



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Minutes Employment and Administration Committee

*Councilmembers: Rod Dembowski, Chair;
Reagan Dunn, Vice Chair;
Claudia Balducci, Larry Gossett, Jeanne Kohl-Welles
Staff: Melani Pedroza, Committee Clerk (206-477-1025)*

3:00 PM

Monday, January 14, 2019

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**

The meeting was called to order at 3:05 p.m.

2. **Roll Call**

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

3. **Approval of Minutes of special meeting of December 3, 2018**

Councilmember Dunn moved approval of the minutes of the December 3, 2018, meeting as presented. Seeing no objection, the Chair so ordered.

Briefings

4. **Policies and procedures against harassment and discrimination**

Carolyn Busch, Chief of Staff, presented proposed changes to King County Council policies and procedures against harassment and discrimination.

Councilmember Dunn moved to recommend approval of a revised Policies and Procedures against Harassment and Discrimination policy draft subject to Ms. Busch making EAC-directed changes. The motion carried.

This item was expedited to the January 22, 2019, Council meeting agenda.

5. Broader policy revisions preview

Janine Weihe, Director of Operations, presented a broader policy revisions preview and indicated that this item would be discussed in more depth at a future meeting.

6. Committee calendar schedule proposals and discussion

Kristina Logsdon, Chief of Staff to Councilmember Dembowski, presented five options for the 2019 committee meeting calendar.

Councilmember Dunn moved to approve option five, as amended. The motion carried.

7. Annual Council calendar discussion

Chair Dembowski distributed a draft annual council calendar and led discussion.

8. Council retreat discussion

Chair Dembowski briefed the Committee on a future proposed off-site Committee of the Whole retreat.

9. Protected leave district finance relief pool proposal and discussion

This item was deferred.

10. Interim Chief Legal Counsel

The Chair recessed the meeting into Executive Session at 3:42 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 4:57 p.m.

Discussion and Possible Action

11. Review and possible recommendation to approve a revised KCTV Station Manager position

Carolyn Busch provided an update on the KCTV Station Manager hiring process to fill the vacancy created by the upcoming retirement of James Burns.

Councilmember Dunn moved to recommend approval of a revised Station Manager position description in King County Television (KCTV). The motion carried.

This item was expedited to the January 22, 2019, Council meeting agenda.

12. Possible recommendation to hire a temporary Assistant Tax Advisor II in the Tax Advisor's Office

Amy Calderwood, Director, Ombuds Office, briefed the Committee on the staffing of the Tax Advisor's Office and the need to hire a temporary Assistant Tax Advisor II.

Councilmember Dunn moved to recommend approval to temporarily backfill the temporarily vacant Assistant Tax Advisor II in the King County Ombuds Office. The motion carried.

This item was expedited to the January 22, 2019, Council meeting agenda.

13. Review and possible recommendation to approve a Community Engagement Manager position description in OLEO

Deborah Jacobs, Director, OLEO Office, briefed the Committee on the Community Engagement Manager position description and answered questions.

Ms. Busch and Ms. Weihe answered questions of the Committee.

Councilmember Dunn moved to consider items 13 and 14 as a consent agenda. Seeing no objection, the Chair so ordered.

Councilmember Dunn moved to recommend review and possible recommendation to approve a Community Engagement Manager position description in OLEO and to recommend review and possible recommendation to approve a Policy Analyst position description in OLEO. The motion carried.

14. Review and possible recommendation to approve a Policy Analyst position description in OLEO

Deborah Jacobs, Director, OLEO Office, briefed the Committee on the Policy Analyst position description and answered questions.

Ms. Busch and Ms. Weihe answered questions of the Committee.

Councilmember Dunn moved to consider items 13 and 14 as a consent agenda. Seeing no objection, the Chair so ordered.

Councilmember Dunn moved to recommend review and possible recommendation to approve a Community Engagement Manager position description in OLEO and to recommend review and possible recommendation to approve a Policy Analyst position description in OLEO. The motion carried.

Briefings

15. Chief Policy Officer Update

Jeff Muhm, Chief Policy Officer, provided an update on new policy staff hires and recent training.

16. Chief of Staff Update

Ms. Busch updated the Committee on current and proposed employment-related authority provided in the organizational motion.

Other Business

Adjournment

The meeting adjourned at 5:05 p.m.

Approved this _____ day of _____

Clerk's Signature