

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

MONDAY	3:00 PM	6/16/2025
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Board Members Present: Laura Osiadacz, Cory Wright, Brett Wachsmith

Others Present: Chelsey Loeffers, Therese Murphy, Julie Kjorsvik, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 3:00 PM.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

**REQUEST TO APPROVE RESOLUTION IN THE MATTER OF REVISING PERSONNEL POLICY 1.5
– DEPARTMENTS AND HOURS**

HR Director Killgore presented a resolution to update the listing of departments and department hours in Personnel Policy 1.5 – Departments and Hours. Commissioner Wright moved to approve Resolution 2025-120 in the matter of revising Personnel Policy 1.5 – Departments and Hours. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

DISCUSSION/DECISION – PUBLIC HEALTH RECLASSIFICATION REQUEST

Public Health Director Loeffers requested to reclassify the Accountant II position within her office to Accountant III. She noted that the level of work and responsibility is more in line with an Accountant III. Commissioner Wright moved to approve an MOU between Kittitas County and Local 792CH (Courthouse) to reclassify the Public Health Accountant II position to Accountant III and the Auditor’s Accounting Assistant II position to Accounting Assistant III, which was discussed at a previous meeting. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

DISCUSSION/DECISION – COMMISSIONER’S OFFICE RECLASSIFICATION REQUEST

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.

Clerk of the Board Kjorsvik presented a request to reclassify the Commissioner’s Administrative Assistant position to Office Administrator. She explained that upon review of the positions and duties within the office, a need was identified to for a position with an advanced skillset in customer service, project management, and the ability to work with a high degree of independence and professionalism.

APPROVED

07/01/2025

The Board entered executive session at 3:13 PM to discuss the performance of a public employee for an anticipated length of 10 minutes. Anticipated action; approve or deny the request for reclassification. At 3:23 PM the Board extended executive session for an additional five minutes. At 3:28 PM the Board extended executive session for an additional five minutes. The Board exited executive session at 3:33 PM. Commissioner Wachsmith moved to approve the reclassification of the Administrative Assistant position to Office Administrator. Commissioner Osiadacz seconded the motion. Commissioner Wright discussed his desire to see a more in-depth analysis of the position and the needs of the office before approving the reclassification. Commissioner Osiadacz discussed her appreciation for the volume of work coming in and out of the Commissioner's Office. The motion was approved; 2:1.

OTHER BUSINESS

None.

CONCLUDED

The meeting was concluded at 3:38 PM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Laura Osiadacz, Chair