

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC CONF. ROOM
REGULAR MEETING**

MONDAY

9:00 A.M.

OCTOBER 3, 2022

Board members present: Chairman Laura Osiadacz (remote); Vice-Chairman Cory Wright; Commissioner Brett Wachsmith.

Others: Mandy Buchholz, Office Administrator; Julie Kjorsvik, Clerk of the Board; Emily Smith, Administrative Assistant; Chris Horner, Deputy Prosecutor III; Darren Higashiyama, Chief Deputy; Jeanne Killgore, HR Director; Doug Fessler, Interim IT Director/Network Administrator.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Vice-Chairman Wright opened the Office Administration meeting.

CALENDAR

WEEK AT A GLANCE

COMMISSIONERS

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS

REVIEW OF PAF'S & VOUCHERS

COMMISSIONERS

The Board of County Commissioners approved and signed County Employee Personnel Action Forms and Vouchers.

CORRESPONDENCE LOG

REVIEW OF CORRESPONDENCE LOG

COMMISSIONERS

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending September 30, 2022.

DISCUSSION

FACEBOOK WEEKLY POSTS

COMMISSIONERS

The Board determined that for the week of October 3, 2022, they would express their thanks to Cle Elum - Roslyn Chief of Police Kirk Bland.

UPDATE

BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis for the year. The assignments for 2022 were determined at the Board of County Commissioners Office Admin meeting earlier on and they will continue to provide updates at future meetings.

Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

EXECUTIVE SESSION

PA/I.T./HUMAN RESOURCES

At 9:05 a.m. Vice-Chairman Wright announced the Board would recess into an Executive Session with Chris Horner, Deputy Prosecutor III; Darren Higashiyama, Chief Deputy; Jeanne Killgore, HR Director; Doug Fessler, Interim IT Director/Network Administrator for 10 minutes to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. No action anticipated.

At 9:15 a.m. the Board reconvened out of Executive Session. No action taken.

At 9:15 a.m. Vice-Chairman Wright announced the Board would recess back into an Executive Session with Chris Horner, Deputy Prosecutor III; Darren Higashiyama, Chief Deputy; Jeanne Killgore, HR Director; Doug Fessler, Interim IT Director/Network Administrator for 5 minutes to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. No action anticipated.

At 9:20 a.m. the Board reconvened out of Executive Session. No action taken.

At 9:20 a.m. Vice-Chairman Wright announced the Board would recess back into an Executive Session with Chris Horner, Deputy Prosecutor III; Darren Higashiyama, Chief Deputy; Jeanne Killgore, HR Director; Doug Fessler, Interim IT Director/Network Administrator for 5 minutes to receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge. No action anticipated.

At 9:25 a.m. the Board reconvened out of Executive Session. Darren Higashiyama, Chief Deputy left the meeting. Staff was given direction to communicate the option to resign after arraignment later today and; Staff was directed to prepare a letter to the employee with the assistance of the Prosecutor and to send also a brief notice to the County Management Team notifying them of the changes.

EXECUTIVE SESSION

HUMAN RESOURCES/I.T.

At 9:26 a.m. Vice-Chairman Wright announced the Board would recess back into an Executive Session with Chris Horner, Deputy Prosecutor III; Jeanne Killgore, HR Director; Doug Fessler, Interim IT Director/Network Administrator for 3 minutes 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. No action anticipated.

At 9:29 a.m. the Board reconvened out of Executive Session. No action taken.

At 9:29 a.m. Vice-Chairman Wright announced the Board would recess back into an Executive Session with Chris Horner, Deputy Prosecutor III; Jeanne Killgore, HR Director; Doug Fessler, Interim IT Director/Network Administrator for 5 minutes 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. No action anticipated.

At 9:34 a.m. the Board reconvened out of Executive Session. The Board gave direction to bring Bill Davis, former County Employee back as a project specialist as well as to provide stipends to I.T. Staff to backfill the extra tasks they are doing while down Staff, noting that Zane Kinney, Application Developer would be getting a larger stipend to perform the duties of Assistant Director.

EXECUTIVE SESSION

COMMISSIONERS

At 9:37 a.m. Vice-Chairman Wright announced the Board would recess back into an Executive Session with Julie Kjorsvik, Clerk of the Board; Mandy Buchholz, Office Administrator; Emily Smith, Administrative Assistant for 10 minutes 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. Possible action anticipated.

At 9:47 a.m. the Board reconvened out of Executive Session. Staff was given permission to offer the position at $\frac{3}{4}$ point in the wage scale.

EXECUTIVE SESSION

COMMISSIONERS

At 9:47 a.m. Vice-Chairman Wright announced the Board would recess back into an Executive Session with the Board only for 5 minutes 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. No action anticipated.

At 9:52 a.m. the Board reconvened out of Executive Session. No action was taken.

OTHER BUSINESS/GENERAL UPDATES

There were general updates on meetings & conversations that the Board participated in, individually over the past week.

Jeanne Killgore, HR Director asked the Board for direction on a few PAF's received from the Prosecutor's Office. She said they had not received approval from the Board. The Board directed Ms. Killgore to notify the Prosecutor's Office they would need to come back and talk to the Board for further discussion and explanation.

Meeting concluded at 10:03 a.m.

OFFICE ADMINISTRATOR


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Laura Osiadacz, Chairman