



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*

10:00 AM

Monday, October 5, 2015

SW Conference Room

SPECIAL MEETING -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 10:11 a.m.

2. **Roll Call**

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

3. **Approval of Minutes of the special meeting of September 16, 2015
and the regular meetings of September 14 and September 28, 2015**

Councilmember Lambert moved to approve the minutes of the special meeting of September 16, 2015 and the regular meetings of September 14 and September 28, 2015. The motion passed unanimously.

Discussion and Possible Action

4. Chief of Staff report

Carolyn Busch, chief of staff, discussed the resignation of the interim director fo the Office of Law Enforcement Oversight (OLEO).

Jim Brewer, legal counsel, answered questions of the committee.

The committee went into executive session at 10:23 a.m. to discuss the performance of a public employee under RCW 42.30.110(1)(g). The executive session concluded at 10:41 a.m.

Ms. Busch informed the committee of the schedule for hiring a new director for OLEO. She also reported that Chris Johnson, the Director of Government Relations-designee, will be available to meet with members today. Finally, she reported on alternate work schedules.

5. Status of Legislative Branch performance appraisals

Ms. Busch reported on the status of performance appraisals in the Branch. After discussion, the committee directed the chief of staff to work on a policy on performance appraisals, including consistent criteria and consideration of individual contributions.

6. Classification review of communications position

*Ms. Busch reported on last week's discussion of creation of a job description for communications manager.
The Committee went into executive session at 11:32 a.m. to discuss the performance of a public employee under RCW 42.30.110(1)(g). The executive session concluded at 12:10 p.m.*

7. Work schedule extension request

John Resha, Policy Staff Director, briefed the committee on the reduced work schedule for Jenny Giambattista, which has expired. He requests the committee approve the request for a reduced work schedule (.6 FTE) until September 30, 2016. Councilmember Phillips moved to recommend that the Council approve extending Ms. Giambattista's current reduced work week schedule until September 30, 2016, including 2015 and 2016 COLA and step increases. The motion passed unanimously.

8. Council policies

This item was not considered.

Adjournment

The meeting was adjourned at 12:11 p.m.

Approved this _____ day of _____.

Clerk's Signature