

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

MONDAY	11:00 AM	12/15/2025
---------------	-----------------	-------------------

Board Members Present: Cory Wright, Brett Wachsmith

Others Present: Cori McKean, Jeanne Killgore, One Member of the Public

CALL TO ORDER

The meeting was called to order at 11:00 AM.

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

**REQUEST TO APPROVE RESOLUTION IN THE MATTER OF REVISING PERSONNEL POLICY
7.10 – FAMILY AND MEDICAL LEAVE ACT (FMLA)**

HR Director Killgore presented a request to adopt updates to the County’s FMLA personnel policy. She explained that the updates better define how FMLA will be applied to qualifying leave and how FMLA will interact with other leave benefits such as PTO and PFML. Commissioner Wachsmith moved to approve Resolution 2025-250 in the matter of revising personnel policy 7.10 – FMLA. Commissioner Wright seconded the motion. Motion was approved; 2:0.

DISCUSSION/DECISION – CORONER’S OFFICE STAFFING

Coroner McKean requested to reclassify the Chief Deputy Coroner position to FLSA exempt. This would also require reclassifying the position from pay grade 16 to 21 to ensure the position meets the exempt salary threshold. Coroner McKean confirmed that her budget can accommodate the increased wage scale and there would be no budget impact. Director Killgore commented that other comparable counties that have a Chief Deputy Coroner position also classify it as exempt. She advised the Board and the Coroner that as the exempt salary threshold continues to rise over the next few years, there is a high likelihood that the position may need to be reclassified back to non-exempt next year. The Board provided direction to reclassify the position and acknowledged that the position’s FLSA status will likely need to be revisited next year.

OTHER BUSINESS

None.

CONCLUDED

The meeting was concluded at 11:16 AM.



Jeanne Killgore, HR Director

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Laura Osiadacz, Chair

APPROVED

11/6/26