

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

TUESDAY

10:00 AM

9/26/2023

Board Members Present: Cory Wright, Laura Osiadacz

Others Present: Christopher Horner, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (ONE MIN. TIME LIMIT)

None.

DISCUSSION/DECISION – PUBLIC WORKS STAFFING

HR Director Killgore presented a request from Public Works to add airport management duties to the Public Works County Engineer essential functions and increase the wage range by 5%. She explained that the current County Engineer also has airport management experience. The Board approved the request. Director Killgore will finalize the draft job description. The Board signed a PAF to increase the County Engineer's salary by 5% for the additional airport management duties.

DISCUSSION/DECISION – CDS STAFFING

Director Killgore summarized that CDS is seeking Board support to create a Records Coordinator position and reclassify the current Office Administrator into this role. The Records Coordinator would oversee public records for CDS, Public Works, and the Airport, as well as support the Board of Equalization. She noted that the proposed wage range for this position is \$4,859 - \$6,538 per month. The Board supported moving forward with the new position and reclassification.

CLOSED SESSION – COLLECTIVE BARGAINING – RCW 42.330.140(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 into closed session to discuss union negotiations. The Board exited closed session with no action taken.

OTHER BUSINESS

Director Killgore advised the Board that at past employee appreciation luncheons the County paid for employee's time at the event that went beyond their regularly scheduled lunch. She added that payroll can create a special code for employees to use for this paid time that will allow data to be gathered about attendance and the cost of employee participation at the event. The Board expressed no concerns about this.

APPROVED
10.3.2023

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CONCLUDED

The meeting was concluded at 10:20 AM.

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Jeanne Killgore, HR Director



Cory Wright, Chair