

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

2026/4

<b>TUESDAY</b>	<b>10:00 AM</b>	<b>2/10/2025</b>
----------------	-----------------	------------------

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

Others Present: Josh Fredrickson, Jeanne Killgore

**CALL TO ORDER**

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

**CITIZEN COMMENTS (1 MINUTE TIME LIMIT)**

None.

**REQUEST TO APPROVE A RESOLUTION IN THE MATTER OF UPDATING KITTITAS COUNTY PERSONNEL POLICY 7.3 - HOLIDAYS**

HR Director Killgore presented a draft update of personnel policy 7.3 – Holidays. Commissioner Wachsmith moved to approve Resolution 2026-027 in the matter of updating personnel policy 7.3 – Holidays. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0.

**REQUEST CHAIR SIGNATURE ON UPDATED OSHA 300A FOR 2025**

Director Killgore presented an updated OSHA 300A for 2025, commenting that the previous version had some duplicated numbers. Commissioner Wachsmith moved to approve the updated OSHA 300A for 2025. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0.

**OTHER BUSINESS**

Public Works Director Fredrickson advised the Board that he is researching the feasibility of reactivating the Road Foreman position. The Road Foreman is a management level position that oversees the day-to-day operations for the Upper and Lower County Shops. Director Fredrickson also advised the Board that due to the recent vacancy in the Engineering Technician III position, he is evaluating the Engineer Technician series. He will come back to the Board with formal requests for changes at a future meeting.

Director Killgore presented the Board with a draft update of the Solid Waste Director job description. She invited the Board to review the job description and provide feedback.

*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.*

**APPROVED**  
3/3/26

The Board entered executive session at 10:23 AM to discuss the performance of a public employee for an anticipated length of five minutes. No anticipated action. The Board exited executive session at 10:28 AM with no action taken.

**CONCLUDED**

The meeting was concluded at 10:28 AM.

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**



---

**Jeanne Killgore, HR Director**



---

**Cory Wright, Chair**