



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes Employment and Administration Committee

*Councilmembers: Joe McDermott, Chair; Reagan Dunn, Vice  
Chair;  
Claudia Balducci, Rod Dembowski, Jeanne Kohl-Welles  
Staff: Melani Pedroza (477-1025) Committee Clerk*

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3:00 PM

Monday, May 14, 2018

SW Conference Room

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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 3:05 p.m.*

2. **Roll Call**

**Present:** 5 - Ms. Balducci, Mr. Dembowski, Mr. Dunn, Ms. Kohl-Welles and Mr. McDermott

3. **Approval of Minutes of April 23, 2018**

*Councilmember Dunn moved approval of the minutes of the April 23, 2018 meeting as presented. Seeing no objection, the Chair so ordered.*

### **Briefings**

4. **A briefing on the upcoming expiration of military leave for a legislative analyst.**

*Patrick Hamacher, Acting Chief Policy Officer, briefed the Committee on the upcoming expiration of military leave for Jay Paraless, Legislative Analyst 1.*

**5. A discussion of central policy staff management structure and possible adoption of job description(s).**

*Carolyn Busch, Chief of Staff, facilitated a discussion of central staff management structure and possible adoption of job description(s).*

*Mike Hoover, Chief Legal Counsel; Tracy Calderon, Senior HR Business Partner; and Janine Weihe, Director of Operations, answered questions of the Committee.*

*Councilmember Dunn moved to approve the Director of Legislative Analysis classification specification/position description at Range 89. Councilmember Dembowski moved a verbal amendment to add Equity and Social Justice experience under essential duties and required skills. The motion carried. Councilmember Dembowski moved to amend the job description title to read Director of Legislative Analysis. The motion carried. Voting on the job description, as verbally amended, the motion carried.*

**6. Chief Policy Officer Update**

*Mr. Hamacher updated the Committee on the recruitment process to hire a Legislative Analyst and indicated that a new recruitment process is starting to hire a Senior Legislative analyst rather than a Legislative Analyst. He also recognized the work of Hiedi Popochock, Senior Legislative Analyst, who did a great job of managing a very heavy workload in recent weeks.*

**7. Chief of Staff Update**

*Ms. Busch reported on three pieces of legislation currently being drafted and reviewed at Council. Each have some aspect of equity and social justice. The first memorializes the Equity and Social Justice Committee work plan, the second is a Councilmember Kohl Welles sponsored ordinance related to discrimination, harassment and sexual harassment, and the third is a Councilmember Dembowski sponsored motion addressing gender identity. She also indicated that the Equity and Social Justice Committee will soon provide branch trainings related to these topics.*

## Other Business

*Councilmember Kohl-Welles continued conversation related to a potential minority report. Mr. Hoover and Melani Pedroza, Clerk of the Council, answered questions of the Committee.*

## Adjournment

*The meeting was adjourned at 4:25 p.m.*

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

\_\_\_\_\_  
Clerk's Signature