

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

**WEDNESDAY**

**4:00 PM**

**11/13/2019**

Board members present: Brett Wachsmith, Laura Osiadacz

Others: Lisa Young, Jeanne Killgore

**CALL TO ORDER**

The meeting was called to order at 4:02 PM.

**WAGE SURVEY UPDATE**

HR Director Young provided the Board with an update on the 2019 wage survey and presented a spreadsheet of her findings. She explained that she spent the past two days meeting with the DH/EO of most offices to discuss their positions and various funding resources. Director Young pointed out that some positions are funded by the general fund, while others are funded by other sources. She also let the Board know that she will be sending out a survey to the Administrative Assistant employees to better understand their core functions in an effort to build a comprehensive wage scale for that position. Commissioner Osiadacz requested to take a closer look at the wage survey spreadsheet, then meet with the Board to discuss in greater detail next week.

Commissioner Wachsmith discussed the Board's need to receive more budget information from the Auditor's Office before making any definitive decisions about the wage survey. He elaborated that the Commissioner's Office is interested in adding a position within their office that would manage the County budget. Director Young recommended that the Board discuss their intentions with the Auditor and the current Budget & Finance Manager. Commissioner Osiadacz also suggested reaching out to the State Auditor to find out what they recommend is best practice for a budget position within County government.

**BOARD DISCUSSION/DECISION – OFFICE CLOSURES ON TUESDAY, DECEMBER 24**

Director Young reminded the Board that Christmas Eve falls on a weekday and that County offices will close at noon. She asked if the Board would like to carry on the tradition of allowing departments to close for the full day at the discretion of the Department Head/Elected Official. Commissioners Wachsmith and Osiadacz voiced their approval for giving Department Heads/Elected Officials the ability to close their office for the full day on December 24. Director Young will communicate this to management and will facilitate a press release to notify the public which departments will be closed for ½ or a full day on December 24.

**APPROVED**  
12/17/19

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**OTHER BUSINESS**

None.

**ADJOURN**

The meeting was adjourned at 4:30 PM.

**KITITAS COUNTY COMMISSIONERS  
KITITAS COUNTY, WASHINGTON**



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Lisa Young, HR Director



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Cory Wright, Chairman