

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

TUESDAY

10:00 AM

7/23/2024

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

Others Present: Clay Myers, Josh Fredrickson, Christopher Horner, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

DISCUSSION/DECISION – PUBLIC WORKS PROJECT POSITION

Public Works Director Fredrickson summarized that he has received grant funding for the deployment of broadband services throughout Kittitas County. He requested Board approval to hire a Project Manager for up to 36 months to monitor the project, interact with contractors, and ensure grant compliance. He added that funding for the position would come from a combination of grant and ARPA funds. The Board provided direction to move forward with the Project Manager position.

DISCUSSION/DECISION – PROSECUTOR’S OFFICE STAFFING

HR Director Killgore presented a request from the Prosecutor’s Office to move the Forensic Interviewer position from pay grade 16 to 18 on the non-union wage matrix and the Crime Victim Specialist from pay grade 13 to 17, effective 7/01/2024. The Board denied the request and provided direction to the Prosecutor’s Office to bring the requests forward in their 2025 budget proposal.

DISCUSSION/DECISION – OVERPAYMENT OF WAGES

The Board discussed the overpayment of wages due to payroll timing issues for two previous Sheriff’s Office employees. The Board provided direction to send letters to both former employees advising them of the issue and providing instructions for scheduling repayment. Director Killgore will work with the Prosecutor’s Office to review the drafted letters before sending.

REQUEST CHAIR SIGNATURE ON SERVICE AGREEMENT WITH ASSUREHIRE FOR NEW EMPLOYEE BACKGROUND CHECKS

Director Killgore summarized that AssureHire is a background check company that is integrated with the County’s new recruitment platform, NeoGov. She added that AssureHire will enhance and streamline the County’s background check process. Director Killgore requested Chair signature on the AssureHire service agreement. Commissioner Osiadacz moved to approve Chair signature on a service agreement between Kittitas County and AssureHire. Commissioner Wright seconded the motion. Motion was passed; 3:0.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF ESTABLISHING SAFETY POLICY 11.14 – WILDFIRE SMOKE

Director Killgore advised the Board that L&I has created permanent rules regarding wildfire smoke response and employee training. She presented a resolution to adopt a wildfire smoke safety policy and commented that the draft policy has been reviewed by legal, the Policy Committee, and the Management Team. Commissioner Osiadacz moved to approve Resolution 2024-134 to establish Safety Policy 11.14 – Wildfire Smoke. Commissioner Wright seconded the motion. Motion was passed: 3:0.

BOCC LETTER OF SUPPORT TO CHAMBER OF COMMERCE

Commissioner Wachsmith presented a letter of support to the Kittitas County Chamber of Commerce for the upcoming merger between the Chamber and CenterFuse. Commissioner Osiadacz moved to approve the letter of support. Commissioner Wright seconded the motion. Motion was passed; 3:0.

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 10:42 AM to an anticipated length of five minutes to discuss the performance of a public employee. Anticipated action: none. At 10:47 AM the Board extended executive session for five minutes. The Board exited executive session at 10:52 AM with no action taken.

OTHER BUSINESS

Executive Session – RCW 42.30.110 (I) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Board entered executive session at 10:14 AM to discuss potential litigation for an anticipated length of 10 minutes. Anticipated action: none. The Board exited executive session at 10:24 AM with no action taken.

CONCLUDED

The meeting was concluded at 10:53 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director

Brett Wachsmith, Chair