

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

<b>TUESDAY</b>	<b>10:00 AM</b>	<b>2/13/2024</b>
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**Board Members Present: Brett Wachsmith, Laura Osiadacz, Cory Wright**

Others Present: Judge Juris, Judge Hooper, Judge Sander, Mark Cook, Todd Davis, Sarah Keith, Diana MacKenzie, Jim Hansen, Jeanne Killgore

**CALL TO ORDER**

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

**CITIZEN COMMENTS (1 MINUTE TIME LIMIT)**

None.

**DISCUSSION/DECISION – COURT ADMINISTRATOR POSITION WAGES**

Judge Hooper summarized the court’s request to place all of their court administrators on the same wage range. Judge Sander requested that the changes be approved effective immediately. The Board requested additional time to review the request in more detail. The courts will bring their request back to the Board’s Monday admin. meeting to allow more time for the Board to review the request.

**DISCUSSION/DECISION – NOXIOUS WEED POSITION WAGES**


Weed Program Coordinator Davis presented a request to benchmark the Noxious Weed Program Coordinator position with the Event Center Director position. He explained that the two positions used to be benchmarked together. Coordinator Davis also requested that the Assistant Program Coordinator position wage range be adjusted to maintain a range that is 10% below the Program Coordinator wage range. The Board directed staff to modify the Weed Program Coordinator wage range to match that of the Event Center, and modify the Assistant Program Coordinator wage range to maintain 10% between the two positions.

**REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792 (ROAD) TO RECOGNIZE AND CLASSIFY LEAD MECHANIC**

Director Killgore presented an MOU to create a Lead Mechanic position in the Road Union. She summarized that this position will be similar to the Lead Equipment Operator that already exists in the union. Commissioner Osiadacz moved to approve an MOU between Kittitas County and Local 792 (Road) to recognize and classify the position of Lead Mechanic. Commissioner Wright seconded the motion. Motion was approved; 3:0.

**DISCUSSION/DECISION – ENGINEER TECHNICIAN II SPECIAL WAGE ADJUSTMENT**

Public Works Director Cook requested Board support in providing one of his Engineer Technician IIs with an off-cycle step increase in recognition of the employee’s successful efforts to become a Certified Survey Technician. This process involved participating in a national certification program and passing a final exam. The Board

  
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expressed support and requested an MOU with the union to formalize the wage adjustment. Director Killgore will work the union and Director Cook to draft an MOU to bring back to the Board for approval.

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

Director Killgore presented a resolution to clarify PTO accrual language in the County's PTO policy. Commissioner Osiadacz moved to approve Resolution 2024-032 to update Personnel Policy 7.1 (Paid Time Off). Commissioner Wright seconded the motion. Motion was approved; 3:0.

**REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792 (ROAD) IN THE MATTER OF CLARIFYING PTO ACCRUAL LANGUAGE**

This item was tabled to a future meeting.

**REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792CH (COURTHOUSE) IN THE MATTER OF CLARIFYING PTO ACCRUAL LANGUAGE**

This item was tabled to a future meeting.

**REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND TEAMSTERS 760 (CORRECTIONS NON-UNIFORMED) TO ESTABLISH 2024 COLA**

Director Killgore presented an MOU with Teamsters 760 (Corrections Non-Uniformed) to establish the 2024 COLA. Commissioner Osiadacz moved to approve the MOU. Commissioner Wright seconded the motion. Motion was approved; 3:0.

**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 no action taken.

**OTHER BUSINESS**


None.

**CONCLUDED**

The meeting was concluded at 11:35 AM.

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Jeanne Killgore, HR Director

  
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Brett Wachsmith, Chair