

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

TUESDAY	10:00 AM	1/23/2024
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Board Members Present: Brett Wachsmith, Cory Wright

Others Present: Christopher Horner, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 10am.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

REQUEST CHAIR SIGNATURES ON OSHA 300A FOR 2023

HR Director Killgore requested Chair signature on the 2023 OSHA 300A, an annual document summarizing the previous year's recordable workplace injuries. She commented that the number of accidents increased slightly from 2022, but the County was able to keep more employees at work with restrictions/light duty. This enabled the County to participate in the L&I Stay at Work program and receive wage reimbursements for employees who remained at work on light duty. Commissioner Wright moved to approve Chair signature on the OSHA 300A for 2023. Commissioner Wachsmith seconded the motion. Motion was passed; 2:0.

REQUEST TO APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN KITTITAS COUNTY AND TEAMSTERS 760 (NON-UNIFORMED CORRECTIONS) TO RECOGNIZE AND CLASSIFY LAW ENFORCEMENT SYSTEMS ADMINISTRATOR

Director Killgore summarized the Sheriff's interest in creating a new Systems Administrator position within the Sheriff's Office to complete advanced technological work. She added that this topic was previously discussed at the 10/24/2023 HR Study Session and is now ready for formal Board approval. Commissioner Wright moved to approve an MOU between Kittitas County and Teamsters 760 (Non-Uniformed Corrections) to recognize and classify the Law Enforcement Systems Administrator. Commissioner Wachsmith seconded the motion. Motion was passed; 2:0.

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

This item was tabled until the union completes their review of the draft Letter of Agreement.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF UPDATING PERSONNEL POLICY 3.10 (SMOKING)

Director Killgore explained that the County's smoking policy is very outdated and the Public Health Department provided suggested updates to the policy. The revisions passed through legal review as well as Policy Committee and Management Team review. Commissioner Wright moved to approve Resolution 2024-016 to update Personnel Policy 3.10 (Smoking). Commissioner Wachsmith seconded the motion. Motion was approved; 2:0.

APPROVED
2-6-24

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF ESTABLISHING PERSONNEL POLICY 7.1 (PAID TIME OFF)

Director Killgore presented the Board with a draft policy to establish paid time off (PTO) for non-union employees effective 3/01/2024. She explained that PTO would replace vacation and sick leave for non-union staff, and the policy mirrors much of what is already in place for several of the County's union groups. Director Killgore added that the move to PTO was proposed after several discussions between the Board, the Exempt Advocacy Committee, and Management Team, and is aimed at enhancing leave benefits for staff. Commissioner Wright moved to approve Resolution 2024-017 to establish Personnel Policy 7.1 (Paid Time Off). Commissioner Wachsmith seconded the motion. Motion was approved; 2:0.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF REVISING THE TERMS OF THE CITIZENS' ADVISORY COMMITTEE ON SALARIES FOR ELECTED OFFICIALS OF KITTITAS COUNTY

Director Killgore presented the Board with proposed revisions to the membership requirements of the Citizen's Advisory Committee on Salaries for Elected Officials. Commissioner Wright moved to approve Resolution 2024-015 to update the membership requirements of the Citizens' Advisory Committee on Salaries for Elected Officials, and appoint the current applicants to the committee. Commissioner Wachsmith seconded the motion. Motion was passed; 2:0.

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 meet with the union.

OTHER BUSINESS

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 10:16 AM to discuss the qualifications of an applicant for public employment for an anticipated length of six minutes. Anticipated action; none. The Board exited executive session at 10:22 AM with no action taken.

CONCLUDED

The meeting was concluded at 10:22 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Brett Wachsmith, Chair