



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Minutes Employment and Administration Committee

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

10:00 AM

Monday, January 25, 2016

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 10:12 a. m.

2. **Roll Call**

Present: 3 - Mr. Gossett, Ms. Lambert and Mr. McDermott

Excused: 1 - Mr. Dunn

3. **Approval of Minutes of December 14, 2015**

Councilmember Gossett moved approval of the minutes of December 14, 2015. The motion passed and unanimously.

Discussion and Possible Action

4. Board of Appeals Clerk hiring confirmation

Charles Brydon, chair, Board of Appeals and Equalization, introduced Michelle Geiger, who is the Board's choice for Clerk/Manager, and answered questions of the committee.

Carolyn Busch, Chief of Staff, answered questions of the committee.

Tracy Calderon, Human Resources Coordinator, reported on the process: there were 20 applicants, five were forwarded by the staff interview team of Neal Cook, current Board clerk/manager; Ms. Busch; Janine Weihe, Council Administrative Officer; and Amy Calderwood, Ombudsman. The staff team forward three applicants to the Board, who interviewed them. The Board voted to extend an offer of employment to Ms. Geiger, who answered questions of the committee.

Councilmember Gossett moved that the committee concur with the Board of Appeals decision to hire Michelle Geiger as the Board of Appeals Clerk/Manager at pay range 128, step 6, of the 2016 Legislative Branch Salary Schedule, to begin on a date mutually agreed-upon by Neal Cook and Mrs. Geiger. The motion passed unanimously.

5. Review of legislative analyst positions, career progression and compensation

John Resha, Policy Staff Director, began a discussion of the job descriptions and salaries of the policy staff. He requested authorization to review the job descriptions and structure of the policy staff.

Ms. Busch answered questions of the committee.

The committee went into executive session at 10:31 a.m. to discuss collective bargaining negotiations under RCW 42.30.140. The executive session concluded at 10:34 a.m.

6. Chief of Staff report

Ms. Busch reported on hiring a consultant to review the Council's organizational structure. She also reported on the review of the Council's policies and indicated that a draft would be available for committee review in March.

Ms. Calderon answered questions of the committee.

Ms. Weihe answered questions of the committee.

The committee went into executive session at 11:07 a.m. to discuss the performance of a public employee under RCW 42.30.110(1)(g). The executive session concluded at 11:22 a.m.

Other Business

There was no other business to come before the committee.

Adjournment

The meeting was adjourned at 11:22 a.m.

Approved this _____ day of _____.

Clerk's Signature