

**KITTITAS COUNTY
HR STUDY SESSION MINUTES
BOCC CONFERENCE ROOM, 205 W 5TH AVE., ROOM 10, ELLENSBURG
Regular Meeting**

TUESDAY	10:00 AM	12/12/2023
----------------	-----------------	-------------------

Board Members Present: Cory Wright, Brett Wachsmith, Laura Osiadacz

Others Present: Karen Bowen, Bryan Elliott, Amy Cziske, Christopher Horner, one member of the public, Jeanne Killgore

CALL TO ORDER

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

CITIZEN COMMENTS (1 MINUTE TIME LIMIT)

None.

DISCUSSION/DECISION – ELECTED PROSECUTOR’S SALARY

HR Director Killgore summarized that Resolution 2022-024 listed the 2024 salary for the Elected Prosecutor as “TBD.” This may have been because the State’s portion of the Prosecutor’s salary was unknown at the time the resolution was adopted. Commissioner Wachsmith moved to approve Resolution 2023-221 to establish the 2024 salary for the Elected Prosecutor. Commissioner Osiadacz seconded the motion. Motion was passed; 3:0.

DISCUSSION/DECISION – CITIZENS ADVISORY COMMITTEE ON SALARIES FOR ELECTED OFFICIALS

Director Killgore advised the Board that there is one application for the Citizen’s Advisory Committee on salaries for Elected Officials. She commented that she’s received some feedback that the four-year committee term is too long and may be deterring potential candidates from applying. She presented a resolution to modify the language to read that terms will last for the duration of the project. Commissioner Wachsmith moved to approve Resolution 2023-222 to modify the terms of the Citizen’s Advisory Committee on salaries for Elected Officials. Commissioner Osiadacz seconded the motion. Motion was approved; 3:0.

REQUEST CHAIR SIGNATURE ON NEOGOV SERVICE AGREEMENT

Director Killgore briefly summarized that HR and IT staff have evaluated three platforms to replace the recruitment and performance evaluation modules on CAMAS. The group concluded that NeoGov is the platform that would best meet the County’s needs. Director Killgore requested approval and Chair signature of the NeoGov service agreement. She added that the service agreement has been through legal review. Commissioner Wachsmith moved to approve a service agreement with NeoGov for recruitment and performance management services. Commissioner Osiadacz seconded the motion. Motion was passed; 3:0.

REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792CH (COURTHOUSE) TO BENCHMARK CLERK’S STAFF WAGES WITH DISTRICT COURT STAFF

Director Killgore explained that in the past, the wage scales of certain positions within the District Courts were matched with certain positions within the Clerk’s Office. This practice ended in 2017 upon the wishes of the

APPROVED
1-2-24

previous Elected Clerk. The current Clerk, with support from the District Courts, has determined it appropriate to reactivate this practice based on similar duties and responsibilities of the positions. Commissioner Wachsmith moved to approve an MOU with Local 792CH to benchmark the Clerk's Office position wage scales with District Court positions. Commissioner Osiadacz seconded the motion. Motion was passed; 3:0.

REQUEST TO APPROVE MOU BETWEEN KITTITAS COUNTY AND LOCAL 792CH (COURTHOUSE) TO RECLASSIFY POSITIONS WITHIN THE TREASURER'S OFFICE

Director Killgore explained that the Treasurer has requested to reclassify her Fiscal Technician IIs, Fiscal Technician III, and Collections Deputy to Accounting Assistant IIIs. All staff are expected to share and perform the same functions so they should all share the same title and wage scale. Commissioner Wachsmith moved to approve an MOU with Local 792CH to reclassify positions within the Treasurer's Office. Commissioner Osiadacz seconded the motion. Motion was passed; 3:0.

CLOSED SESSION – RCW 42.30.140(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 closed session to discuss collective bargaining. The Board exited closed session with direction to staff to adopt a 3% COLA effective 1/1/2024.

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 10:25 AM to discuss the qualifications of applicants for the CDS/PW Director position for an anticipated length of 10 minutes. Anticipated action: direction to staff. The Board exited executive session at 10:35 AM with direction to staff to close the recruitment process for the CDS/PW Director position.

OTHER BUSINESS

None.

CONCLUDED

The meeting was concluded at 10:35 AM.

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Jeanne Killgore, HR Director



Cory Wright, Chair