



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 18, 2019

SW Conference Room

REVISED AGENDA

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 3:10 p.m.
The Chair recessed the meeting at 3:10 p.m.
The Chair reconvened the meeting at 3:11 p.m.
The Chair recessed the meeting at 4:35 p.m.
The Chair reconvened the meeting at 4:37 p.m.*

2. **Roll Call**

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

3. **Approval of Minutes of March 4, 2019**

Councilmember Kohl-Welles moved approval of the minutes of the March 4, 2019, meeting as presented. Seeing no objection, the Chair so ordered.

Briefings

4. **Special Council Meeting Agenda**

Carolyn Busch, Chief of Staff, provided an update and answered questions related to the special Council meeting scheduled for March 27, 2019.

Discussion and Possible Action

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

Ms. Busch discussed the new External Relations Manager position description and Erin Arya's experience at the Council.

David Shurtleff, Director of Communications, provided an overview of current Communication team staffing and workload.

Jeff Muhm, Chief Policy Officer, reported on his experience in the Council Initiative Director position.

The Chair recessed the meeting into Executive Session at 3:41 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 3:56 p.m.

Councilmember Dunn moved to recommend approval of an External Relations Manager position description. The motion carried.

6. Interview and possible assignment of staff to the External Relations Manager position

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 4:05 p.m. The Chair reconvened the meeting at 4:28 p.m.

Councilmember Dunn moved to recommend assigning Erin Arya to the External Relations Manager position, effective contingent upon Council approval of the External Relations Manager position description. The motion carried.

This is final action by the Employment and Administration Committee.

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

Janine Weihe, Director of Operations, discussed the new Business and Finance Manager position description and Gennevie Cook's experience at the Council.

Councilmember Dunn moved to recommend approval of the Business and Finance Manager position description. The motion carried.

8. Interview and possible assignment of staff to the Business and Finance Manager position

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 4:38 p.m. The Chair reconvened the meeting at 4:53 p.m.

Councilmember Dunn moved to recommend assigning Gennevie Cook to the Business and Finance Manager position, effective contingent upon Council approval of the Business and Finance Manager position description. The motion carried.

This is final action by the Employment and Administration Committee.

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

Councilmember Dunn moved to recommend approval of an Equity and Social Justice Director position description. The motion carried.

10. Interview and possible recommendation for the Equity and Social Justice Director 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 or authorize recruitment contingent upon approval of the revised Outreach Coordinator position

No action was taken.

Briefings

13. Chief Policy Officer Update

Mr. Muhm briefed the Committee on two vacant positions in the policy group and the proposed plan for recruitment to fill the vacancies.

14. Chief of Staff Update

Ms. Busch updated the Committee on the Chief Legal Counsel hiring process.

Other Business

Adjournment

The meeting adjourned at 5:08 p.m.

Approved this _____ day of _____

Clerk's Signature