

**KITTITAS COUNTY
HR STUDY SESSION MINUTES
BOCC CONFERENCE ROOM, 205 W 5TH AVE., ROOM 108, ELLENSBURG
Regular Meeting**

TUESDAY	10:00 AM	3/12/2024
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Board Members Present: Brett Wachsmith, Laura Osiadacz, Cory Wright

Others Present: Mark Cook, Josh Fredrickson, Brian Carlson, member of the public, Jeanne Killgore, Trinity Potter

CALL TO ORDER

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

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792 (ROAD) TO APPROVE OFF-CYCLE STEP INCREASE

HR Director Killgore summarized that this item was previously discussed at the 2/13/2024 HR Study Session and involves providing one of the Public Works Engineer Technicians with an off-cycle step increase in recognition of his achievement in obtaining his surveyor certification. Commissioner Osiadacz moved to approve an MOU between Kittitas County and Local 792 to provide an off-cycle increase to Engineer Technician Freniere. Commissioner Wright seconded the motion. Motion was approved; 3:0.

REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792 (ROAD) TO CLARIFY PTO ACCRUAL LANGUAGE

Director Killgore presented an MOU to update and clarify Article 12.1 of the Local 792 bargaining agreement. This article summarizes the PTO accrual rate for employees in the bargaining unit. Commissioner Osiadacz moved to approve an MOU between Kittitas County and Local 792 to clarify PTO accrual language. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792CH (COURTHOUSE) TO CLARIFY PTO ACCRUAL LANGUAGE

Director Killgore presented an MOU to update and clarify Article 14.1 of the Local 792CH bargaining agreement. This article summarizes the PTO accrual rate for employees in the bargaining unit. Commissioner Osiadacz moved to approve an MOU between Kittitas County and Local 792CH to clarify PTO accrual language. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

DISCUSSION/DECISION – AIRPORT POSITION

Public Works Director Cook advised the Board that the Airport Advisory Committee recommended the creation of a part-time Economic Development Specialist position to support the airport's economic and business development goals. Commissioner Wachsmith inquired how the position would be funded. Director Cook responded that the position would be funded by the General Fund and would have a budget impact of \$60,000 - \$70,000. Commissioner Wright commented that there has been a lot of discussion over the past few years about

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economic development at the airport and is interested in seeing how an Economic Development Specialist might add value to that discussion. The Board provided direction to move forward with creating an Economic Development Specialist position.

DISCUSSION – DEFERRED COMPENSATION PLANS

Director Killgore summarized that the County has approximately 111 employees enrolled in 457 deferred compensation plans at the County. These plans have not been evaluated in several years. She and Finance Director Carlson have been speaking with a financial advisor about ways to evaluate and improve the County's plans. The Board expressed support in continuing discussions with the financial advisor.

DISCUSSION – WAGE MATRIX AND WAGE ADMINISTRATION POLICY

Director Killgore presented the Board with the draft wage matrix and wage administration policy for non-union County employees. She added that the policy has been reviewed by legal, but still needs some work. The Board discussed sharing the draft materials with the Management Team and aiming for a 7/01/2024 implementation date.

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 10:25 AM to discuss the qualifications of candidates for public employment for anticipated length of 10 minutes. Anticipated action: direction to staff. At 10:35 AM the Board extended executive session for an additional five minutes. At 10:40 AM the Board extended executive session for an additional five minutes. The Board exited executive session at 10:45 AM with direction to staff to schedule candidate interviews.

EXECUTIVE SESSION – RCW 42.30.110(1)(B)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

The Board entered executive session at 10:45 AM to discuss the acquisition of real estate for an anticipated length of 10 minutes. At 10:55 AM the Board extended executive session for an additional five minutes. At 10:57 AM Commissioner Wachsmith left the meeting due to another appointment. At 11:00 AM the Board exited executive session with direction to consider negotiations with CWU.

OTHER BUSINESS

None.

CONCLUDED

The meeting was concluded at 11:01 AM.



Jeanne Killgore, HR Director

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Brett Wachsmith, Chair