

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

**MONDAY**

**11:00 AM**

**February 13, 2017**

Board members present: Obie O'Brien, Paul Jewell, Laura Osiadacz

Others: Lisa Young, Clayton Myers, Greg Zempel

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**1) Call to order – 11:02 AM**

**2) Staffing Discussion and/or Requests**

- Sheriff's Office – Undersheriff Myers was present to discuss two items: 1) Request wage survey adjustments – Undersheriff Myers requested the ability to make wage survey implementation adjustments that would be budget neutral; the Board discussed the potential future impact of the changes; Undersheriff Myers said all impacts were considered when they were contemplating the change; the Board approved. 2) Request to add a 5<sup>th</sup> Line Corporal – Undersheriff Myers requested the ability to add a 5<sup>th</sup> Line Corporal to their staff. The 2017 budget allowed them to hire an additional Line Deputy which they are in the process of doing. He discussed their need to have a supervisor over the MCU division. They would like to assign a current Corporal experienced in electronic forensics to oversee that division, and then initiate a promotional process through Civil Service to create a Corporal roster for the 5<sup>th</sup> position. The vacancy created by the promotion would not be back-filled in 2017, and the need to fill would be reviewed as part of the 2018 budget process. Undersheriff Myers said the salary difference between a step five Deputy and a Corporal would be budget neutral for 2017 due to the delay in hiring for current vacancies and the delay in hiring the new Corporal. Chairman Jewell asked how the difference would be budget neutral in future years. After a lengthy discussion, Undersheriff Myers indicated that the funding they receive from other agencies to provide forensic analysis of electronics should offset the cost difference. In order to ensure the revenue vs. expense is accounted for as we approach the 2018 budget process, HR Director Young will create a calendar reminder and include Undersheriff Myers. The PAF of the newly promoted Corporal will reflect reliance upon revenue from technology agreements, as will the amended org chart. Commissioner O'Brien moved to approve the 5<sup>th</sup> Corporal position under the funding expectations discussed; Commissioner Osiadacz seconded. The

**APPROVED**  
3-7-17

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motion was approved 3:0.

- Prosecutor's Office – Tabled until next HR Study Session because the meeting ran longer than expected and the Prosecutor had another obligation.
  - Fire Marshal – Commissioner Osiadacz provided an update to the Board on her Fire Marshal research. She provided three scenarios for the Board to consider. Chairman Jewell asked her to obtain more detailed data on the first two options, including timelines, training requirements, and a cost-benefit analysis. He suggested that a meeting be set for the Board to meet with KFVR and another one to meet with CDS for further discussion.
- 3) **HR Projects** – Tabled for the next HR Study Session.
- **Wage Survey**
  - **Benefits Project**
  - **HIPAA Assessment**
  - **Leave Report**
- 4) **Request to Approve PAF's (Personnel Action Forms)** – Director Young presented PAF's for Board signature; they were approved and signed as presented.
- 5) **Safety and Security** – Tabled for the next HR Study Session.
- 6) **Other Business** – Commissioner O'Brien asked the other Commissioners about a citizen request regarding the bowling alley. Chairman Jewell reported that the interested party was told to put together a proposal for the Board to consider.
- 7) **Adjourn** – 12:15 PM

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Lisa Young

  
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Paul Jewell, Chairman