

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

TUESDAY

10:00 AM

3/08/2022

Board members present: Cory Wright, Brett Wachsmith

Others: Clay Myers, Greg Zempel, Dan Carlson, Elishia Harvill, Kristine Foreman, Jeanne Killgore

CALL TO ORDER

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

ADOPT AND SIGN THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF KITTITAS COUNTY COMMISSIONERS, THE KITTITAS COUNTY SHERIFF, AND THE TEAMSTERS LOCAL NO. 760 REPRESENTING THE UNIFORMED JAIL EMPLOYEES OF THE KITTITAS COUNTY SHERIFF'S OFFICE

HR Director Foreman presented the Board with a final draft of the Collective Bargaining Agreement (CBA) with Local 760 (Corrections – Uniformed). She requested approval of the CBA. Commissioner Wachsmith moved to approve the CBA between the County Commissioners, the Sheriff's Office, and Local 760. Commissioner Wright seconded the motion. Motion was approved; 2:0.

ADOPT AND SIGN THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF KITTITAS COUNTY COMMISSIONERS, AND THE TEAMSTERS LOCAL NO. 760 REPRESENTING THE MISDEMEANANT PROBATION AND JUVENILE COURT SERVICES EMPLOYEES OF KITTITAS COUNTY

HR Director Foreman presented the Board with a final draft of the Collective Bargaining Agreement (CBA) with Local 760 (Probation). She requested approval of the CBA. Commissioner Wachsmith moved to approve the CBA between the County Commissioners and Local 760. Commissioner Wright seconded the motion. Motion was approved; 2:0.

BENEFITS COMMITTEE UPDATE

Director Foreman informed the Board that members of the Benefits Committee have been selected and the first meeting will take place at the end of March. She will provide the Board with an update at her Study Session in April.

WEAPONS POLICY UPDATE

Director Foreman notified the Board that she reached out to the Risk Pool for assistance in updating Kittitas County Policy 3.6: Workplace and Domestic Violence Prevention. The Risk Pool is still reviewing the policy and proposed updates. Director Foreman stated that her preference would be to simply remove the prohibitive language regarding employees bringing weapons into the workplace. Prosecutor Zempel added that the policy should simply follow the laws surrounding firearms. Commissioner Wachsmith moved to strike the prohibitive language from the personnel policy. Commissioner Wright seconded the motion. Motion was approved; 2:0. Director Foreman will update the policy and bring a resolution to adopt the updated policy to her next Study Session.

APPROVED
4/5/22

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RECRUITING STRATEGY FOR DEPUTY PROSECUTING ATTORNEY AND LONG RANGE PLANNER

Director Foreman summarized that the County is having difficulty staffing two positions: Deputy Prosecuting Attorney (DPA) and Long Range Planner. Prosecutor Zempel expressed concern over the wage ranges of the DPA positions, commenting that compared to comparable agencies around the state the County's wages are not competitive. The Prosecutor's Office and HR have attempted to expand their advertising efforts, but there have still been no applicants since the position was posted in January. Director Foreman commented that in lieu of adjusting the wage ranges, they could look at working with a placement agency. Office Administrator Harvill pointed out that there are some positions at the County who require less education and experience than a DPA, but have a higher starting salary. The Board requested statistics on the current advertising efforts, the cost of working with a placement agency, and what updated wage ranges would look like. Director Foreman will gather the information and bring it back to the next Study Session.

The Board entered executive session at 10:58 AM for an anticipated length of five minutes to discuss the performance of a public employee under 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 in 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.

Anticipated action: none. The Board exited executive session at 11:03 AM with no action taken.

CDS Director Carlson summarized a similar difficulty in recruiting Long Range Planners, and cited a non-competitive wage range as a factor. The Board requested similar information as described above. Director Foreman will bring back information about the current advertising efforts, placement agency costs, and a draft wage range update to the next Study Session.

DISCUSS END OF STATEWIDE MASKING MANDATE AND POTENTIAL REMOVAL OF SIGNAGE AND BARRIERS

Director Foreman advised the Board that the Statewide masking mandate will end on 3/12/2022. Labor & Industries has been silent on the change, but may release new rules before the end of the week. Commissioner Wright expressed interest in sending a message to all staff about the mandate changes. Commissioner Wachsmith and Director Foreman will draft a message to send to all staff.

UPDATE AND DISCUSSION OF CELL PHONE STIPENDS AND COUNTY-ISSUED CELL PHONES

Director Foreman provided an update on County-issued cell phones and cell phone allowances for employees. She noted that some departments manage their own cell phone plans without the support of the IT Department. The Board recommended bringing IT Director Goeben into the conversation. The Board will revisit this topic at the next IT Study Session.

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REQUEST FOR APPROVAL OF NEW COUNTY POSITIONS AND WAGE UPDATES

Office Administrator Harvill requested approval to add a new position, Legal Assistant III, to the Prosecutor's Office. She stated that this position used to exist in the Prosecutor's Office, and they would like to bring it back in order to match the DPA position series in the office. The Board expressed approval of adding the Legal Assistant III position into the office.

Director Foreman requested Board approval to update wages for seasonal staff including Seasonal Flagger, Seasonal Event Aide, Litter Crew Member, and Litter Crew Supervisor. The Board approved the changes.

Director Foreman presented a request from Solid Waste to hire a Project Specialist to assist with promoting two Solid Waste programs. The Board approved the hire of a Project Specialist in Solid Waste.

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 IN 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 entered executive session at 11:34 AM for an anticipated length of 10 minutes to discuss the performance of a public employee. Anticipated action: none. At 11:44 AM the Board extended executive session for an additional five minutes. The Board exited executive session at 11:49 AM with no action taken.

DISCUSSION/DECISION – COMMUNICATION SERVICES

Commissioner Wright advised that with the departure of the Communications Director there is a gap in the County's social media and messaging management. He would like to advertise for services to fill this gap. Director Foreman will reach out to a company that she used in the past to get cost and services information. Commissioner Wright stated that the Event Center has a staff member that may also be able to help in the short term.

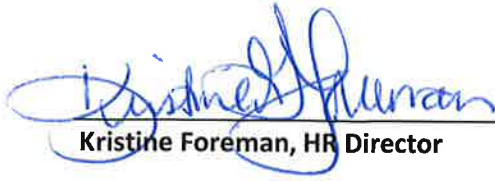
OTHER BUSINESS

None.

ADJOURN

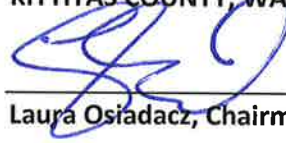
The meeting was adjourned at 11:50 AM.

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Kristine Foreman, HR Director

KITTITAS COUNTY COMMISSIONERS
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Laura Osiadacz, Chairman