

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

FRIDAY

10:30 AM

6/28/2024

Board Members Present: Brett Wachsmith, Laura Osiadacz, Cory Wright

Others Present: Josh Fredrickson, Darren Higashiyama, Nancy Schaaf, Greg Zempel, Christopher Horner, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 10:30 AM.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

**REQUEST TO APPROVE RESOLUTION IN THE MATTER OF REVISING PERSONNEL POLICY
4.10 – POLITICAL ACTIVITY**

HR Director Killgore summarized that County staff have inquired about the expectations of political activity in the workplace. This prompted a review of the political activity personnel policy which hadn't been updated since 2000. The draft update has been reviewed by legal and the Policy Committee, and supported by the Management Team. Commissioner Osiadacz moved to approve Resolution 2024-113 to revise Personnel Policy 4.10 – Political Activity. Commissioner Wright seconded the motion. Motion was passed; 3:0.

**REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND TEAMSTERS 760
(CORRECTIONS NON-UNIFORMED) TO CREATE AND CLASSIFY LEAD LAW ENFORCEMENT
CLERK POSITION**

Director Killgore summarized that the Sheriff's Office has been developing the Lead Law Enforcement Clerk position as a promotional opportunity for their staff. The union is supportive of the new position. Commissioner Osiadacz moved to approve an MOU between Kittitas County and Teamsters 760 (Corrections Non-Uniformed) to create and classify the Lead Law Enforcement Clerk position. Commissioner Wright seconded the motion. Motion was passed; 3:0.

**REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792CH
(COURTHOUSE) TO CREATE AND CLASSIFY RECEPTIONIST POSITION**

Director Killgore explained that Public Works budgeted for a part-time Receptionist position in 2024. The Receptionist position used to be an active position with the Local 792CH union, but has been inactive for several years. The MOU would reactive that position. Commissioner Osiadacz moved to approve an MOU between Kittitas County and Local 792CH to create and classify the Receptionist position. Commissioner Wright seconded the motion. Motion was passed; 3:0.

REVIEW WAGE MATRIX

APPROVED

7-16-24

The Board reviewed the final draft of the wage matrix, wage administration policy, and requested changes from various departments. Director Killgore noted that the Management Team provided several suggested changes to the wage administration policy. The Board expressed support for accepting the policy change to allow Department Heads and Elected Officials to hire a new employee at any step in the position's pay grade if they have an adequate budget to support it.

The Board reviewed the list of requested changes to the salary matrix submitted by several departments, and expressed support or disapproval for each requested change.

CONCLUDED

The meeting was concluded at 11:00 AM.



Jeanne Killgore, HR Director

KITTITAS COUNTY COMMISSIONERS KITTITAS COUNTY, WASHINGTON



Brett Wachsmith, Chair