

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

TUESDAY

10:00 AM

1/28/2025

Board Members Present: Laura Osiadacz, Brett Wachsmith

Others Present: 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 CHAIR SIGNATURE ON OSHA 300A FOR 2024

HR Director Killgore requested Chair signature on the 2024 OSHA 300A report. She explained that the OSHA 300A is a form that summarizes work-related injuries and illnesses that occurred in the workplace during a given year. The form must be signed each year and posted in a visible location from February 1st – April 30th. Commissioner Wachsmith moved to approve Chair signature on the OSHA 300A for 2024. Commissioner Osiadacz seconded the motion. Motion was approved; 2:0.

DISCUSSION/DECISION – EMPLOYEE BENEFITS SURVEY

Director Killgore requested Board direction to send a benefits survey to County employees. She summarized that the survey will be used to better understand employee needs regarding healthcare and identify areas for improvement in the County's benefits package. The Board provided direction to move forward with sending the survey to employees.

DISCUSSION/DECISION – AED MACHINES

Director Killgore requested Board direction to prepare a purchase list of AED machines, a contract with Jerrols for AED maintenance services, and a budget request for Board approval. She explained that several County facilities do not have an AED machine which creates a safety risk for employees and visitors to those buildings. The Board provided direction to move forward.

DISCUSSION – 2025 KCSO COMMAND STAFF WAGES

Director Killgore summarized that the Sheriff's Command Staff wages are tied to certain union positions per Resolution 2024-116. Now that the Jail Deputy and Deputy Sheriff union contracts have been settled, Command Staff wages need to be adjusted accordingly. This will have a budget impact of approximately \$85,000. The Board requested additional information about Command Staff position wages. Director Killgore will bring more information to the next HR Study Session.

APPROVED

2-18-25

OTHER BUSINESS

None.

CONCLUDED

The meeting was concluded at 10:12 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Laura Osiadacz, Chair