

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

TUESDAY

10:00 AM

7/25/2023

Board Members Present: Cory Wright, Brett Wachsmith

Others Present: Amy Cziske, Cheryl Burrows

CALL TO ORDER

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

CITIZEN COMMENTS (ONE MIN. TIME LIMIT)

None.

DISCUSSION/DECISION – EMS DIVISION STAFFING

EMS Coordinator Burrows presented a request to hire a new full-time EMS Assistant as her current EMS Assistant transitions to part-time status in preparation for retirement. EMS Coordinator Burrows explained that the overlap in staffing would allow the new employee to train with current staff and maintain current service levels. She further explained that the overlap in staffing would stay within the EMS Division's approved 2023 budget. The Board expressed support in hiring the EMS Assistant's replacement while she transitions into retirement.

DISCUSSION/DECISION – IT STAFFING

This item was tabled until the next IT Study Session.

DISCUSSION/DECISION – ASSESSOR'S OFFICE STAFFING

This item was tabled until the next HR Study Session.

DISCUSSION/DECISION – TREASURER'S OFFICE STAFFING

HR Director Killgore summarized a request from the Treasurer to provide her Administrative Supervisor and Finance Officer with special wage adjustments based on performance. She also explained that the Treasurer would like to modify the Finance Officer wage range to match the results of the 2020 salary survey. The Board approved the special wage adjustments, but opted to hold off on adjusting the Finance Officer wage range until more research is done to ensure internal parity with other County finance positions. They noted that the Finance Officer's special wage adjustment falls outside of the current wage range and the employee will be frozen at her new wage until the wage range catches up to her.

DISCUSSION/DECISION – ATTORNEY STAFFING

This item was tabled to a special meeting on 8/08/2023.

DISCUSSION/DECISION – SHERIFF'S OFFICE STAFFING

This item was tabled until the next Sheriff's Study Session.

APPROVED

8-1-23

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REQUEST TO APPROVE RESOLUTION IN THE MATTER OF UPDATING PERSONNEL POLICY 7.10 – FAMILY AND MEDICAL LEAVE ACT (FMLA)

Director Killgore presented a resolution to update Kittitas County Personnel Policy 7.10 – FMLA, as well as the FMLA request form. She explained that the policy was fairly old and in need of updating. Commissioner Wachsmith moved to approve Resolution 2023-119 to update Personnel Policy 7.10 – Family and Medical Leave Act (FMLA). Commissioner Wright seconded the motion. Motion was approved; 2:0.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF ESTABLISHING PERSONNEL POLICY 7.11 – PAID FAMILY AND MEDICAL LEAVE (PFML)

Director Killgore presented a resolution to create a Paid Family and Medical Leave policy. She summarized that the PFML program was established by the State in 2020, and most agencies responded with a policy to inform employees of their rights and responsibilities surrounding PFML. Commissioner Wachsmith moved to approve Resolution 2023-120 to establish Personnel Policy 7.11 – Paid Family and Medical Leave (PFML). Commissioner Wright seconded the motion. Motion was approved; 2:0.

DISCUSSION/DECISION – SALARY SURVEY

This item was tabled until the next HR Study Session.

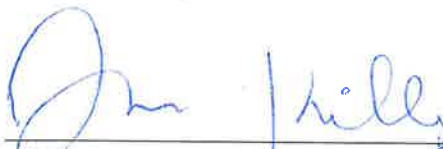
OTHER BUSINESS

None.


CONCLUDED

The meeting was concluded at 10:23 PM.

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Jeanne Killgore, HR Director



Cory Wright, Chair