

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

TUESDAY

10:00 AM

5/12/2020

Board members present: Brett Wachsmith (in person), Laura Osiadacz (via WebEx), Cory Wright (via WebEx)

Others: Judy Pless, Christopher Horner, and Julie Kjorsvik (via WebEx); Pattie Johnson, Tristan Lamb, Lisa Young, and Jeanne Killgore (in person)

CALL TO ORDER

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

DISCUSSION/DECISION – PUBLIC HEALTH EMERGENCY STAFFING

Public Health Administrator Lamb requested approval from the Board to hire a project specialist to help with COVID-19 response including case investigation and contact tracing. Administrator Lamb explained that funding would come from the CARES emergency relief fund. Commissioner Wright commented that the person in this project position needs to be attuned to the concerns of the community. Administrator Lamb responded that she already has a person in mind with relevant experience and education. The Board acknowledged the need for such a position and, due to the emergent nature of the staffing request, directed Administrator Lamb to forego the recruitment process and proceed with hiring the aforementioned candidate immediately. HR will work with Administrator Lamb to onboard her new employee.

DISCUSSION/DECISION – COVID-19 BUSINESS SAFETY PLAN

HR Director Young briefly summarized the need to have a COVID-19 business safety plan in place as the County begins the phased reopening process. She presented the Board with an idea to create a COVID-19 business safety plan in the format of a stoplight approach with red, yellow, and green cautionary zones. The red zone would indicate a high level of caution including the required use of face masks, temperature taking, social distancing and protective barriers. The yellow zone would indicate slightly relaxed procedures including the recommended use of masks and adherence to social distancing guidelines. The green zone would represent the lowest level of cautionary procedures. Administrator Lamb commented that this type of phased approach would provide both the County and each department with options and flexibility. Commissioner Wachsmith requested to see a draft of the safety plan. Director Young will send the Board a draft of the COVID-19 business safety plan.

Maintenance Director Johnson asked the Board for direction regarding the ordering process for COVID-related supplies. She explained that several departments need similar items such as masks and

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sanitizer, and it may be easier and more cost-effective to coordinate ordering through a centralized person/office. Commissioner Wachsmith recommended that COVID-related purchase requests go to Maintenance. Director Johnson recommended that the Board decide whether departments will order supplies for themselves or if maintenance will order for everyone, then send out direction to all County offices. Commissioner Wachsmith will work with Director Johnson to develop a purchase plan.

OTHER BUSINESS

Executive Session – Performance of a Public Employee – 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 10:35 AM with an anticipated length of five minutes to discuss the performance of a public employee. Anticipated action: none. The Board exited executive session at 10:40 AM with no action taken.

Director Young advised the Board that the County has received eight fraudulent unemployment claims since the Stay Home, Stay Safe order took effect. Director Young explained that she has reached out to our third-party administrator to deal with the issue, she has made contact with the affected employees, and she has emailed fraud prevention information to all staff. She also reached out to the Prosecutor's Office about conducting education outreach to the public. Deputy Prosecutor Horner commented that he spoke with Prosecutor Zempel and their office will take the lead on publishing the education materials.

ADJOURN

The meeting was adjourned at 10:44 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman