

**KITTITAS COUNTY
HR STUDY SESSION MINUTES
BOCC CONFERENCE ROOM, 205 WEST 5TH ROOM 108 - ELLENSBURG
Regular Meeting**

TUESDAY	10:00 AM	October 24, 2023
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Board members present: Cory Wright, Brett Wachsmith, Laura Osiadacz

Others: Clay Myers, Christopher Whitsett, Mark Cook, Chelsey Loeffers, Doug Fessler, Andrew Yoder, Christopher Horner, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (1 MIN. TIME LIMIT)

None.

DISCUSSION/DECISION – CODE ENFORCEMENT

CDS/PW Director Cook advised the Board that the current Code Enforcement Officer has taken a position as a Building Inspector, leaving the Code Enforcement Officer position vacant. Director Cook presented a proposed reorganization of the code enforcement division in 2024. The Board expressed support for the reorganization. Director Cook noted that the Board will see a formal proposal at his 2024 budget meeting. HR will work with Director Cook to begin a recruitment process for the Code Enforcement Officer position.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF UPDATING PERSONNEL POLICY 5.3 - TIMEKEEPING

HR Director Killgore presented a request to update the County's timekeeping policy. Commissioner Wachsmith moved to approve Resolution 2023-183 to update Personnel Policy 5.3 – Timekeeping. Commissioner Osiadacz seconded the motion. Motion was passed; 3:0.

DISCUSSION/DECISION – EMPLOYEE SATISFACTION SURVEY

Director Killgore presented a draft employee satisfaction survey for Board review. She summarized that the Exit Interview Committee is interested in using this survey to gather feedback from current staff about their satisfaction with County employees. The Board reviewed the draft survey and expressed no concerns. The Exit Interview Committee will finalize the survey and bring it back to the next HR Study Session for final approval.

DISCUSSION/DECISION – EMPLOYEE CHILDCARE SERVICES

Director Killgore summarized that there was some interest a few months back in exploring childcare services for staff, and inquired if the Board would like to pursue this in any capacity.

APPROVED
11-21-2023

The Board directed staff to gather data about current staff needs through a survey, and compile information about childcare standards/requirements for different age groups. Director Killgore and Public Health Director Loeffers will work on creating and implementing a survey to staff, and will bring back to the Board for review.

DISCUSSION/DECISION – SHERIFF’S OFFICE STAFFING

Sheriff Myers advised the Board that there is interest in reclassifying the Sheriff’s Law Enforcement Technologist to an FLSA exempt Systems Administrator position. He explained that it better suits the skillset and work of the employee. The Sheriff’s Office has discussed the issue with the union and the County IT Department. The Board expressed support for the reclassification. The Sheriff’s Office will work with HR and the union to bring forth an MOU for formal approval at a future meeting.

CLOSED SESSION – RCW 42.30.140(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. The Board exited closed session and directed staff to reach out to the union.

OTHER BUSINESS


The Board discussed the status of the CDS/PW Director recruitment.

CONCLUDED

The meeting concluded at 11:01 AM.



Jeanne Killgore

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Cory Wright, Chairman