

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

TUESDAY

10:00 AM

6/14/2022

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

Others: Clay Myers, Christopher Whitsett, Greg Zempel, Dan Carlson, Kady Porterfield, Kristine Foreman, Jeanne Killgore

CALL TO ORDER

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

PUBLIC COMMENT (ONE MINUTE)

None.

DEPUTY PROSECUTOR RECRUITING

Prosecutor Zempel summarized that the Prosecutor's Office have two vacancies in the position of Deputy Prosecutor. One of the positions has been vacant since January. The County has used a variety of recruitment techniques, and have raised the salary ranges, but nothing has worked to attract candidates to the positions. Prosecutor Zempel requested funds to contract with a recruitment firm to assist in the hiring process. The Board expressed support of utilizing the services of a recruitment firm. Commissioner Wright also requested a list of high-priority positions in which additional recruitment services may be used.

REQUEST TO APPROVE A NEW POSITION FOR THE KITITAS VALLEY EVENT CENTER

Event Center Director Porterfield advised the Board that she is looking to update the event center organizational structure in 2023. She will be proposing a new Grounds Manager position to oversee the maintenance and grounds staff. She summarized that this position would free her up to focus on the high-level operations of the event center. She added that this will be a promotional opportunity for her staff, and she will not backfill the vacancy created by a staff member promoting into the Grounds Manager role. The Board reviewed the draft job description and proposed wage range and expressed support for the new position. Director Porterfield will bring the position forward in her 2023 budget proposal.

REQUEST TO APPROVE A RESOLUTION TO UPDATE PERSONNEL POLICY 1.5

HR Director Foreman requested Board approval to update Personnel Policy 1.5: Listing of Departments and Hours. She summarized that since the policy was last revised, new departments have been created and several department hours have changed. Commissioner Wright moved to approve Resolution 2022-

APPROVED
7-5-22

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124 to update Personnel Policy 1.5. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

REQUEST TO UPDATE RESERVE DEPUTY SHERIFF WAGES

Inspector Whitsett presented a request to the Board to update the wages of Reserve Sheriff Deputies. He stated that the wages were last updated in 2019 and no longer reflect the level of worked performed by the Deputies. He requested that the wage be increased to \$20 per hour. The Board expressed support of the wage update and directed staff to finalize the change.

REQUEST TO APPROVE A RESOLUTION TO UPDATE KCSO COMMAND STAFF WAGE SCHEDULE

Director Foreman presented the Board with a resolution to establish a fixed and tiered wage structure for Command staff of the Sheriff's Office. She added that this issue was previously discussed at the 4/12/2022 HR Study Session. Commissioner Wright moved to approve Resolution 2022-125 to fix base salaries of KCSO Command staff. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

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 entered executive session at 10:35 AM to discuss the qualifications of an applicant for public employment and to review the performance of a public employee. Anticipated action: none. Anticipated length: 20 minutes. At 10:55 AM the Board extended executive session for an additional three minutes. The Board exited executive session at 10:58 AM with no action taken.

CDS Director Carlson requested approval to provide a new employee with a starting wage of \$6,000 per month. The Board approved the starting wage.

OTHER BUSINESS

Inspector Whitsett advised the Board that the Sheriff's Office will be applying for a grant that will provide partial funding for a new marine patrol boat. The grant application requires a letter of support from the Board of County Commissioners. Inspector Whitsett will bring this item to next week's Office Admin. Meeting for further discussion and approval.

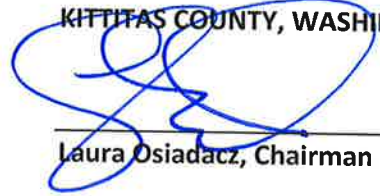
CONCLUDE

The meeting was adjourned at 11:00 AM.

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Kristine Foreman, HR Director

KITTITAS COUNTY COMMISSIONERS
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Laura Osiadacz, Chairman