

**KITTITAS COUNTY
HR STUDY SESSION MINUTES
BOCC CONFERENCE ROOM, 205 W 5TH AVE., ROOM 10, ELLENSBURG
Regular Meeting**

TUESDAY	10:00 AM	12/26/2023
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Board Members Present: Brett Wachsmith, Laura Osiadacz

Others Present: Zane Kinney, Christopher Horner, Jeanne Killgore, Trinity Potter

CALL TO ORDER

The meeting was called to order at 10am.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

DISCUSSION/DECISION - CODE ENFORCEMENT OFFICER WAGE RANGE

HR Director Killgore summarized a staff report for the Community Development Services Department which explained the unsuccessful recruiting efforts so far for the Code Enforcement Officer position and below market salary. Director Killgore requested a wage range adjustment to bring the position's salary range to market. The Board directed staff to make the wage adjustment and readvertise the position.

DISCUSSION/DECISION – IT STAFFING

Assistant IT Director Kinney requested a 5% wage increase for a current Application Developer, effective 12/01/2023, to recognize exemplary performance, successful efforts of the employee to reduce County expenses, and continued contributions to the IT Department and the County. The report included the fiscal impacts of the wage increase. The Board expressed support of the special wage adjustment. Assistant Director Kinney will submit a PAF for formal approval.

DISCUSSION/DECISION – CDS DIRECTOR/PUBLIC WORKS DIRECTOR RECRUITMENT

Director Killgore presented a report which reviewed salary survey data for both the CDS Director and Public Works Director positions. She recommended a 20% increase to the CDS Director wage range and a 25% increase to the Public Works Director wage range in order to make them comparable to other similar counties. The Board expressed support of the wage range adjustments and director staff to post the positions with the new wage ranges.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF ESTABLISHING LEGAL HOLIDAYS AND UPDATING PERSONNEL POLICY 7.3 (HOLIDAYS)

Director Killgore presented a resolution to update the County's legal holidays, as well as Personnel Policy 7.3: Holidays. Commissioner Wachsmith moved to approve Resolution 2023-233 in the matter of establishing legal holidays for Kittitas County and updating Personnel Policy 7.3. Commissioner Osiadacz seconded the motion. Motion was approved; 2:0.

APPROVED
1-16-24

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF ADOPTING 2024 WAGE INCREASES FOR REGULAR NON-UNION COUNTY EMPLOYEES

Director Killgore presented a resolution to adopt a 3% cost-of-living adjustment (COLA) for all non-bargained County employees effective 1/1/2024. Commissioner Wachsmith noted that the language regarding COLA increases for staff at or above the max of their wage range was unclear. Director Killgore clarified that all staff, even those at or above the max of their wage range, should receive a 3% COLA. Commissioner Wachsmith moved to approve Resolution 2023-234 to adopt wage increases for regular non-union County employees, with amendment to clarify language. Commissioner Osiadacz seconded the motion. Motion was approved; 2:0.

ELECTED OFFICIAL SALARY COMMITTEE

This agenda item was tabled until a future meeting.

OTHER BUSINESS

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 with no anticipated action. The Board exited closed session with no action taken.

CONCLUDED

The meeting was concluded at 10:57 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Cory Wright, Chair