



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 Pedroza: Committee Clerk (206-477-1025)*

2:00 PM

Tuesday, May 16, 2023

Hybrid Meeting

DRAFT MINUTES

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 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 rules and procedures applicable to committees apply and not those applicable to full council meetings.

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1. **Call to Order**

The meeting was called to order at 3:02 p.m.

2. **Roll Call**

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

3. **Approval of Minutes of the Regular Meeting of February 21, 2023, and the Special Meetings of March 30, 2023, and April 19, 2023**

Councilmember Kohl Welles moved to approve the minutes of the Regular Meeting of February 21, 2023, and the Special Meetings of March 30, 2023, and April 19, 2023, as presented. Seeing no objection, the Chair so ordered.

Discussion and Possible Action

4. **[Proposed Motion No. 2023-0190](#)**

A MOTION approving the job descriptions for positions within the office of public complaints/tax advisor.

Sponsors: Upthegrove

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

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

Briefing

5. **Human Resources Update**

Not presented.

6. **Chief of Staff Update**

Stephanie Cirkovich, Chief of Staff, briefed the Committee and answered questions.

Discussion

Other Business

There was no other business.

Adjournment

The meeting was adjourned at 3:13 p.m.

Approved this _____ day of _____

Clerk's Signature