

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

THURSDAY

8:00 AM

10/13/2022

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

Others: Barb Demory, Elishia Harvill, Jeanne Killgore

CALL TO ORDER

The meeting was called to order at 8:01 AM.

PUBLIC COMMENT (ONE MINUTE)

None.

DISCUSSION/DECISION – WAGE ADJUSTMENTS FOR PROSECUTOR'S OFFICE STAFF

HR Director Killgore presented the Board with a request to approve special wage adjustments for two Legal Assistants in the Prosecutor's Office. She explained that the Prosecutor's Office promoted their receptionist into their vacant Legal Assistant I position and provided her with a 5% wage increase per Personnel Policy 5.1. However, this wage increase created a wage compression issue with the current Legal Assistant Is. The Prosecutor's Office would like to provide special wage adjustments for the two current Legal Assistant Is to mitigate the wage compression. Commissioner Wachsmith stated that he has no issue with the request, but would like to see a better process for submitting such requests in the future. The Board approved the two special wage adjustments.

DISCUSSION/DECISION – WAGE ADJUSTMENTS FOR LOWER DISTRICT COURT

Director Killgore presented the Board with a request to increase the Court Commissioner wage from \$70/hour to \$80/hour. Court Administrator Demory explained that the Court Commissioner's wage hasn't been adjusted since 2019 and is needed to keep up with inflation. She added that the request is budget neutral, as the Lower District Court has extra savings to support the wage increase. The Board supported the request and gave direction to move forward.

Administrator Demory also presented a request to provide one of her Legal Process Assistant IIIs with a two-step wage increase on her position anniversary, rather than the standard one-step wage increase. She explained that the request is based on exceptional performance and additional duties the employee has taken on to assist in creating the Behavioral Health Court. Administrator Demory added that they have savings in their budget from a position that was not back-filled earlier in the year. Director Killgore commented that this request was reviewed and approved by the union. The Board approved the two-step wage increase on the employee's position anniversary date.

APPROVED

11-1-22

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DISCUSSION/DECISION – SALARY SURVEY

Director Killgore summarized that she and Budget & Finance Director Carlson met with Compensation Connections and Cabot Dow to discuss their salary survey services in detail. After review and discussion, Directors Killgore and Carlson recommended that the Board move forward with Cabot Dow for services. The Board supported the recommendation. Director Killgore will work with Cabot Dow and the Prosecutor's Office to draft a contract to bring back to the Board for approval.

DISCUSSION/DECISION – IT DIRECTOR RECRUITMENT

Director Killgore requested feedback from the Board regarding recruitment efforts for the vacant IT Director position. The Board directed HR to post the position for three weeks.

CLOSED SESSION – COLLECTIVE BARGAINING – PURSUANT TO RCW 42.330.140(4)(B), THE OPMA DOES NOT APPLY TO THAT PORTION OF A MEETING DURING WHICH THE GOVERNING BODY IS PLANNING OR ADOPTING THE STRATEGY OR POSITION TO BE TAKEN BY THE GOVERNING BODY DURING THE COURSE OF ANY COLLECTIVE BARGAINING NEGOTIATIONS, OR GRIEVANCE OR MEDIATION PROCEEDINGS, OR REVIEWING THE PROPOSALS MADE IN THE NEGOTIATIONS OR PROCEEDINGS WHILE IN PROGRESS.

The Board entered into a closed session at 8:45 AM to discuss collective bargaining. The Board exited closed session with no action taken.

OTHER BUSINESS

NOTES

CONCLUDE

The meeting was adjourned at 8:55 AM.



Jeanne Killgore, HR Director

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Laura Osiadacz, Chair