

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

**TUESDAY**

**10:00 AM**

**9/24/2019**

Board members present: Cory Wright, Brett Wachsmith, Laura Osiadacz

Others: Barb Demory, Dan Carlson, Chris Horner, Judge Sander, Lisa Young, Jeanne Killgore

**CALL TO ORDER**

The meeting was called to order at 10:04 AM.

**REQUEST TO APPROVE A RESOLUTION AUTHORIZING THE CLAIMS ADMINISTRATOR TO APPROVE OR REJECT CLAIMS UP TO \$5,000 IN VALUE**

HR Director Young briefly summarized the Board's discussion at the previous HR Study Session to allow the Claims Administrator within the Prosecuting Attorney's Office to approve or reject claims up to \$5,000 in value without obtaining final review and decision from the Board of County Commissioners. Director Young requested Board signature on Resolution 2019-147 to authorize the Claims Administrator to approve or reject claims up to \$5,000 in value. Commissioner Wachsmith moved to approve the resolution. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0, and Resolution 2019-147 was signed by the Board.

**DISCUSSION/DECISION – OFFICE SIGNAGE – INTIMIDATING A PUBLIC SERVANT**

Director Young presented a suggestion that stemmed from a recent risk management discussion group, thought this was perfectly timed given recent discussions about safety and security. She reported that Thurston County has signage in their offices which states "Intimidating a public servant is a Class B felony." She stated that she already consulted with the Prosecutor's office and they do not have any concerns; she also spoke with Director Carlson who is interested in signage for his office, and she believes the signage may be beneficial for all County offices. Commissioner's Osiadacz and Wachsmith supported the idea. The Board asked if the sign would cite the corresponding RCW. Director Young confirmed that the RCW will be included on the sign. The Board authorized moving forward.

**DISCUSSION/DECISION – STAFFING REQUEST – LOWER DISTRICT COURT**

Director Young summarized the Lower District Court's interest in providing a promotional opportunity within their office for the position of Legal Process Coordinator. She explained that this is already an existing position in the union contract and is a position currently in place in the Upper District Court. Court Administrator Demory commented that this is a necessary lead position for their office. Staff need someone to look to when Administrator Demory is unavailable or out of the office. She also explained that their office has the savings to fund the position by hiring new staff at the bottom of the

**APPROVED**  
10/11/19

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wage scale when replacing long-term staff who have resigned or retired. The Commissioners authorized moving forward with the promotional opportunity.

**REQUEST TO APPROVE A PERSONAL SERVICES AGREEMENT WITH WALLACE WILKINS, Ph.D.**

Director Young presented the Board with a Personal Services Agreement with Wallace Wilkins, Ph.D. for professional consulting services. Commissioner Wachsmith moved to approve the Personal Services Agreement. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0 and the Personal Services Agreement was signed by the Board.

**OTHER BUSINESS**

Director Young noted that the next wage survey committee meeting would likely be scheduled on 10/01/2019. She will have more information about the potential budget impacts of the wage survey at that time.

Commissioner Wright provided a brief update on his search for outside agency members to be part of a commission that will be tasked with screening applicants for a new County Sheriff. The preference would be to have an odd number of participants, and the Board agreed that any agency which has an employee applying for appointment should not be part of the commission. Director Young mentioned that DNR might be a valuable agency member. Commissioner Wright will reach out to DNR to gauge their interest in having a staff member participate.

**ADJOURN**

The meeting was adjourned at 10:22 AM.

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Lisa Young, HR Director

  
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Cory Wright, Chairman