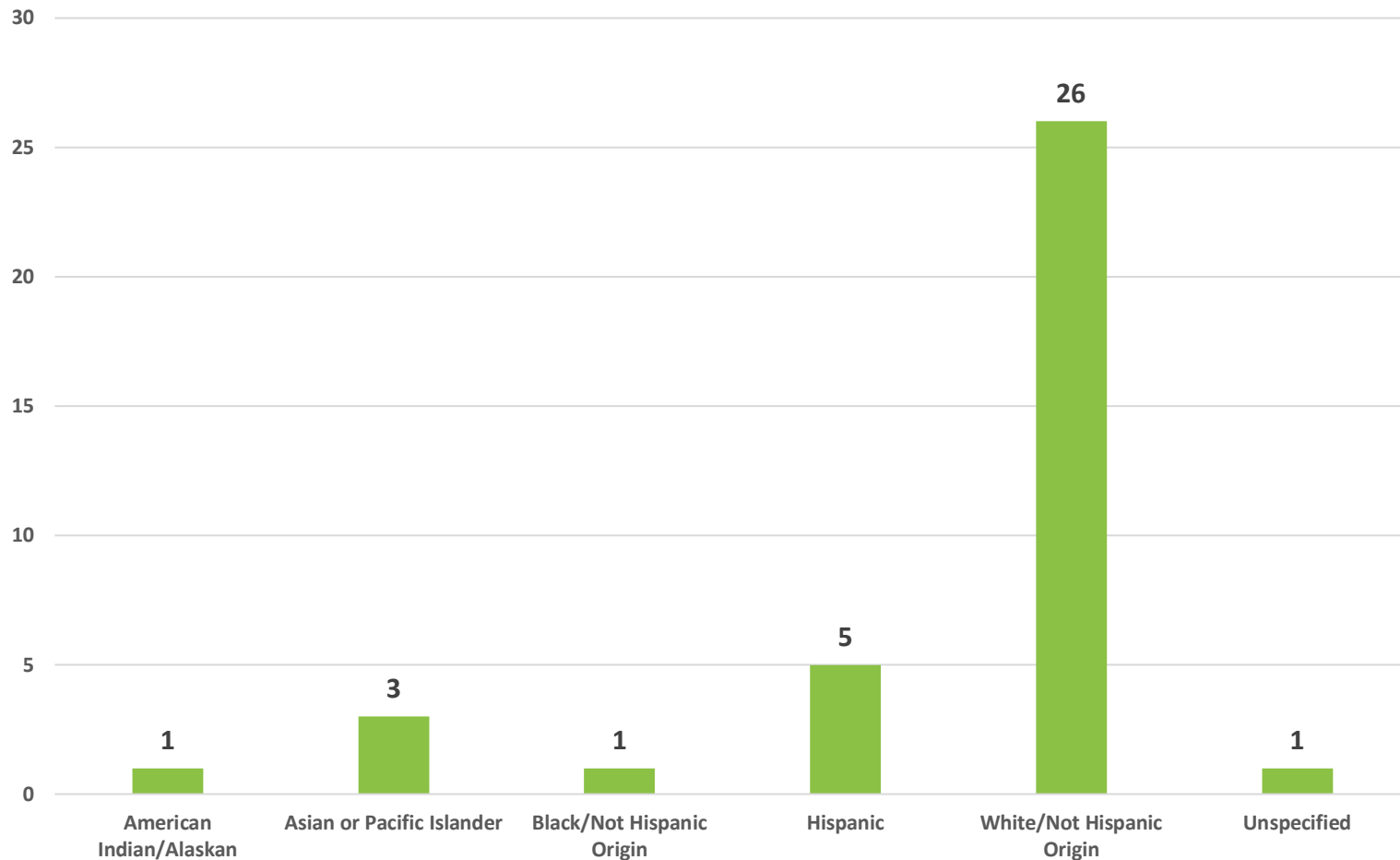
Veterans	Disabilities	LGBTQ+
7.5%	5.0%	3.6%

Liquor and Cannabis Board

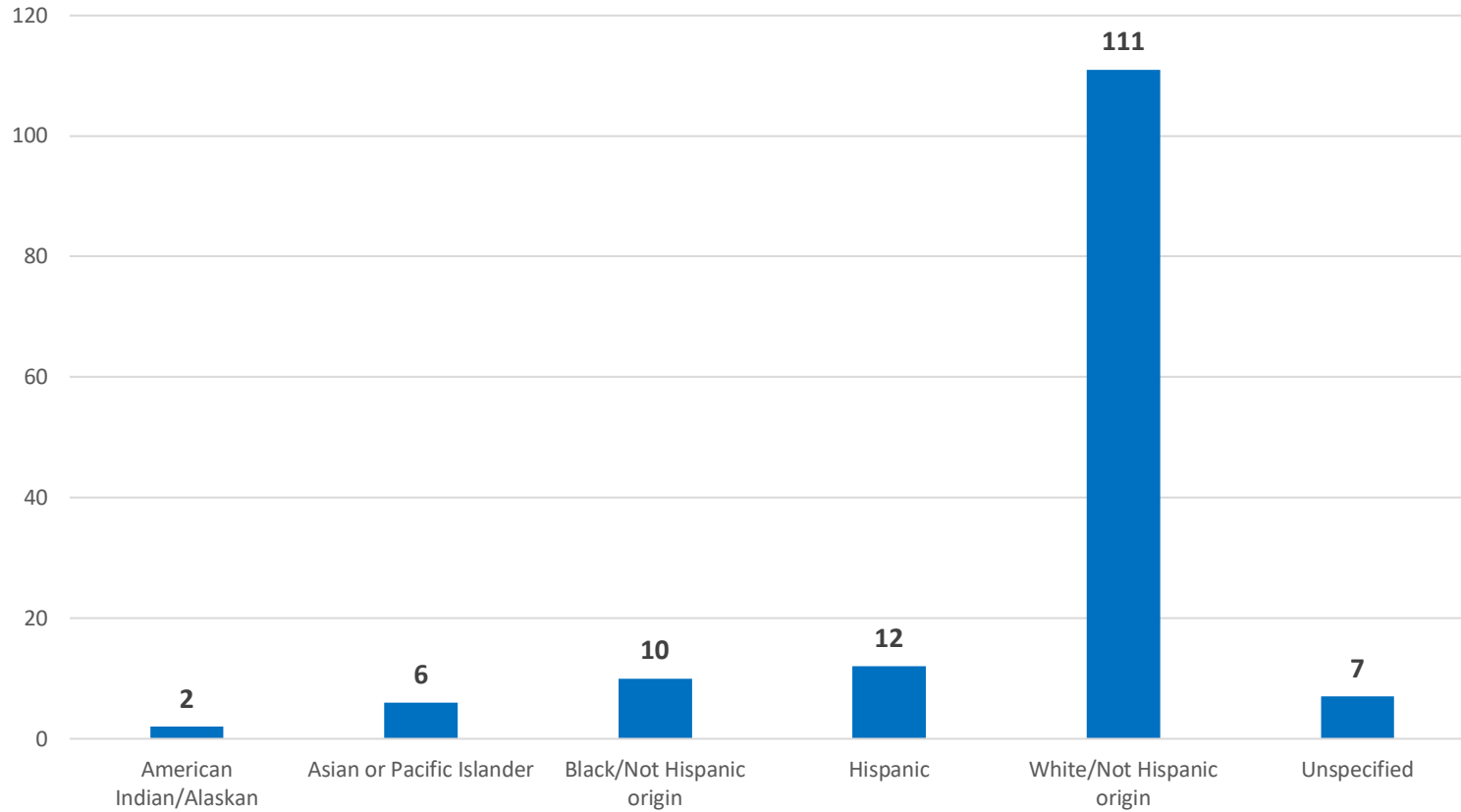


Veterans	Disabilities	LGBTQ+
4.4%	6.7%	6.7%

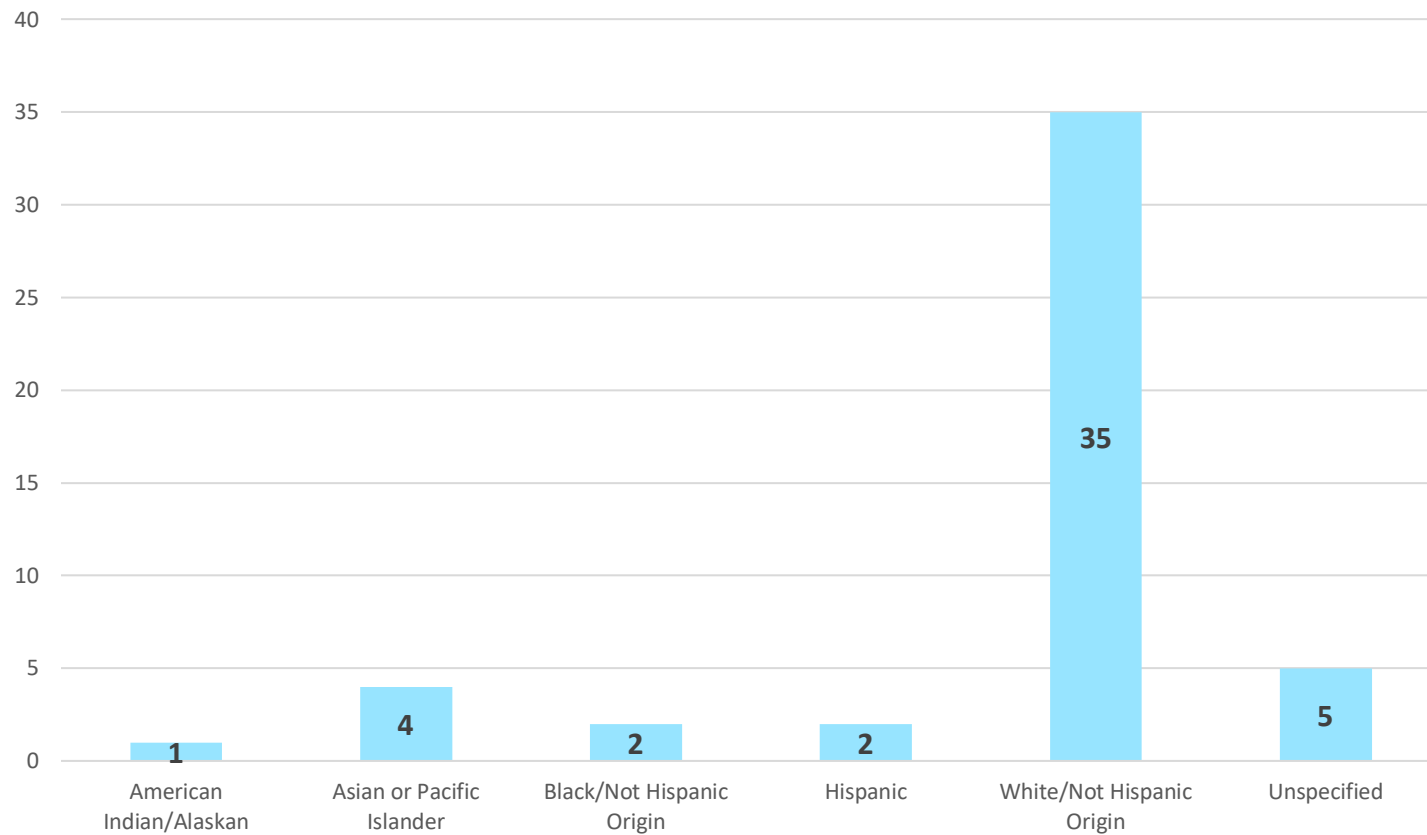
Board, Director, Deputy Director and HR



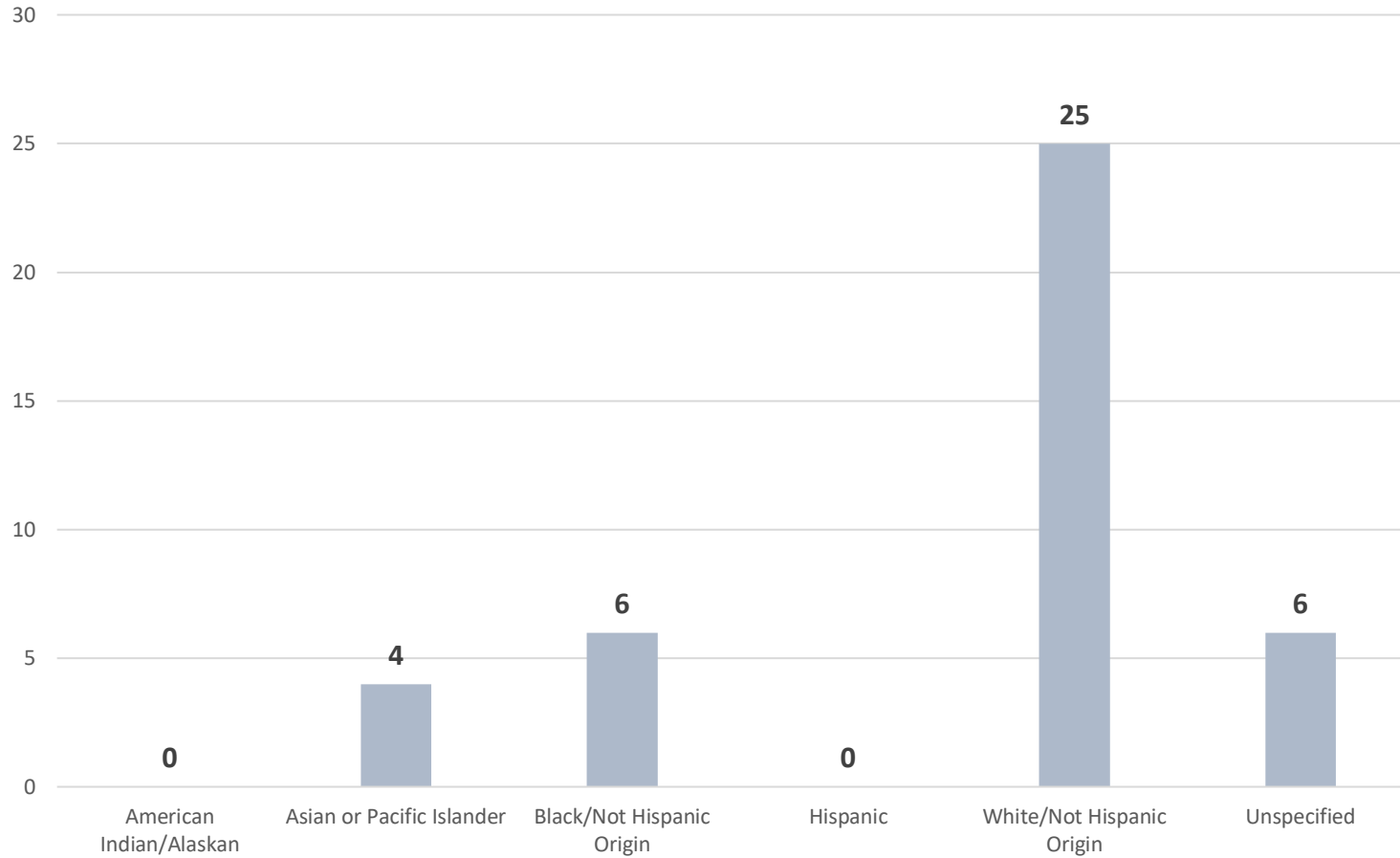
Enforcement and Education



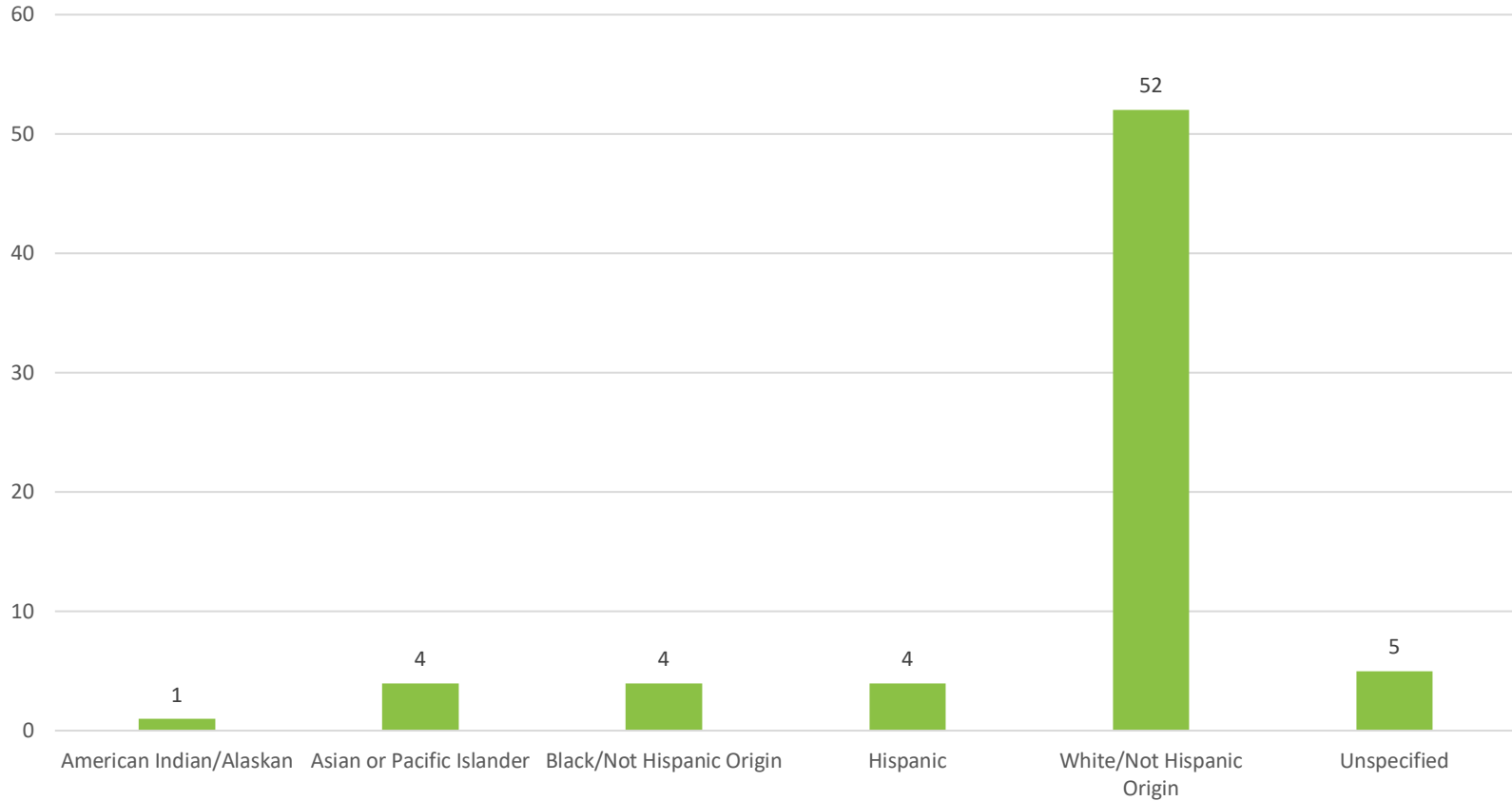
Finance



Information Technology



Licensing and Regulations



Diversity, Equity and Inclusion Training

"Who We Are: A Chronicle of Racism in America" documentary (2 hours)

- Training assigned on June 9, to 87 supervisor/managers/directors
 - To date: 65 or 74% of supervisor have viewed the documentary
-

- On September 12, documentary will be assigned to all staff

Policy Updates

May 10, 2023

COVID-19 policy rescinded

July 5, 2023

Policy 206 – Washington Management Service (WMS)

Procedure 206A Evaluating WMS

Updated to be in line with WAC and our agency
procedure





Director's Notes



- Arbitration Status of 3 cases
- Pending decision
 - Settled
 - Scheduled September 22nd



The LCB committed \$40,000 to Washington State's Business Resource Groups.



ICSEW
Interagency Committee of
State Employed Women

Additional \$3,000 to the Inter-Agency Committee for State Employed Women. LCB was recently highlighted for its five women directors and one LCB ICSEW committee member.



Washington State Liquor and Cannabis Board

Questions

