

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

TUESDAY

10:00 AM

8/26/2025

Board Members Present: Laura Osiadacz, Cory Wright, Brett Wachsmith

Others Present: Bryan Elliott, Stephanie Hartung, Therese Murphy, Andrew Yoder, Christopher Horner (City of Ellensburg City Attorney), Ken Wade (City of Ellensburg Chief of Police), Captain of Ellensburg Policy Department, Lisa Young (City of Ellensburg Human Resources Director), Dustin Davison (City of Ellensburg Executive Assistant)

CALL TO ORDER

The meeting was called to order at 10:00 AM.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

REQUEST TO APPROVE ATTORNEY STAFFING AGREEMENT WITH CITY OF ELLENSBURG

Chief Deputy Prosecutor Hartung summarized that the City of Ellensburg is in need of criminal prosecution services and has reached out to the Prosecutor's Office for assistance. The County and the City are currently in negotiations to establish terms for a partnership. Deputy Prosecutor Hartung commented that the Prosecutor's Office has established resources, relationships, and strategies for criminal prosecution services. The goal would be to implement an interlocal agreement between the County and the City in January of 2026. Police Chief Wade commented that having criminal prosecution services under one umbrella would be a benefit for the community. Deputy Prosecutor Hartung will meet with the Board again once progress in negotiations has been made.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF UPDATING PERSONNEL POLICY 7.8 – MILITARY LEAVE

HR Director Killgore requested Board approval to revise Personnel Policy 7.8 – Military Leave. She stated that the County's military leave policy was adopted in 2000 and has not been updated since that time. The current provisions of military leave for public employees, as outlined in RCW 38.40.060, are not reflected in the County's policy. Commissioner Wright moved to approve Resolution 2025-153 to revise Personnel Policy 7.8 – Military Leave. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF UPDATING PERSONNEL POLICY 7.1 – PAID TIME OFF (PTO)

Director Killgore requested Board approval to revise Personnel Policy 7.1 – PTO. She summarized that recent law changes regarding leave usage must be incorporated in the County's policy. Commissioner Wright moved to approve Resolution 2025-152 to revise Personnel Policy 7.1 – Paid Time Off (PTO). Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

APPROVED

9/16/25

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF UPDATING PERSONNEL POLICY 2.5 – RECRUITMENT

Director Killgore requested Board approval to revise Personnel Policy 2.5 – Recruitment. She summarized that recent law changes regarding protections for applicants under the Washington Fair Chance Act must be incorporated in the County’s policy. Commissioner Wright moved to approve Resolution 2025-151 to revise Personnel Policy 2.5 - Recruitment. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

REQUEST TO APPROVE RESOLUTION IN THE MATTER OF ESTABLISHING A HIREING FREEZE POLICY

Director Killgore requested Board approval to establish a hiring freeze policy. She summarized that earlier in the year the Board expressed an interest in establishing a hiring freeze policy to ensure the County has a proactive, structured approach available for managing personnel costs in response to changing financial conditions. She commented that a hiring freeze would not go into effect with the adoption of this policy. Commissioner Wright moved to approve Resolution 2025-150 to establish the hiring freeze policy. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

DISCUSSION – 2026 COST OF LIVING ADJUSTMENT

The Board reviewed the 2026 COLA increase for the AFSCME union. They also reviewed the CPI for the non-union employee group and discussed 2026 COLA options. The Board will consider several options and make a determination at a later date.

OTHER BUSINESS

Director Killgore presented pricing and service information for Airlift Northwest, and air ambulance service. The Board reviewed the information.

CONCLUDED

The meeting was concluded at 10:31 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Laura Osiadacz, Chair