



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes Employment and Administration Committee

*Councilmembers: Dave Upthegrove, Chair;  
Jeanne Kohl-Welles, Vice-Chair;  
Joe McDermott, Girmay Zahilay*

*Staff: Stephanie Cirkovich, Chief of Staff (206-477-6023)  
Melani Hay: Committee Clerk (206-477-1025)*

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2:00 PM

Tuesday, October 17, 2023

Hybrid Meeting

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### REVISED AGENDA

**Hybrid Meetings: Attend the Employment and Administration Committee meetings in person in the Southwest Conference Room, 516 3rd Avenue in Seattle, or through remote access. Details on how to attend the meeting remotely are listed below.**

#### **CONNECTING TO THE WEBINAR**

**Webinar ID: 828 5993 8005**

**If you do not have access to the ZOOM application, you can connect to the meeting by calling 1 253 215 8782 and using the Webinar ID.**

**You have the right to language access services at no cost to you. To request these services, please contact our Equity and Social Justice Director, Dae Shogren at 206 263 8124, or [dae.shogren@kingcounty.gov](mailto:dae.shogren@kingcounty.gov) by 10:00 a.m. the day prior to the meeting.**

**Pursuant to K.C.C. 1.24.035 A. and F., this meeting is also noticed as a meeting of the Metropolitan King County Council, whose agenda is limited to the committee business. In this meeting only the rules and procedures applicable to committees apply and not those applicable to full council meetings.**

1. **Call to Order**

*The meeting was called to order at 2:36 p.m.*

2. **Roll Call**

**Present:** 4 - Kohl-Welles, McDermott, Upthegrove and Zahilay

3. **Approval of Minutes of September 19, 2023**

*Councilmember Zahilay moved to approve the minutes of the September 19, 2023, meeting as presented. Seeing no objection, the Chair so ordered.*

## **Discussion and Possible Action**

4. **Proposed Motion No. 2023-0350**

A MOTION confirming the appointment of Matthew Vinci to the citizens' elections oversight committee as the jurisdictional representative from a junior taxing district or a city with a population of under twenty thousand.

**Sponsors:** Upthegrove

**A motion was made by Councilmember Kohl-Welles that this Motion be Recommended Do Pass Substitute Consent. The motion carried by the following vote:**

**Yes:** 4 - Kohl-Welles, McDermott, Upthegrove and Zahilay

## **Briefings**

5. **Culture change consultant report**

*Stephanie Cirkovich, Chief of Staff, provided a briefing on the Culture change consultant report and answered questions.*

6. **Continuity of operations plan (COOP)**

*Janine Weihe, Chief Operating Officer, provided a briefing on the Continuity of operations plan (COOP) and answered questions.*

7. **Human Resources update**

*Deandra Stanley, Human Resources Manager, provided an update.*

8. **Chief of Staff update**

*Stephanie Cirkovich provided an update.*

**Other Business**

**Adjournment**

*The Chair adjourned the meeting at 3:22 p.m.*

Approved this \_\_\_\_\_ day of \_\_\_\_\_

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Clerk's Signature