

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC AUDITORIUM
REGULAR MEETING
HR STUDY SESSION**

TUESDAY

10:00 AM

6/09/2020

Board members present: Brett Wachsmith (in person), Laura Osiadacz and Cory Wright (via WebEx)

Others: Clay Myers, Steve Panattoni, Judy Pless, Christopher Horner, Mandy Buchholz, Taylor Crouch (via WebEx); Lisa Young and Jeanne Killgore (in person)

CALL TO ORDER

The meeting was called to order at 10:02 AM.

EXECUTIVE SESSION - 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.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

- (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;*
- (ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or*
- (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.*

The Board entered executive session at 10:04 AM to discuss potential litigation with an anticipated length of ten minutes; anticipated action: none. At 10:14 AM the Board extended executive session for ten minutes. At 10:24 the Board extended executive session for an addition ten minutes. The Board exited executive session at 10:34 AM with no action taken.

DISCUSSION/DECISION – KCSO STAFFING – RECLASSIFICATION OF ADMIN STAFF

HR Director Young reintroduced a previous request to the Board from Sheriff Myers to reclassify his Office Administrator to Chief Administrator. She reminded the Board that as part of the 2019 wage survey all administrative positions were consolidated into four classifications depending on their duties and supervisory responsibilities. While the Sheriff's Office Administrator does not perform direct supervisory duties as required in the Chief Administrator classification, Sheriff Myers stated that she

APPROVED
8/4/2020

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trains, mentors, directs, and supports staff in all divisions of the Sheriff's Office on a daily basis, in addition to her broad and advanced scope of other administrative duties. He further explained that while she does not conduct performance evaluations for staff, she is asked to provide review, input, and feedback to supervisors in order to help them complete their staff evaluations.

Director Young cautioned that anytime an exception is made for one employee, more requests may come in from other departments. She also noted that following the guidelines of the wage survey the employee would maintain their current placement on the wage scale, placing her near the top. She suggested an alternative of midpoint, which Sheriff Myers stated he was comfortable with.

Commissioner Osiadacz asked if the Sheriff's Office is able accommodate the wage increase along with the potential of reduced revenue in the future due to COVID-19. Sheriff Myers responded that this reclassification would not have a negative impact on the Sheriff's Office budget.

Director Young asked Deputy Prosecutor Horner if an earlier effective date might be an option since the reclassification has been in the works for a while. Deputy Prosecutor Horner recommended the Board's approval date as the best effective date. The Board approved the reclassification of the Sheriff's Office Administrator to Chief Administrator with an increase to midpoint of the new scale effective 6/9/2020.

DISCUSSION/DECISION – KITTITAS COUNTY COVID-19 POLICY & OPERATIONS PLAN

Director Young requested feedback from the Board on the COVID-19 policy and operations plan that she drafted and emailed to them for review. Commissioner Wachsmith commented that he had no recommended changes. Commissioner Wright stated that he had some issues with the policy, including verbiage on pages five and six of the plan. He questioned if the policy could more closely reflect L&I and state guidelines. He also noted that some of the policy language appeared outdated due to ever-changing state orders and regulations. Commissioner Osiadacz commented that she is uncomfortable having guidelines that appear stricter than the state's guidelines. Director Young will work on a redraft of the policy to present at Friday's COVID meeting.

OTHER BUSINESS

None.

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ADJOURN

The meeting was adjourned at 11:04 AM.



Lisa Young, HR Director

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Brett Wachsmith, Chairman