

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

**TUESDAY**

**10:00 AM**

**MAY 8, 2018**

Board members present: Laura Osiadacz, Obie O'Brien

Others: Elishia Harvill, Lisa Young, Jeanne Killgore

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**1. CALL TO ORDER**

The meeting was called to order at 10:00 AM.

**2. STAFFING DISCUSSION/DECISION – PROSECUTOR – ASSISTANT OA**

HR Director Young presented an overview of the Prosecutor's Office proposal to create an exempt Assistant Office Administrator position. The proposed Assistant Office Administrator would support the Office Administrator by taking on some of the supervisory and administrative workload. The creation of an Assistant Office Administrator would eliminate the Legal Secretary III (LS III) position, and the current LS III would be reclassified to the Assistant Office Administrator position.

HR Director Young and Office Administrator Harvill provided a draft job description, two wage scale options, funding sources (not "one-time" and supported by Judy), and performance metrics/accomplishments of the Office Administrator and LS III. The preference of the Prosecutor is to implement Option A and they have located funds to do so. Funding includes a combination of 3/10, VW and the General Fund. Use of General Fund dollars is supported by the amount of work the LS III does to assist non-Prosecutor departments with Records Management and Public Records Requests. Both Board members had concerns about the impact on the General Fund, and requested a breakdown of how much each fund (3/10, VW and General Fund) would contribute. There was also concern expressed over past decreases in VW funding. Commissioner Osiadacz inquired about Option B. Based on the information provided, Commissioner Osiadacz stated that Option B would have the least amount of impact on the General Fund, and she would prefer that. Commissioner O'Brien and Commissioner Osiadacz requested that Administrator Harvill gather more specific data regarding the funding options, and suggested that she figure out a way to fund for this proposal without impacting the General Fund.

**3. OTHER BUSINESS**

Executive Session – Performance of a Public Employee

**APPROVED**  
6/19/18

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*RCW 42.30.110 (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.*

The Commission entered executive session at 10:20 AM to discuss the performance of a public employee. Anticipated length: 5 minutes; anticipated action: none. The Commission exited executive session at 10:25 AM with no action taken.

**ADJOURN**

The meeting was adjourned at 10:26 AM.

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Lisa Young, HR Director

  
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Laura Osiadacz, Chairman