



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*

3:00 PM

Monday, October 8, 2018

SW Conference Room

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**

2. **Roll Call**

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

3. **Approval of Minutes of September 24, 2018**

Councilmember Dunn moved approval of the minutes of the September 24, 2018, meeting as presented.

Discussion and Possible Action

4. **Interview and possibly recommend a Senior Legislative Analyst**

Patrick Hamacher, Acting Chief Policy Officer, briefed the Committee on the hiring process and current vacancies within policy staff.

The Chair recessed the meeting into Executive Session under RCW 42.30.110 (1)(g) to evaluate the qualifications of applicants for public employment at 3:14 p.m. The Chair reconvened the meeting at 4:12 p.m.

Councilmember Kohl-Welles moved to recommend hiring Amanda Micklow as a Senior Legislative Analyst. The motion carried.

Councilmember Kohl-Welles moved to recommend hiring Jake Tracy as a Senior Legislative Analyst. The motion carried.

5. **Discuss and possibly recommend approval of a revised job description for Legislative Assistant and staff assignment**

Carolyn Busch, Chief of Staff and Mr. Hamacher briefed the Committee on a revised job description and assignment of staff.

The Chair recessed the meeting into Executive Session under RCW 42.30.110 (1)(g) to evaluate the qualifications of applicants for public employment at 4:26 p.m. The Chair reconvened the meeting at 4:35 p.m.

*Councilmember Balducci moved to recommend approval of a revised Legislative Assistant position description and reassign Erica Newman to perform the duties of a Legislative Assistant 50% of her time.
The motion carried*

Briefing

6. Chief Policy Officer Update

Mr. Hamacher gave an update on the current budget process and upcoming policy analyst interviews.

7. Chief of Staff Update

Ms. Busch presented a draft budget worksheet for councilmember budgeting, reviewed recent exit interview data, provided an update on the Director of Legislative Analysis hiring process, distributed a memorandum regarding a proposal to reclassify the Council Initiative Director to Deputy Chief of Staff and indicated that 4Culture is planning to offer stipends to taskforce members.

The Chair recessed the meeting into Executive Session at 5:25 p.m. to review the performance of a public employee and to discuss with legal counsel litigation or potential litigation to which the county is or is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the county. The Chair reconvened the meeting at 5:39 p.m.

Other Business

Adjournment

The meeting adjourned at 5:41 p.m.

Approved this _____ day of _____

Clerk's Signature