

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

TUESDAY

10:00 AM

2/25/2020

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

Others: Dan Carlson, Benjamin West, Lisa Young, Jeanne Killgore

CALL TO ORDER

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

DISCUSSION/DECISION – CDS – REQUEST TO CONSIDER CODE ENFORCEMENT TECH FTE

CDS Director Carlson requested that the Board reconsider his request for a full-time Code Enforcement Technician position. He explained that the County is growing and with an additional full-time code enforcement employee the department could improve code enforcement efforts and provide better customer service. Commissioner Osiadacz stated that CDS is one of the largest departments in the County and reminded the Board that CDS experienced extensive layoffs in 2008. She expressed concern that should a recession occur CDS could be susceptible to layoffs. Commissioner Wright moved to approve a full-time Code Enforcement Technician position within the CDS Department. Commissioner Wachsmith seconded the motion. By way of discussion, Commissioner Osiadacz stated that she did not support the motion. Motion was approved; 2:1.

DISCUSSION/DECISION – AIRPORT – 1) REQUEST TO APPROVE AMENDED JOB DESCRIPTION FOR DIRECTOR; 2) REQUEST TO HIRE OFFICE ADMINISTRATOR

HR Director Young summarized a previous discussion about the need for the Director of Airport Operations to have a take-home vehicle to respond to after hours emergency and on-call situations. She presented the Board with a draft job description highlighting the duties that could require 24/7 response, as well as the parameters for a take-home vehicle. Director of Airport Operations West explained that he is on-call 24/7 and requires the ability to get to the airport quickly. HR Director Young also noted that the vehicle has the amber strobe lights like the Public Works vehicles. The Board had no concerns about providing a take-home vehicle to Airport Director West.

Airport Director West presented the Board with a request to hire an Office Administrator. He explained that he is currently receiving support from Public Works staff, but this is not a permanent solution and he is being billed per-hour for their assistance. Director West suggested that hiring an Office Administrator now would allow Public Works to train both him and the Office Administrator at once. Director Young mentioned that perhaps Public Works was ready to absolve themselves of all airport duties as soon as possible. Commissioner Wachsmith stated that he was not in support of the request and would like to wait until Director West can get more established in his new role before approving a new support position. Commissioner Osiadacz agreed, stating that she also thought Public Works may be ready to move away from airport duties, and she is not opposed to the idea of the Office Administrator position.

APPROVED

3/17/2020

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but she would like to see a more developed plan and timeline. Commissioner Wright offered to work with Director West to develop a plan and come back to the Board with a structured timeline.

EXECUTIVE SESSION – 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 Board entered executive session at 10:32 AM to discuss the qualifications of applicants for the position of Public Information Officer. Anticipated length: 10 minutes; anticipated action: none. At 10:42 AM the Board extended the executive session for an additional five minutes. The Board exited executive session at 10:57 AM. No action taken.

EXECUTIVE SESSION – RCW 42.30.140(4)(B) THAT PORTION OF A MEETING DURING WHICH THE GOVERNING BODY IS PLANNING OR ADOPTING THE STRATEGY OR POSITION TO BE TAKEN BY THE GOVERNING BODY DURING THE COURSE OF ANY COLLECTIVE BARGAINING, PROFESSIONAL NEGOTIATIONS, OR GRIEVANCE OR MEDIATION PROCEEDINGS, OR REVIEWING THE PROPOSALS MADE IN THE NEGOTIATIONS OR PROCEEDINGS WHILE IN PROGRESS.

The Board entered executive session at 10:57 AM to discuss collective bargaining negotiations. Anticipated length: two minutes; anticipated action: none. The Board exited executive session at 10:59 AM. No action taken.

OTHER BUSINESS

None.

ADJOURN

The meeting was adjourned at 11:00 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman