

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
AUDITORIUM  
SPECIAL MEETING**

**MONDAY**

**3:00 P.M.**

**AUGUST 7, 2023**

Board members present: Chairman Cory Wright; Vice-Chairman Brett Wachsmith and Commissioner Laura Osiadacz.

Others: Julie Kjorsvik, Clerk of the Board; Todd Davis, Noxious Weed Coordinator; Jeanne Killgore, Human Resource Director; Lisa Murray, Administrative Supervisor; Mark Cook, Public Works/CDS Director; Patti Stacey, Facilities & Waste Operations Director; Barb Demory, Lower District Court Administrator; Diane MacKenzie, Upper County District Court Administrator; Bryan Elliott, Auditor.

**SPECIAL MEETING**

**EXEMPT EMPLOYEES**

**COMMISSIONERS**

Chairman Wright opened a Special Meeting to consider a proposal for Exempt/Non-Represented employee benefit request package.

Barb Demory, Lower District Court Administrator, spoke on behalf of the Exempt/Non-represented Employee Advocacy Committee for their benefit request package. Mark Cook, Public Works/CDS Director, reviewed the information including implementing a 7-step system and range wage scale for each position. There would be a step increase upon "meeting expectations" for annual evaluations. A cost-of-living annual adjustment tied to the annual cost of living adjustment at the year-end consumer price index of Seattle. Implementation of the Union's PTO using the proposal that was previously submitted by the Human Resources Director. A merit recognition program for employees at the top of their wage scales, for "exceeding expectations" based on goals and outcomes defined at the start of the year by the Director and employee, in the amount of \$500.00 bonus in recognition of outstanding work performance. Lastly, to amend Section 5.2 (Policy and Procedures Manual) to allow the coverage of an equivalent full-time position as qualifying for a temporary five-percent wage increase.

Each category was reviewed, and the Board provided feedback on each one. Chairman Wright suggested changing the \$500.00 cash bonus to \$1,000.00 and asked the Auditor's office to build a process for all employees. After discussing the Cost of Living Annual Adjustment it was recommended to look into establishing a possible rolling average and what that would look like.

The Board thanked the committee for their work and hoped for a positive outcome. They felt all non-represented people should be

**APPROVED**

**8-15-23**

compensated fairly. There were no concerns of the proposed cash bonus of \$1,000 or amending the Policy & Procedures manual.

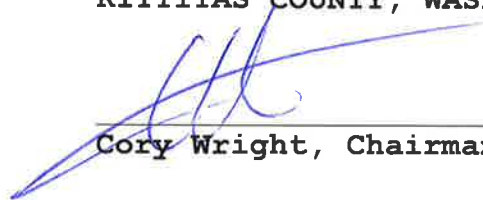
The Board asked for another meeting with the committee after the Labor Day holiday to get updates on how to move forward with implementing the proposals. They would like the "meet expectations" clarified which would most likely require an upgraded evaluation form. The Auditor's office offered to work on putting together budget numbers relating to vacation benefits. Patti offered to help work on drafting a new evaluation form. The Human Resources Department will be meeting with the Board and reviewing the results of the salary survey that's been received and it will then be forwarded to the Management Team.

The meeting was concluded at 3:58 pm

**CLERK OF THE BOARD**

**KITTITAS COUNTY, WASHINGTON**

  
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**Julie Kjorsvik**

  
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**Cory Wright, Chairman**