

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

TUESDAY	10:00 AM	November 14, 2023
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Board members present: Cory Wright, Brett Wachsmith

Others: Mark Cook, Chelsey Loeffers, Bryan Elliott, Brian Carlson, 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 – PUBLIC WORKS ENGINEER STAFFING

CDS/Public Works Director Cook notified the Board that one of his staff members has become a licensed Civil Engineer. Director Cook requested Board approval to create a Civil Engineer position in the Public Works Department and reclassify his newly licensed Engineer in Training into the role. The Board approved the request.

Director Cook also inquired about the staffing structure outlined in his 2024 budget proposal. The Board expressed support of his 2024 staffing structure.

DISCUSSION/DECISION – CDS PERMIT TECHNICIAN STAFFING

Director Cook advised the Board that he has hired a new Permit Technician who will start at midpoint in the wage range. He requested a special wage adjustment for his current Permit Technician to move to midpoint in the wage range. He explained that this will maintain internal equity with the new employee. The Board approved the request.

DISCUSSION/DECISION – EMPLOYEE SURVEYS

HR Director Killgore reviewed a draft staff survey with the Board to gauge employee childcare needs. The Board provided direction to Public Health Director Loeffers and Director Killgore to move forward with finalizing and scheduling the survey.

Director Killgore reviewed the final draft of the employee satisfaction survey with the Board. The Board expressed support of the survey. Director Killgore will finalize the draft and prepare to send it to all County staff.

DISCUSSION/DECISION – SALARY SURVEY

APPROVED
12-5-2023

The Board briefly discussed the salary survey. They noted that non-union staff will receive a 3% COLA increase in January. They expressed interest in continuing to work on developing a merit increase step-scale system. Director Killgore and the Finance Division of the Auditor's Office will prepare the COLA increases.

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 labor relations. The Board reconvened out of closed session with direction not to move forward with the Clerk's request to make wage adjustments for her staff via an MOU with the union.

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.

The Board entered executive session at 10:56 AM to discuss the qualifications of an applicant for public employment. No action anticipated. The Board exited executive session at 11:01 AM with no action taken.

OTHER BUSINESS


None.

CONCLUDED

The meeting concluded at 11:01 AM.



Jeanne Killgore

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Cory Wright, Chairman