



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda Employment and Administration Committee

*Councilmembers: Larry Gossett, Chair; Reagan Dunn, Vice Chair; Kathy Lambert; Larry Phillips
Staff: Anne Noris (477-1024) Committee Clerk*

9:30 AM

Monday, August 24, 2015

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
3. Approval of Minutes of the regular meetings of July 13 and July 27, 2015

Discussion and Possible Action

4. Mobile device management
Jennifer Giambattista, Council staff, and Bill Kehoe, Director, KCIT
5. Job descriptions for administrative staff
Janine Weihe, Administrative Services Supervisor
6. Coverage for Front Desk
Janine Weihe, Administrative Services Supervisor
7. Council policies
Janine Weihe, Administrative Services Supervisor, and Tracy Calderon, Administrative Services Coordinator

Other Business



*Sign language and communication material in alternate formats can be arranged given sufficient notice (206-1000).
TDD Number 206-1024.
ASSISTIVE LISTENING DEVICES AVAILABLE IN THE COUNCIL CHAMBERS.*



Adjournment