

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

**TUESDAY**

**10:00 AM**

**1/11/2022**

Board members present: Laura Osiadacz, Cory Wright, Brett Wachsmith

Others: Clay Myers, Dan Carlson, Mark Cook, Kristine Foreman, Jeanne Killgore, members of the public

**CALL TO ORDER**

The meeting was called to order at 10:02 AM.

**ADOPT AND SIGN THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF KITTITAS COUNTY COMMISSIONERS, THE KITTITAS COUNTY SHERIFF, AND THE TEAMSTERS LOCAL NO. 760 REPRESENTING THE LINE DEPUTIES OF THE KITTITAS COUNTY SHERIFF'S OFFICE**

HR Director Foreman presented the new 2022-2024 Collective Bargaining Agreement with Teamsters Local No. 760 representing Deputy Sheriffs of the Kittitas County Sheriff's Office. Commissioner Wright moved to approve the new CBA. Commissioner Wachsmith seconded the motion. Commissioner Wright thanked all parties for their work on the new union contract. The motion was approved; 3:0, and the contract was signed by the Board.

**CONSIDER AND APPROVE THE JOB DESCRIPTION AND SALARY RANGE FOR A MEDICAL ASSISTANT IN THE PUBLIC HEALTH DEPARTMENT**

Director Foreman presented a new Medical Assistant position in the Public Health Department for approval. She explained that there is a vacancy in Public Health that was previously held by a Registered Nurse. After reviewing the position and the needs of the department, Public Health determined that the vacancy could be filled by a Medical Assistant which would be a cost savings. Commissioner Wright moved to approve the new MA position and salary range. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

**REQUEST TO APPROVE A RESOLUTION ADOPTING THE 2022 HOLIDAY SCHEDULE**

Director Foreman requested Board approval to adopt the 2022 holiday schedule. Commissioner Wright moved to approve Resolution 2022-009 to adopt the 2022 holiday schedule. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

**REQUEST FOR DIRECTION IN APPLICATION OF THE BUDGETED 3.6% COLA FOR NON-REPRESENTED COUNTY EMPLOYEES**

Director Foreman summarized that the Board budgeted for a 3.6% COLA increase for non-represented County employees in 2022. Director Foreman requested direction from the Board on whether the COLA

**APPROVED**  
2/1/22

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should be spread out evenly among all employees, or distributed at the discretion of the Department Head or Elected Official. The Board directed the COLA increase to be implemented at the discretion of the Department Head or Elected Official. Director Foreman will work with IT to activate the merit increase calculator on CAMAS, and will send out a communication to the Management Team.

**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 10:18 AM to discuss the performance of a public employee for an anticipated length of five minutes. Anticipated action: none. The Board exited executive session at 10:23 AM. No action taken.

**EXECUTIVE SESSION – RCW 42.30.140(4)(B) 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, PROFESSIONAL NEGOTIATIONS, OR GRIEVANCE OR MEDIATION PROCEEDINGS, OR REVIEWING THE PROPOSALS MADE IN THE NEGOTIATIONS OR PROCEEDINGS WHILE IN PROGRESS.**

The Board entered executive session at 10:27 AM to discuss collective bargaining for an anticipated length of five minutes. Anticipated action: none. The Board exited executive session at 10:32 AM with no action taken.

**OTHER BUSINESS**

Director Foreman presented the Board with a draft policy regarding mandatory COVID vaccinations. She commented the more discussion and drafting will need to be done. She will also be discussing the issue at the next Management Team meeting.

Commissioner Wachsmith notified the Board and Director Foreman that salaries for Elected Officials will need to be set for 2023 and beyond. Commissioner Osiadacz is planning to discuss this issue with the other County Elected Officials.

Commissioner Osiadacz advised the Board that she, Sheriff Myers, and members of the Emergency Management Team are meeting with city mayors to discuss the financial impact of declaring a state of emergency after the heavy snowfall in Kittitas County.

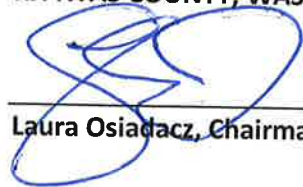
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**ADJOURN**

The meeting was adjourned at 11:01 AM.

  
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Kristine Foreman, HR Director

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
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Laura Osiodacz, Chairman