

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

TUESDAY

10:00 AM

8/12/2025

Board Members Present: Laura Osiadacz, Brett Wachsmith

Others Present: Judge Herion, Judge Kirkham, Sarah Keith, Therese Murphy, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

DISCUSSION/DECISION – SUPERIOR COURT STAFFING

The Board reviewed a request for a new Judicial Assistant position in Superior Court. Court Administrator Keith summarized that the position would manage juries and provide support to the judges. The Board provided direction to move forward with the additional position.

REQUEST TO APPROVE PRELIMINARY PUBLIC WEBSITE STYLE GUIDE

The Board reviewed a request from IT to approve a preliminary style guide as part of the discovery process for the new public website. The Board approved the preliminary style guide.

**DISCUSSION – CITIZENS' ADVISORY COMMITTEE ON SALARIES FOR ELECTED OFFICIALS
(EXCLUDING COUNTY COMMISSIONERS)**

HR Director Killgore provided the Board with an overview of the current applicant pool for the Elected Official Advisory Committee. She noted that the County must receive one more applicant and they must reside in District 3. The Board discussed how to recruit additional applicants for the Advisory Committee.

DISCUSSION – CONFLICT OF INTEREST POLICY

Director Killgore advised the Board that throughout the year HR, the Event Center, and the Prosecutor's Office have been discussing the need to update the Boards/Committees/Commissions handbook and review the conflict of interest language in the handbook. The Board provided feedback on possible updates, including a statement that members of certain committees must be in good standing with aspects of the County that the committee relates to. HR and the Prosecutor's Office will continue to work on a draft update to bring to the Board for future review.

DISCUSSION/DECISION – SALARY SURVEY

Director Killgore requested Board direction regarding the timing of the next possible salary survey. Based on the recent adoption of the non-union wage matrix, which resulted in significant salary adjustments, the Board provided direction to revisit the topic of a salary survey in 2026.

APPROVED

9/2/2025

OTHER BUSINESS

Director Killgore advised the Board that the hiring freeze policy will be presented at the 8/26/2025 HR Study Session. The Board discussed the possibility of sending an email communication to the County Management Team in advance of the meeting agenda being published so that they are equipped to respond to any employee questions or concerns.

CONCLUDED

The meeting was concluded at 10:59 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Laura Osiadacz, Chair