

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

TUESDAY

10:00 AM

5/09/2023

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

Others Present: Doug Fessler, Zane Kinney, Chelsey Pedersen, Barb Demory, Cori McKean, Christopher Horner, Jeanne Killgore

**CALL TO ORDER**

The meeting was called to order at 10:00 AM.

**CITIZEN COMMENTS (ONE MIN. TIME LIMIT)**

None.

**DISCUSSION/DECISION – WEAPONS SIGNAGE**

Court Administrator Demory advised the Board that weapons are not permitted in court areas, so she created signage to clearly mark where weapons are not allowed. Commissioner Wachsmith added that the signage was discussed and supported by the Security Committee. The Board authorized the purchase of the weapons signage.

**DISCUSSION/DECISION – IT DEPARTMENT STAFFING**

IT Director Fessler requested changes to the IT Department staffing structure, including modifications to current positions and the creation of three new positions. He explained that the reorganization is needed to accommodate the volume of projects and administrative tasks, improve efficiency, and promote staff development. Commissioner Wright requested more detail about the benefits of a new IT staffing structure. Director Fessler responded that the reorganization would stabilize IT's core operations and provide IT with more capacity to move large projects forward. The Board approved the following:

- Creation of Assistant IT Director position and placement of the current Application Development Manager into that role.
- Reorganization of the Operations division into a three-tiered structure of Network/System Administrators.
- Hiring of a Network/System Administrator III.
- Hiring of an Administrative Assistant.

Director Fessler also requested to hire an additional Application Developer. The Board requested more information about project timelines that would be improved by hiring an additional Application Developer. Director Fessler will gather that data to bring back to the Board for further discussion.

**DISCUSSION/DECISION – PROSECUTOR'S OFFICE RECRUITMENT**

APPROVED

6-6-23

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Agenda item no longer needed.

**DISCUSSION/DECISION – CORONER'S OFFICE STAFFING**

Office Administrator McKean presented a request from the Coroner to modify the Chief Deputy Coroner job description and wage range, reclassify the current Office Administrator to Chief Deputy Coroner, and backfill the vacated position with an Administrative Assistant. She explained that the requested reclassification and reorganization would be budget neutral. The Board discussed and approved the request.

**REQUEST TO APPROVE COLLECTIVE BARGAINING AGREEMENT BETWEEN KITTITAS COUNTY AND LOCAL 792CH (COURTHOUSE)**

HR Director Kilgore requested approval of the 2023 – 2024 collective bargaining agreement between Kittitas County and Local 792CH. Commissioner Wachsmith moved to approve the collective bargaining agreement. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0.

**DISCUSSION - PTO**

Director Killgore presented the PTO policy from the Local 792CH bargaining unit as a baseline for discussion about PTO for non-union employees of Kittitas County. The Board discussed the policy. Director Killgore will draft a PTO policy for further review and discussion.

**HR MONTHLY METRICS**

HR Director Killgore presented the Board with personnel metrics from April, including turnover and recruitment data. She noted that HR is onboarding quite a few new seasonal employees at this time.

**OTHER BUSINESS**

The Board discussed the drafted timekeeping policy and noted their preference not to require FLSA exempt employees to clock in and out each day. Director Killgore is working with legal and payroll to discuss timekeeping options.

**CONCLUDED**

The meeting was concluded at 11:15 AM.



Jeanne Killgore, HR Director

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON



Cory Wright, Chair