

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

TUESDAY

1:30 PM

8/22/2023

Board Members Present: Cory Wright, Brett Wachsmith, Laura Osiadacz

Others Present: Clay Myers, Greg Zempel, Jodi Hammond, Elishia Harvill, Brian Carlson, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 1:30 PM.

CITIZEN COMMENTS (ONE MIN. TIME LIMIT)

None.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF UPDATING SAFETY POLICY 11.13 – OUTDOOR HEAT EXPOSURE

HR Director Killgore summarized a request to update Safety Policy 11.13 – Outdoor Heat Exposure. She explained that L&I recently adopted rule changes to their outdoor heat exposure and employee training requirements. The draft policy update has been reviewed and supported by legal, the Policy Committee, and the Management Team. Commissioner Wachsmith moved to approve Resolution 2023-140 to update Safety Policy 11.13 – Outdoor Heat Exposure. Commissioner Wright seconded the motion. Motion was passed; 2:0. Commissioner Osiadacz was absent for this portion of the meeting and did not participate in the vote.

DISCUSSION/DECISION – SHERIFF'S OFFICE STAFFING

Sheriff Myers summarized his request to create a Chief Administrative Deputy position within the Sheriff's Office. He explained that this position would part of the Sheriff's command staff and would manage all financial components of the Sheriff's Office. 50% of the position would be funded by the 1/10th Fund, 25% by the General Fund, and 25% by the 3/10th Fund. The Board provided direction to move forward with recruiting and hiring this position.

DISCUSSION/DECISION – FINALIZE ATTORNEY WAGES

The Board discussed the modifications to the Deputy Prosecutor III, Defense Attorney III, Chief Civil/Criminal Deputy, and Public Defense Director wages. The Board provided direction to make wage changes effective 9/01/2023.

Prosecutor Zempel inquired when wage adjustments to the Deputy Prosecutor I and II wage ranges might be discussed. The Board responded that discussion could take place once a candidate accepts a job offer and the Prosecutor's Office works with the Auditor's Office to develop proposed changes to the wage ranges.

The Board added that future wage adjustments based on the salary survey and market study may be effective 9/01/2023.

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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.

This item was cancelled.

OTHER BUSINESS

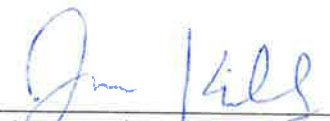
Director Killgore provided the Board with an update on the current salary survey. She stated that Cabot Dow is working on creating a wage matrix with pay grades and step scales. This should be ready for presentation to the Board in mid-September.

Director Killgore commented that the Clerk is interested in benchmarking the Deputy Clerk position within her office to the Legal Process Assistant III position within the District Courts. This request will come before the Board in September.

CONCLUDED

The meeting was concluded at 2:12 PM.

KITITAS COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON



Jeanne Killgore, HR Director



Cory Wright, Chair

APPROVED
9-5-2023