

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

TUESDAY

10:00 AM

9/12/2023

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

Others Present: Greg Zempel, Eileen Murphy, Jamey Ayling, Jodi Hammond, Elishia Harvill, 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 – PROSECUTOR’S OFFICE POSITION REQUEST

Prosecutor Zempel summarized that the Board approved a temporary Office Worker position in October of 2022. The projects that the temporary Office Worker was tasked with are wrapping up and the position is no longer needed. Prosecutor Zempel requested Board approval to reclassify the temporary Office Worker position into a permanent Legal Assistant I position. The Legal Assistant I would support the criminal division of the Prosecutor’s Office as this division has seen an increase in cases and workload. The Board asked how the position would be funded. Prosecutor Zempel answered that the position would be funded by the 3/10th fund. The Board approved the request to eliminate the temporary Office Worker position and create a Legal Assistant I position.

DISCUSSION/DECISION – ATTORNEY II WAGES

Prosecutor Zempel let the Board know that the Prosecutor’s Office has hired a Deputy Prosecutor II and they are now ready to request approval of an update wage range for the Deputy Prosecutor II and Defense Attorney II positions. The Board approved increasing the Deputy Prosecutor II/Defense Attorney II wage range by 12% and placing current staff on the new range.

DISCUSSION/DECISION – CDS PLANNER WAGE ADJUSTMENT

Planning Manager Ayling requested a special wage adjustment for his current Planner I based on performance and to maintain internal equity with new planner staff. He summarized that Planner Pedersen is the most tenured Planner at the County and has taken on additional responsibilities in support of the planning division of CDS. He will also be training new planner staff that have recently been hired. The new Planner I has been hired at a higher rate of pay than Planner Pedersen due to the market and needing to use wage incentives to attract qualified personnel for the position. Planning Manager Ayling added that the special wage increase would be funded by wage savings from staff vacancies throughout the year. The Board approved an 11.5% wage increase for Planner Pedersen in recognition of high performance and to maintain internal equity with new planning staff.

APPROVED

10.3.2023

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DISCUSSION – SALARY SURVEY UPDATE

HR Director Killgore presented a draft salary schedule based on preliminary results from the salary survey. The draft salary schedule was compiled by Cabot Dow and Alexandra Sheeks was present to walk the Board through the schedule, answer questions, and facilitate discussion. The Board reviewed the draft schedule and expressed support of the work that Cabot Dow is doing. Director Killgore will continue to work with Cabot Dow to refine the draft and bring the Board an updated salary schedule for review.

DISCUSSION/DECISION – 2024 BENEFITS

Director Killgore advised the Board that the renewal rate for self-insured benefits came back at 26%. She confirmed that the County will continue to move forward with a self-insured benefits plan in 2024. There will be no other plan design changes for 2024; current carriers will remain the same, the County will maintain the composite rate plans, and base plans for medical, dental, vision, basic life, and base long term disability will be fully covered by the County.

CLOSED SESSION – COLLECTIVE BARGAINING – RCW 42.330.140(4)(b)

The OPMA does not apply to that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

The Board entered closed session to discuss collective bargaining negotiations. The Board exited closed session with no action taken.

AUGUST HR METRICS REPORT

Director Killgore presented the Board with the August HR metrics report. She noted that there were a lot of new hires in August, but most of these were Fair Workers. She also added an additional turnover category for temporary and seasonal staff who leave due to the end of their season/project.

OTHER BUSINESS

The Board discussed succession planning for the upcoming retirement of the Public Works/CDS Director. They reviewed the Public Works/CDS Director job description in anticipation of posting the position.

CONCLUDED

The meeting was concluded at 11:03 AM.

KITTITAS COUNTY COMMISSIONERS
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Jeanne Killgore, HR Director



Cory Wright, Chair