

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

TUESDAY

10:00 AM

1/14/2025

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

Others Present: Bryan Elliott, Andrew Yoder, Jesse Cox, Christopher Horner, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

REQUEST TO APPROVE GROUP MEMBERSHIP AGREEMENT WITH LIFE FLIGHT NETWORK

HR Director Killgore briefly summarized that the Board agreed to provide Life Flight memberships for AFSCME union group employees as part of the 2025 – 2027 collective bargaining agreement. The Board expressed interest in extending this benefit to all regular County staff. Director Killgore commented that the cost of providing a membership to all staff is approximately \$30,000 per year. Commissioner Wright moved to approve a group agreement with Life Flight Network to provide Life Flight memberships for all regular County employees. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

REQUEST TO APPROVE ENVIRONMENTAL HEALTH COORDINATOR JOB DESCRIPTION

Environmental Health Manager Cox presented the new Environmental Health Coordinator job description for Board approval. He reminded the Board that the position was approved as part of the 2025 Public Health budget. Commissioner Wright moved to approve the Environmental Health Coordinator job description. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

**REQUEST TO APPROVE RESOLUTION IN THE MATTER OF ESTABLISHING PERSONNEL
POLICY 5.5 - CLASSIFICATIONS**

Director Killgore presented a resolution to adopt Personnel Policy 5.5 – Classifications. She explained that this is a new policy intended to establish an effective and equitable process for defining, filling, and compensating positions. The policy was developed based on feedback from the Board and several union groups who requested a more structured process for classifying new positions and reviewing possible reclassifications of current positions. Commissioner Wright moved to approve Resolution 2025-009 in the matter of establishing Personnel Policy 5.5 – Classifications. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

REQUEST TO APPROVE PROGRESSION OF ACCOUNTANT I TO ACCOUNTANT II

Auditor Elliott requested Board approval to move an Auditor's employee from Accountant I to Accountant II effective 1/1/2025. He explained that it has been common practice for Auditor's finance staff to move through the Accountant I, II, and III series upon mastery of certain responsibilities, specialized training, and completed

deliverables. This position change was not outlined in the 2025 Auditor's Office budget and requires Board approval as well as a budget amendment. The Board provided direction to move forward with the position change and budget amendment.

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 and provided direction to staff to reimburse an employee for a Life Flight membership at the group membership rate of \$75.

REQUEST TO APPROVE COLLECTIVE BARGAINING AGREEMENT BETWEEN KITTITAS COUNTY AND LOCAL 760 (DEPUTY SHERIFFS)

Director Killgore presented the 2025 – 2027 Deputy Sheriff collective bargaining agreement for approval. Commissioner Wright moved to approved the CBA between Kittitas County and Local 760 (Deputy Sheriffs). Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

OTHER BUSINESS

None.

CONCLUDED

The meeting was concluded at 10:28 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Laura Osiadacz, Chair