



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Minutes - Final 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, June 8, 2015

SW Conference Room

-draft minutes-

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 9:39 a.m.

2. **Roll Call**

Present: 4 - Mr. Gossett, Mr. Dunn, Mr. Phillips and Ms. Lambert

3. **Approval of Minutes of June 1, 2015**

Councilmember Phillips moved approval of the minutes of the special meeting of June 1, 2015 as presented. The motion passed unanimously.

Discussion and Possible Action

4. Position description and assignment of staff for government relations coordinator

Carolyn Busch, Chief of Staff, briefed the committee on the proposed job description for Government Relations Associate, the salary range and placement of Simon Farretta in the position.

Councilmember Phillips moved to rename the Government Relations Assistant position to Government Relations Associate; approve the revised Government Relations Associate position description classified at Range 123 and to reassign the employee currently assigned to the Outreach Coordinator position to the revised Government Relations Associate position at pay range 123, Step 11, effective upon approval by the full council.

The motion passed unanimously.

5. Position description and assignment of staff for outreach coordinator

Ms. Busch briefed the committee on the proposed job description for Outreach Coordinator, the salary range and placement of Carmela Ennis in the position.

Councilmember Phillips moved to approve the revised Outreach Coordinator position description classified at Range 122 and reassign the employee currently assigned to the Government Relations Assistant position to the revised Outreach Coordinator position at pay range 22, Step 13, effective upon approval by the full council.

The motion passed unanimously.

6. Work schedule extension request

John Resha, Policy Staff Director, briefed the committee on the proposed reduced work week schedule for Jennifer Giambattista, a member of the policy staff.

Councilmember Phillips moved to approve extending the current reduced work week schedule for Ms. Giambattista at the rate of 60% of her current annual salary including any step and COLA increases for 2015 for which she is eligible. Ms. Giambattista's extension is effective July 1, 2015 and shall continue until the earlier of September 30, 2015 or after either the Council or Ms. Giambattista communicates to the other a decision to end the reduced work schedule, at which time Ms. Giambattista would revert to full-time status. This shall not restrict Ms. Giambattista's ability to apply for an additional period of reduced work schedule.

The motion passed unanimously.

7. Constituent Relations Management software

Jennifer Giambattista, Council staff, briefed the committee on the results of a review of constituent relations management software by Council staff.

After discussion, Councilmember Phillips moved to accept Option 1 in the CRM memo to continue with the current system as upgraded and as recommended by staff. The motion passed unanimously.

8. Council policies

Janine Weihe, Administrative Services Supervisor, reviewed the current Council policies on: cell phone use, computer use and telephone use. There was discussion on the particulars of each policy and what changes to the policies there might be.

Rebecha Cusack, Director of Strategic Policy Initiatives, answered questions of the committee.

Tracy Calderon, Administrative Services Coordinator, reviewed the current Council policy on Council vehicles and parking passes. There was discussion on the particulars of the policy and what changes to the policy there might be.

9. Chief of Staff report

The committee went into executive session at 11:29 a.m. to discuss collective bargaining under RCW 42.30.140. The executive session concluded at 11:31 a.m.

The committee went into executive session at 11:32 a.m. to review the performance of a public employee under RCW 42.30.110(1)(g). The executive session concluded at 12:03 p.m.

Other Business

There was no other business to come before the committee.

Adjournment

The meeting was adjourned at 12:03 p.m.

Approved this _____ day of _____.

Clerk's Signature