

**COMMISSIONERS' MINUTES  
KITTITAS COUNTY, WASHINGTON  
WEBEX  
REGULAR MEETING  
HR STUDY SESSION**

**TUESDAY**

**10:00 AM**

**1/26/2021**

Board members present: Brett Wachsmith, Laura Osiadacz, Cory Wright

Others: Clay Myers, Ken Grannan, Christopher Horner, Suzanne Michael, Lisa Young, Jeanne Killgore

**CALL TO ORDER**

The meeting was called to order at 10:04 AM.

**EXECUTIVE SESSION – RCW 42.30.110(i) TO DISCUSS WITH LEGAL COUNSEL REPRESENTING THE AGENCY MATTERS RELATING TO AGENCY ENFORCEMENT ACTIONS, OR TO DISCUSS WITH LEGAL COUNSEL REPRESENTING THE AGENCY LITIGATION OR POTENTIAL LITIGATION TO WHICH THE AGENCY, THE GOVERNING BODY, OR A MEMBER ACTING IN AN OFFICIAL CAPACITY IS, OR IS LIKELY TO BECOME, A PARTY, WHEN PUBLIC KNOWLEDGE REGARDING THE DISCUSSION IS LIKELY TO RESULT IN AN ADVERSE LEGAL OR FINANCIAL CONSEQUENCE TO THE AGENCY.**

The Board entered executive session at 10:05 AM for an anticipated length of five minutes to discuss potential litigation. Anticipated action: direction to staff. The Board exited executive session at 10:10 AM. Action taken: direction to staff.

**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 10:13 AM for an anticipated length of five minutes to discuss the performance of a public employee. Anticipated action: direction to staff. At 10:18 AM the Board extended executive session for an additional five minutes. The Board exited executive session at 10:23 AM. Action taken: direction to staff.

The Board entered executive session at 10:26 AM for an anticipated length of five minutes to discuss an additional employment item under RCW 42.30.110(g). Anticipated action: direction to staff. At 10:31 AM the Board extended executive session for an additional three minutes. At 10:35 the Board extended

**APPROVED**  
2/16/21

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executive session for an additional two minutes. The Board exited executive session at 10:37 AM. Direction taken: none.

The Board entered executive session at 10:38 AM for an anticipated length of five minutes to discuss a third employment item under RCW 42.30.110(g). Anticipated action: none. At 10:43 AM the Board extended executive session for an additional five minutes. The Board exited executive session at 10:49 AM. Action taken: none.

**REQUEST APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH TEAMSTERS LOCAL 760 (PROBATION) TO ACKNOWLEDGE THE CREATION OF A NEW POSITION – LEAD JUVENILE PROBATION COUNSELOR – AND TO RECLASSIFY A CURRENT JUVENILE PROBATION COUNSELOR**

HR Director Young presented the Board with a Memorandum of Understanding (MOU) with Teamsters Local 760 to create a Lead Juvenile Probation Counselor (JPC) position and reclassify a current employee into that position. She reminded the Board that she and Juvenile Court Administrator Mankus brought this request to the Board at a previous meeting. Since that meeting Director Young received approval from the union and had the MOU signed by the Superior Court Judge. Commissioner Wright requested confirmation that additional department revenue would offset the increased Lead JPC wage. Director Young confirmed that additional department revenue would fund the increased wage of the new position. Commissioner Osiadacz moved to approve a Memorandum of Understanding with Teamsters Local 760 (Probation) to acknowledge the creation of a new Lead Juvenile Probation Counselor position, and to reclassify a current Juvenile Probation Counselor into the Lead role. Commissioner Wright seconded the motion. Motion was approved; 3:0. Director Young noted for the record that JCA Mankus was sorry she could not attend and asked that Director Young thank the Commissioners for their support in the investment and recognition of her employees.

**REQUEST CHAIRMAN SIGNATURE ON THE OSHA 300A FOR 2020**

HR Director Young requested Chairman signature on 2020's OSHA 300A, an annual document summarizing the previous year's recordable workplace injuries. She explained that the OSHA 300A is required to be posted annually from February 1<sup>st</sup> to April 30<sup>th</sup>. Commissioner Wright inquired if the report identified any trends in workplace injuries during 2020. Director Young responded that the report showed fewer claims, but those claims resulted in more days away from work or on light duty. Commissioner Osiadacz moved to approve Chairman signature on the OSHA 300A report for 2020. Commissioner Wright seconded the motion. Motion was approved; 3:0.

**DISCUSSION/DECISION – FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) – FEDERAL EMERGENCY PAID SICK LEAVE AND FMLA EXPANSION**

Director Young reminded the Board that the FFCRA and federal emergency paid sick leave initiatives expired at the end of 2020, but employers can voluntarily extend those benefit through the end of March. She noted that the County would be financially responsible for the extension of benefits. She also noted President Biden has indicated that one of his priorities is to address an extension of COVID-

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related benefits during the first 100 days of his presidency. Commissioner Wachsmith suggested that the County wait to see what actions Congress takes regarding federal COVID-19 leave benefits before the County takes any actions to extend the FFCRA and federal paid sick leave benefits. Commissioners Osiadacz and Wright agreed.

**OTHER BUSINESS**

Commissioner Osiadacz advised the Board that Kittitas County was invited to join the Eastern Washington Council of Governments. She will be attending the next upcoming meeting as a guest to learn more about the council. Commissioner Wright stated that he would be interested in the County joining the council, but would like to see their bylaws and objectives first. Commissioner Osiadacz will bring back more information at a future meeting.

**ADJOURN**

The meeting was adjourned at 11:01 AM.

  
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Lisa Young, HR Director

**KITTITAS COUNTY COMMISSIONERS  
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Brett Wachsmith, Chairman