



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, March 4, 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 4:17 p.m.

2. **Roll Call**

Present: 4 - Ms. Balducci, Mr. Dembowski, Mr. Dunn and Mr. Gossett

Excused: 1 - Ms. Kohl-Welles

3. **Approval of Special Meeting Minutes of February 13, 2019**

Councilmember Dunn moved approval of the minutes of the February 13, 2019, meeting as presented. Seeing no objection, the Chair so ordered.

Briefing

4. **Creative Ground final update**

Deborah Salas and Ella Andrews, Creative Ground, provided a final update on their work with Council staff.

Carolyn Busch, Chief of Staff, answered questions and made remarks.

5. **Citizens' Elections Oversight Committee briefing**

This briefing was not held.

6. Current staffing structure and proposed changes

Ms. Busch briefed the Committee on current staffing structure and proposed changes.

David Shurtleff, Director of Communications, answered questions.

Janine Weihe, Director of Operations, answered questions.

Kendall Moore, Acting Chief Legal Counsel, reviewed Employment and Administration Committee authority and the process for position description approval and staff assignment.

Discussion and Possible Action

7. Review and possible recommendation to approve an External Relations Manager position description

No action was taken.

8. Assign staff to the External Relations Manager position

No action was taken.

9. Review and possible recommendation to approve a Business and Finance Manager position description

No action was taken.

10. Assign staff to the Business and Finance Manager position

No action was taken.

11. Review and possible recommendation to approve a revised Outreach Coordinator position description

No action was taken.

12. Assign staff to the revised Outreach Coordinator position

No action was taken.

13. Review and possible recommendation to approve an Equity and Social Justice Director position description

No action was taken.

14. Review and possible recommendation regarding travel policies at Council

No action was taken.

Other Business

Adjournment

The meeting adjourned at 5:08 p.m.

Approved this _____ day of _____

Clerk's Signature