

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
WEBEX
SPECIAL MEETING
HR STUDY SESSION**

WEDNESDAY

11:00 AM

6/23/2021

Board members present: Brett Wachsmith, Cory Wright

Others: Elishia Harvill, Christopher Horner, Lisa Young, Taylor Crouch

CALL TO ORDER

The meeting was called to order at 11:00 AM.

DISCUSSION/DECISION – PROSECUTOR – STAFFING REQUEST

HR Director Young introduced a staffing request for the Prosecutor's Office. Chief Administrator Harvill summarized that their office's Administrative Supervisor has transitioned into another role, leaving that position vacant. She requested approval to promote one of their Legal Assistants as well as the Technology Specialist into the role of Administrative Supervisor. One position would supervise the Legal Assistants while the other position would supervise the Receptionist, Office Worker, and interns. Administrator Harvill also requested to promote their Office Worker to Legal Assistant I. The Legal Assistant and Technology Specialist would continue to perform their current duties, therefore removing the need to backfill those positions. Administrator Harvill explained that the proposed restructuring would better balance the administrative and supervisory tasks throughout the Prosecutor's Office. While the Office Worker position would need to be backfilled, the changes would save money by using existing staff perform supervisory duties in addition to their current roles. The Board approved the request and directed the Prosecutor's Office to move forward.

EXECUTIVE SESSION – 42.30.110 (1)(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 WITH THE AGENCY, THE GOVERNING OBDY, OR 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 OF FINANCIAL CONSEQUENCE TO THE AGENCY.

The Board entered executive session at 11:06 AM to discuss potential litigation for five minutes. Anticipated action; none. The Board exited executive session at 11:11 AM with no action taken.

REQUEST TO APPROVE A RESOLUTION RATIFYING APPROVAL OF COUNTY POLICY RELATED TO COVID-19 – VACCINATION AND MASK POLICY

Director Young presented the Board with a Resolution to ratify the COVID-19 vaccination and mask policy that was adopted on 6/01/2021. Commissioner Wright moved to approve Resolution 2021-099 to

APPROVED
12/17/21

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ratify the COVID-19 vaccination and mask policy that was approved on 6/01/2021. Commissioner Wright commented that updates to the policy may be needed as new guidelines are disseminated, and his goal is to be as least restrictive as possible for County employees. Commissioner Wachsmith seconded the motion and commented that the Board as a whole will support the least restrictive path forward. Motion was approved; 2:0.

DISCUSSION/DECISION – CONSIDER RESOLUTION AND DRAFT AMENDMENTS TO COUNTY POLICY RELATED TO COVID-19 – VACCINATION AND MASK POLICY

This topic was tabled until further guidance from the state is disseminated.

DISCUSSION/DECISION – MANDATORY EMPLOYEE TRAINING

Director Young explained that County staff are overdue for anti-harassment training. She requested that the training be mandatory for all staff of appointed Department Heads, and strongly encouraged for staff of Elected Officials. Director Young also noted that the Washington Counties Risk Pool also recommended basic defensive driving as mandatory training for staff. Commissioner Wachsmith expressed support of requiring County staff to complete anti-harassment and defensive driving training. Commissioner Wright agreed with the recommendation and requested a matrix of the various mandatory trainings for staff. Director Young responded that she has been working with the IT Department to develop a training tracker that will capture training information and push various trainings out to employees. The Board provided direction to move forward with the mandatory trainings.

DISCUSSION - JUNETEENTH

Director Young summarized that in addition to Washington adopting Juneteenth as a state holiday, the president has adopted Juneteenth as a federal paid holiday. While the County does not have to follow state or federal proclaimed holidays, several of the County's union contracts contain language stating that the County will follow any state proclaimed holidays. Commissioner Wright requested time to reflect on the issue and noted a desire to have all Commissioners present before any decisions are made. Commissioner Wachsmith agreed. Director Young will bring the topic back at a future study session.

DISCUSSION - BENEFITS

Director Young reminded the Board that at a previous HR study session she provided notice that the County's current claims experience is quite high which may result in increased healthcare costs in 2022. The increase could be as much as 35% for medical premiums. Director Young reached out to the City of Ellensburg to obtain more information about their benefits package. She summarized that they have a \$250 deductible plan, as well as 90/10 cost share. Director Young provided the Board with a variety of financial scenarios based on changing the County contribution amounts and moving towards a design that more closely mirrors the City's benefits package, then requested feedback from the Board.

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Commissioner Wachsmith expressed interest in learning more about the City's benefits package. Commissioner Wright requested more information on the types of claims being submitted by County employees and expressed interest in reviewing the County contribution/VEBA program. Director Young will continue to gather more information and will revisit the subject at the next study session to develop a strategy moving forward.

OTHER BUSINESS

None.

ADJOURN

The meeting was adjourned at 11:44 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman