

**KITTITAS COUNTY  
HR STUDY SESSION MINUTES  
BOCC CONFERENCE ROOM, 205 W 5<sup>TH</sup> AVE., ROOM 10, ELLENSBURG  
Regular Meeting**

<b>TUESDAY</b>	<b>10:00 AM</b>	<b>1/09/2024</b>
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**Board Members Present: Laura Osiadacz, Cory Wright**

Others Present: Chris Whitsett, Christopher Horner, Jeanne Killgore, Trinity Potter

**CALL TO ORDER**

The meeting was called to order at 10am.

**CITIZEN COMMENTS (1 MINUTE TIME LIMIT)**

None.

**REQUEST TO APPROVE LETTER OF AGREEMENT BETWEEN KITTITAS COUNTY AND TEAMSTERS 760 (LINE) TO ADD A NEW WORK SCHEDULE**

Inspector Whitsett summarized that the Sheriff and the Line union have recognized a need to add an additional scheduling option for Deputy Sheriffs. The Letter of Agreement requires a modification and was tabled until the next HR Study Session for Board approval.

**CLOSED SESSION – RCW 42.30.140(4)(B)**

*The OPMA does not apply to that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*

The Board entered closed session to discuss collective bargaining. The Board exited closed session with direction to staff to draft a letter to send to the union.

**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 10:42 AM to discuss the qualifications of applicants for public employment for an anticipated length of 10 minutes. Anticipated action; direction to staff. The Board exited executive session at 10:52 AM with direction to staff to schedule interviews for select CDS Director and Public Works Director candidates.

**DISCUSSION/DECISION – ELECTED OFFICIALS SALARY ADVISORY COMMITTEE UPDATE**

**APPROVED**

HR Director Killgore advised the Board of the current applicant pool for the Elected Officials Salary Advisory Committee. She commented that a member is still needed from each political party, as well as a member from District 3. The Board expressed interest in reviewing and possibly revising the committee membership criteria. Director Killgore will draft potential criteria changes for Board review.

**DISCUSSION/DECISION – WAGE MATRIX REVIEW**

The Board reviewed a draft wage matrix for non-bargained staff. Director Killgore noted issues with the FLSA status of the Office Administrator position on the matrix and requested Board feedback on policy questions. The Board provided direction to reclassify the Office Administrator to FLSA non-exempt when the matrix is adopted. The Board expressed interest in receiving feedback from the Exempt Employee Advocacy Committee on the policy questions. Director Killgore will reach out to the Advocacy Committee for their feedback.

**OTHER BUSINESS**

Director Killgore provided the Board with 2023 HR recruitment and turnover metrics. She also advised the Board that communication will go out soon regarding employee sexual harassment training.

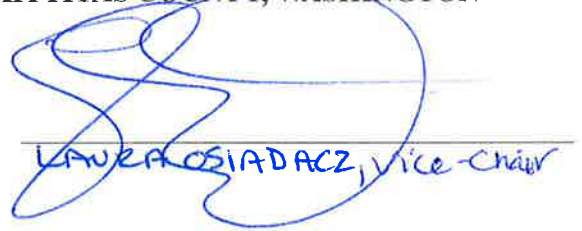
**CONCLUDED**

The meeting was concluded at 11:30 AM.

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



LAURA ROSIADACZ, Vice-Chair