

COMMISSIONERS' MINUTES
HR STUDY SESSION
KITTITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING

TUESDAY

10:00 AM

12/13/2022

Board Members Present: Laura Osiadacz, Cory Wright, Brett Wachsmith

Others Present: Amy Cziske, Greg Zempel, Doug Fessler, Chelsey Loeffers, Neil Caulkins, Christopher Horner, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 10:02 AM.

CITIZEN COMMENTS (ONE MIN. TIME LIMIT)

None.

REQUEST TO APPROVE PROTHMAN SERVICE FOR DEPUTY PROSECUTOR RECRUITMENT

HR Director Killgore summarized that the Prosecutor's Office will have two vacant Deputy Prosecutor vacancies in January. They currently have one vacancy and haven't received any new applications since August. The Prosecutor's Office would like to utilize Prothman's sourcing and advertising services to recruit for their vacant positions. Commissioner Wright moved to approved Resolution 2022-240 to authorize Prosecutor Zempel to sign a professional services agreement with Prothman. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

DISCUSSION/DECISION – WAGE ADJUSTMENTS/NEW POSITIONS

The Board discussed the moratorium placed on requests for unbudgeted wage adjustments and new positions. Treasurer Cziske discussed a wage adjustment request that she had been working on for her Finance Officer. The Board tabled the discussion to the Finance Study Session on Thursday.

DISCUSSION/DECISION – MENTAL HEALTH PROGRAMS COORDINATOR

Public Health Director Loeffers presented the Board with the job description for the new Mental Health Programs Coordinator. She explained that this position was created and approved in the 2023 budget to support mental health programs with a focus on schools and the 1/10th of 1% Mental Health and Chemical Dependency Tax Advisory Board. The Board provided direction to move forward with creating the position.

DISCUSSION/DECISION – BOARD OF HEALTH MEETING LOCATION

Public Health Director Loeffers explained that the next Board of Health meeting could be hosted in the Public Health conference room to allow for a WebEx component, however, the room is rather small. The Board provided direction to maintain the in-person meeting in the Commissioner's Auditorium unless a WebEx component is needed to ensure a quorum.

APPROVED

1-3-23

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DISCUSSION/DECISION – IT DEPARTMENT VACANCIES

Director Killgore summarized that the IT Department has a vacant System Administrator position as well as a vacant Network Administrator position. She explained that two current IT staff are performing duties of the vacant positions. The Board approved moving the two current employees into the vacant positions.

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 11:08 AM to discuss the performance of a public employee for an anticipated length of five minutes. Anticipated action: direction to staff. The Board exited executive session at 11:13 AM with no action taken.

REQUEST TO APPROVE RESOLUTION TO ADOPT 2023 COLA INCREASE FOR NON-UNION EMPLOYEES

This agenda item was moved to the end of the meeting.

Director Killgore presented a resolution to adopt a 4% COLA increase for non-union employees. Commissioner Wright excused himself to attend another meeting. Commissioner Wachsmith moved to approve Resolution 2022-241 to adopt wage increases for regular non-union County employees. Commissioner Osiadacz seconded the motion. Motion was approved; 2:0 (Commissioner Wright abstained).

DISCUSSION – WORK FROM HOME STANDARDS

The Board discussed work from home standards and the creation of a policy and procedures. Director Killgore will work with the Board to draft a policy.

OTHER BUSINESS

Treasurer Cziske advised the Board that she is looking into the possibility of bonding her staff. She will provide the Board with an update when she has completed her research of the issue.

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 to discuss potential litigation at 10:54 AM for an anticipated length of five minutes. Anticipated action: none. At 10:59 AM the Board extended executive session for an additional five minutes. The Board exited executive session at 11:04 AM with no action taken.

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CONCLUDED

The meeting was concluded at 11:34 AM.



Jeanne Killgore, HR Director

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Laura Osiadacz, Chair