

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

TUESDAY	10:00 AM	3/11/2025
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Board Members Present: Laura Osiadacz, Brett Wachsmith

Others Present: Bryan Elliott, Patti Stacey, Christopher Whitsett

CALL TO ORDER

The meeting was called to order at 10:01 AM.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 760 (JAIL NON-UNIFORMED) TO CREATE AND CLASSIFY DIGITAL FORENSICS INVESTIGATOR POSITION

The Board reviewed an MOU with the Jail Non-Uniformed union to create the Digital Forensic Investigator I and II positions. Inspector Whitsett summarized that the Sheriff's Office received funds in their 2025 budget to create these new positions, and the positions must be formally classified within the union. While the MOU will formally create two new positions, DFI I and DFI II, the Sheriff's Office is authorized to hire one FTE to fill either position. Commissioner Wachsmith moved to approve an MOU between Kittitas County and Local 760 (Jail Non-Uniformed) to create and classify the Digital Forensic Investigator position. Commissioner Osiadacz seconded the motion. Motion was approved; 2:0.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF FIXING SALARIES OF SHERIFF'S NON-COMMISSIONED COMMAND STAFF

HR Director Killgore presented a resolution to fix the salaries of the Sheriff's non-commissioned Command Staff positions. She noted that this subject was discussed at the Sheriff's previous Study Session. Commissioner Wachsmith moved to approve Resolution 2025-057 to fix the salaries of the Sheriff's non-commissioned Command Staff. Commissioner Osiadacz seconded the motion. Motion was approved; 2:0.

DISCUSSION/DECISION - MONTHLY SALARY STRUCTURE

Auditor Elliott presented a request to move forward with adjusting the County's monthly payroll process to reflect monthly gross wage figures with two decimal places rather than rounding to the nearest whole number, effective 1/1/2026. He stated that the change is necessary as part of the Cayenta upgrade. The Board expressed support in moving forward as recommended by the Auditor.

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 10:06 AM to discuss the performance of a public employee for an anticipated length of four minutes. Anticipated action: direction to staff. The Board exited executive session at 10:10 AM and directed staff to place the Project Manager position on pay grade 29 of the non-union salary matrix, and place the employee in that position on step 8.

The Board entered executive session at 10:11 AM to discuss the performance of another public employee for an anticipated length of eight minutes. No anticipated action. The Board exited executive session at 10:19 with no action taken.

OTHER BUSINESS


None.

CONCLUDED

The meeting was concluded at 10:19 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director

Laura Osiadacz, Chair