

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

TUESDAY

10:00 AM

7/14/2026

Board Members Present: Brett Wachsmith, Laura Osiadacz

Others Present: Josh Fredrickson, Bryan Elliott, Zane Kinney, Andrew Yoder, James McCubbin, Therese Murphy, Amy McGuffin, Leslie Erickson, member of the public, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

DISCUSSION/DECISION – SPECIAL EMPLOYMENT AGREEMENT

HR Director Killgore presented a request to correct an error in the Executive Director of Economic Development Special Employment Agreement. She noted that the Agreement lists \$160,000 as the monthly salary, when in fact it is the annual salary for the position. Commissioner Osiadacz moved to approve the amended Agreement. Commissioner Wachsmith seconded the motion. Motion approved; 2:0.

The Board also reviewed a draft organizational chart to include the Executive Director position within the Commissioner's Office. The Board requested modifications to ensure clear lines of authority in relation to the rest of the Commissioner's staff as well as the Department Heads that report to the Board. Director Killgore will work with legal to make changes and bring forward a modified draft.

The Board discussed several administrative logistics in relation to the new Executive Director position. Regarding the Director's office space, the Board expressed interest in working with the Chamber of Commerce to utilize their business spaces. Public Works Director Fredrickson commented that his staff currently assist with the COG monthly meetings, and will continue to do so until further discussions are had about possibly transitioning these duties to the Director or another office. Auditor Elliott volunteered to oversee the Director's timesheets and leave requests as the Chair of COG. Deputy Prosecutor Murphy requested that further discussions are had regarding how duties under the Public Records Act will be managed by the Director. She also noted that the Prosecutor's Office is discussing how legal support will be provided to COG and the Executive Director.

Commissioner Wachsmith stated that he will take over Commissioner Wright's Department Head meetings after his departure, but will not have capacity to take on the committees currently assigned to Commissioner Wright. The Board expressed interest in canceling those upcoming committee meetings and reviewing each committee at a later date.

DISCUSSION/DECISION – BENEFICIARY COMMUNICATION

APPROVED
9/11/2026

Director Killgore presented a draft response to a communication that the Board received on 6/23/2026 from the beneficiary of a deceased former employee. The Board reviewed the communication and Commissioner Wachsmith agreed to send the communication.

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.

The Board reviewed an overdue evaluation for Assistant Director Kinney. The Board provided direction to assign the evaluation to Commissioner Wachsmith for completion.

The Board entered executive session at 10:45 AM to discuss the performance of a public employee for approximately eight minutes with no action anticipated. The Board exited executive session at 10:53 AM with no action taken.

The Board reentered executive session at 10:55 AM to discuss the performance of a public employee for approximately five minutes with no action taken. The Board exited executive session at 11:00 AM with no action taken.

OTHER BUSINESS

Assistant Director Kinney advised the Board that IT will be working with Fulcrum Consulting to complete an air quality assessment in the IT Department. The assessment will take approximately 20 days.

CONCLUDED

The meeting was concluded at 11:00 AM

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director

Brett Wachsmith, Vice Chair