

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

**TUESDAY**

**10:00 AM**

**8/23/2022**

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

Others: Nick Henderson, Cori McKean, Ryan Gausman, Stephanie Hartung, Dan Munguia, Julie Kjorsvik, Jeanne Killgore

**CALL TO ORDER**

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

**PUBLIC COMMENT (ONE MINUTE)**

None.

**DISCUSSION/DECISION – CHIEF DEPUTY CORONER FLSA CLASSIFICATION**

HR Director Killgore briefly summarized that the Coroner would like to reclassify his Chief Deputy Coroner position from non-exempt to exempt. Coroner Henderson commented that the Chief Deputy Coroner conducts a significant amount of staff training, performs on-call deputy coroner duties, and makes himself available at all times when on-call coroners require assistance. Deputy Prosecutor Hartung expressed concerns over the broad scope of duties listed in the job description, including first responder tasks which must be overtime-eligible per state law. She also advised that employees should not be expected to be available at any time of the day or night; there must be an established schedule. HR and the Prosecutor's Office will work with the Coroner's Office to modify the job description and better define the Chief Deputy Coroner position as an administrative role within the Coroner's Office. This item will be brought back to the Commissioners for approval once the job description is finalized.

**DISCUSSION – MOU BETWEEN KITTITAS COUNTY AND LOCAL 760 (PROBATION) TO DEVELOP STIPEND PAY FOR CONSULTING SERVICES**

Director Killgore advised the Board that Juvenile Probation Services will be requesting a 5% stipend to the base salary for a staff member who performs contracted consulting services for a Washington State training program. Director Killgore will work with the union and Juvenile Probation to finalize an MOU and bring it to the Board for approval.

**REQUEST TO APPROVE RESOLUTION UPDATING PERSONNEL POLICY 7.2 – VACATION BENEFITS**

Director Killgore presented the Board with a resolution to update Personnel Policy 7.2 regarding vacation benefits. She explained that this topic was brought before the Board at the 5/12/2022 HR Study Session. The policy update would allow Department Heads and Elected Officials to grant accrued vacation leave to

**APPROVED**  
9.6.22

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employees in their probationary period. Commissioner Wright moved to approve Resolution 2022-165 to update Personnel Policy 7.2. Commissioner Wachsmith seconded the motion. Motion was approved; 3:0.

**DISCUSSION – COURTHOUSE CIVILITY POLICY**

Security Sergeant Munguia presented to the Board with a draft policy to set guidelines for appropriate behavior within County buildings. The Board expressed approval of the policy. Sergeant Munguia will work with HR and the Prosecutor's Office to finalize the draft and bring it before the Board for formal approval at an upcoming HR Study Session.

**DISCUSSION – CHIEF ADMINISTRATOR STAFFING**

The Board discussed the Chief Administrator position and the supervisory requirements of the role. Director Killgore will work with Commissioner Osiadacz to review job descriptions and office structures.

**DISCUSSION – HR/BOCC JOB SHARING**

The Board requested feedback regarding duties that currently reside in HR but could be transferred to the Commissioner's Office. Director Killgore suggested that management of the Employee Input Committee could be transferred to the Commissioner's Office. She will work with the Clerk of the Board to review duties and discuss further.

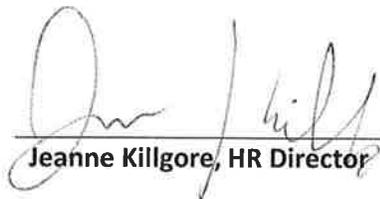
**OTHER BUSINESS**

None.

**CONCLUDE**

The meeting was concluded at 11:05 AM.

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Jeanne Killgore, HR Director

  
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Laura Osiadacz, Chairman