

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
BOCC CONFERENCE ROOM  
REGULAR MEETING  
HR STUDY SESSION**

**TUESDAY**

**10:00 AM**

**APRIL 10, 2018**

Board members present: Obie O'Brien, Paul Jewell

Others: Jim Goeben, Barb Demory, Marlene Pfeifer, Lisa Young

**1. CALL TO ORDER**

The meeting was called to order at 10:03 AM.

**2. RECORDS MANAGEMENT - DISCUSS NEW EMPLOYEE TRAINING**

IT Director Goeben was present to discuss the Board's expectations for employee training on Records Management. He and HR Director Young shared the followings steps: 1) Every new employee will be provided a training form with instructions, which will include a mandatory meeting with their department's Records Officer to discuss department-specific records management policies/procedures. 2) The form will need to be signed by the employee AND the Records Officer for the department or the DH/EO. 3) The form will be returned to HR for the employee's file, and HR will scan a copy to Director Goeben. The Board stated they want all Records Management training to be up-to-date in every department in order to fill position vacancies.

**3. TRANSLATOR/INTERPRETER PAY – DISTRICT COURT**

Court Administrator Demory was present to continue the discussion regarding their request for a Court Interpreter Stipend. Commissioner Jewell asked why they were interested in implementing this now, stating it was outside the contract window, and we would likely receive requests from others if this was approved. Commissioners Jewell and O'Brien stated they did not want to take action without Chairman Osiadacz's input. They asked Director Young to check with her and if she was on board with moving ahead to schedule a Monday Morning meeting, but if she was not, to bring this back to the next HR Study Session on 4/26 for further discussion.

**4. REVIEW OPTIONS FOR ELECTED OFFICIAL SALARIES**

The Board stated they would like to go with Option A, and bring the Coroner in line with the others (Auditor, Assessor, etc.). They would like to implement in a phased approach. In 2019 all Elected Officials except the Sheriff and Prosecutor would be brought up to the same level as the BOCC (the Sheriff and Prosecutor will receive the same percentage increase as the others). In 2020, all Elected Officials would receive a 3% increase. And in 2021, the Committee's market-based recommendation would be implemented for all Elected Officials. Ms. Pfeifer was the only Committee member present

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12/11/18

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but stated that she supported this approach. The Board asked Director Young to prepare an impact statement and Resolution.

**5. OTHER BUSINESS**

Director Young notified the Board that she will be attending a conference 4/16 – 4/20.

**ADJOURN**

The meeting was adjourned at 11:00 AM.

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**



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Lisa Young, HR Director



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Laura Osiańczak, Chairman - vice  
obce AJO'Brien