

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING
HR STUDY SESSION**

TUESDAY

10:00 AM

1/28/2020

Board members present: Brett Wachsmith, Laura Osiadacz, Cory Wright

Others: Patti Johnson, Greg Zempel, Chris Horner, Member of the Public, Lisa Young, Jeanne Killgore

CALL TO ORDER

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

REQUEST CHAIR SIGNATURE ON OSHA 300A

HR Director Young requested Board Signature on 2019's OSHA 300A, an annual document summarizing the previous year's recordable workplace injuries. She explained that the OSHA 300A is required to be posted annually from February 1 to April 30. Commissioner Osiadacz moved to approve chair signature on the OSHA 300A summary document. Commissioner Wright seconded the motion and requested that HR Director Young provide additional workplace injury data, such as the TIR, within the next couple of months and periodically moving forward. Motion was approved; 3:0 and the OSHA 300A document was signed by Chairman Wachsmith. Director Young will post the document and provide injury updates to the Board every couple of months during the year.

REQUEST APPROVAL OF PAF FOR ADJUSTMENT TO FLSA STATUS

HR Director Young presented the Board with a PAF to change the FLSA status of a Public Works employee from non-exempt to exempt. She explained that in early 2018 Public Works Director Cook approved the change in FLSA status, but no administrative action was taken and the update was not implemented. Director Young added that she performed an audit and determined that the employee is eligible for exempt status. She requested that the Board approve the employee's change to exempt FLSA status effective 1/1/2018, when the change was originally discussed and approved by the Public Works Director. She also explained that there would be a slight adjustment to the employee's vacation balance due to the different accrual rates between non-exempt and exempt employees. The Board approved the status change and signed the PAF to adjust the employee's FLSA status to exempt, effective 1/1/2018.

DISCUSSION/DECISION – PSA WITH WALLACE WILKINS

Director Young summarized that late last year the Board opted to postpone meeting with Wallace Wilkins and requested that she and Prosecutor Zempel look into the ability for group meetings to take place within executive session. Prosecutor Zempel presented a letter to the Board containing his findings regarding the ability of the Board to meet with a consultant for team improvement and

APPROVED
2/2/21

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productive discussions. Commissioner Wright expressed appreciation for the research that Prosecutor Zempel performed, but voiced concerns about the cost of bringing a consultant in at this time. Commissioner Wachsmith agreed and requested that the subject be tabled and revisited in July. Director Young will postpone further discussion until July.

PROJECT UPDATES

HR Director Young briefly summarized the wage survey findings and asked if the Board has any interest in updating wages for Elected Officials. She explained that they are able to make amendments to the wages as long as those amendments don't result in salary decreases. Commissioner Wright expressed concerns about making any modifications to Elected Official wages, stating that they have already been set. Commissioners Wachsmith and Osiadacz agreed.

Director Young also advised that Board that she is working on a time reporting policy for exempt staff and will present a draft at the next study session.

OTHER BUSINESS

Solid Waste/Maintenance Director Johnson advised the Board that the Security Committee gave her an assignment to research options and gather rough estimates for creating a single point of entry at the Courthouse. Director Johnson believes an estimate would need to include new metal detectors, new handicap parking and entrance, power usage, and labor costs. Commissioner Wright advised Director Johnson to go ahead with a price analysis of the project, and also pointed out that the cost of making such a renovation would likely exceed the value of the building itself.

Executive Session – Potential Litigation - RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Board entered executive session at 10:20 AM with an anticipated length of five minutes to discuss potential litigation. Anticipated action: none. At 10:30 AM the Board extended executive session for five additional minutes. The Board exited executive session at 10:30 AM with no action taken.


Executive Session – Performance of a Public Employee – 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.

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The Board entered executive session at 10:38 AM with an anticipated length of five minutes to discuss the performance of a public employee. Anticipated action: none. The Board exited executive session at 10:43 AM with no action taken.

ADJOURN

The meeting was adjourned at 10:43 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman