

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

TUESDAY

10:00 AM

6/13/2023

Board Members Present: Cory Wright, Laura Osiadacz

Others Present: Eileen Murphy, Mark Cook, Patti Stacey, Brian Carlson, Christopher Horner, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (ONE MIN. TIME LIMIT)

None.

DISCUSSION/DECISION – ASSISTANT MAINTENANCE MANAGER STIPEND

Public Works Director Cook requested authorization to provide a stipend to the Assistant Maintenance Manager for assuming the duties of the recently retired Maintenance Manager. Director Cook commented that he is working on a department restructuring in 2024, therefore he does not intend to complete a recruitment effort for the vacant Maintenance Manager position. The Assistant Maintenance Manager will fulfill the duties of the Maintenance Manager until a department restructure takes effect. The Board approved the request to provide the Assistant Maintenance Manager with a \$750 stipend for acting Maintenance Manager duties.

DISCUSSION/DECISION – MAINTENANCE/SOLID WASTE DIRECTOR WAGE

HR Director Killgore summarized that Solid Waste Director Stacey has been receiving a stipend to perform the role of Maintenance Director as well as a variety of project manager duties. As there is no intention of removing these duties from Director Stacey's essential functions, she requested that Director Stacey's job description be modified, and her stipend incorporated into her base wage. The Board requested to see further modifications to Director Stacey's position title as well as wage comparables. Director Killgore and Director Stacey will bring updated information back to a future study session.

DISCUSSION/DECISION – ATTORNEY RECRUITMENT

Director Killgore presented a request to update the advertised salary range for the County's vacant Deputy Prosecutor and Defense Attorney positions, as well as purchase advertising on a variety of attorney bar association websites. She summarized that she, Budget & Finance Director Carlson, Public Defense Director Murphy, Chief Administrator Harvill, and Commissioner Wright met to discuss recruitment strategies. They discussed the need to identify wage demands within Kittitas County and get creative in the pursuit of adequate staffing, as well as the need to maintain internal equity with current staff. The Board approved the recommended advertised salary range, and acknowledged that further budget adjustments may be necessary if current staff wage modifications are needed to maintain internal equity with a newly hired attorney.

APPROVED

7.5.23

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DISCUSSION – EXEMPT EMPLOYEE TIMEKEEPING

The Board discussed timekeeping requirements for FLSA exempt staff. The Board expressed the need to move away from logging daily work hours in favor of a focus on work product and quality to measure performance. Director Killgore will work with legal, finance, and the County's timekeeping program to meet those objectives and finalize a draft policy.

OTHER BUSINESS

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.

Director Killgore presented the Board with the monthly staffing metrics for May. No action was taken.

The Board entered executive session at 10:28 AM to discuss the performance of a public employee for an anticipated length of five minutes. No action anticipated. The Board exited executive session at 10:33 AM with no action taken.

CONCLUDED

The meeting was concluded at 10:33 AM.

KITITAS COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON



Jeanne Killgore, HR Director



Cory Wright, Chair