

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

TUESDAY

1:00 PM

6/10/2025

Board Members Present: Laura Osiadacz, Brett Wachsmith

Others Present: Greg Zempel, Bryan Elliott, Zack DeHaven, Stephanie Hartung, Therese Murphy, Elishia Harvill, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 1:00 PM.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

DISCUSSION/DISCUSSION – ADDITIONAL STEP INCREASE FOR CHIEF CRIMINAL DEPUTY

Prosecutor Zempel summarized that his Chief Criminal Deputy is eligible for an annual step increase, from step 6 to 7. He requested Board approval to move the Chief Criminal Deputy from step 6 to step 9. He explained that Chief Criminal Deputy Hammond has been performing the work since 2017 and movement to step 9 would recognize her years of service in that role. Her official position date into the Chief Criminal Deputy role is 2019, when the Chief position was officially recognized with a separate job description and wage scale. The Board denied request, explaining that Department Heads and Elected Officials were invited to bring forward requests for special adjustments on the wage matrix in June of last year, prior to the adoption of the wage matrix. Additionally, County policy allows for a single step increase each year on the anniversary of the employee's position date.

DISCUSSION/DECISION – AUDITOR'S RECLASSIFICATION REQUEST

Auditor Elliott requested Board approval to reclassify his Accounting Assistant II to Accounting Assistant III. He explained that the finance division of the Auditor's Office has undergone a restructure resulting in the need for the Accountant Assistant II to take on new tasks more in line with the skillset and experience of an Accounting Assistant III. The Board expressed support of the reclassification. HR Director Killgore will bring forward an MOU to formalize the reclassification with the Courthouse Union at the next HR Study Session.

REQUEST BOARD APPROVAL TO SIGN UNITED HEALTHCARE STOP LOSS POLICY

Director Killgore explained that the County has a stop loss policy for the County's self-insured healthcare plans, and requested Board approval to sign the stop loss policy. She added that the policy is currently in effect and the County is currently covered. The County's signature on the policy will simply help ensure clean plan administration. Commissioner Wachsmith moved to approve HR Director signature on the County's United Healthcare stop loss policy. Commissioner Osiadacz seconded the motion. Motion approved; 2:0.

APPROVED

07/01/2025

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 1:24 PM to discuss potential litigation for an anticipated length of 10 minutes. The Board exited executive session at 1:34 PM. Commissioner Wachsmith moved to approve Resolution 2025-119 in the matter of amending a warrant of abatement. Commissioner Osiadacz seconded the motion. Motion was approved; 2:0.

OTHER BUSINESS

The Board inquired about stipends for their staff as they take on additional duties while the Administrative Assistant position is vacant in the Commissioner’s Office.

CONCLUDED

The meeting was concluded at 1:55 PM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Laura Osiadacz, Chair