



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Minutes Employment and Administration Committee

*Councilmembers: Dave Upthegrove, Chair;
Girmay Zahilay, Vice-Chair; Teresa Mosqueda, Pete von
Reichbauer*

*Staff: Stephanie Cirkovich, Chief of Staff (206-477-6023)
Melani Hay: Committee Clerk (206-477-1025)*

2:00 PM

Tuesday, July 2, 2024

Hybrid Meeting

Hybrid Meetings: Attend the Employment and Administration Committee meetings in person in the Southwest Conference Room, 516 3rd Avenue in Seattle, or through remote access. Details on how to attend the meeting remotely are listed below.

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Webinar ID: 828 5993 8005

If you do not have access to the ZOOM application, you can connect to the meeting by calling 1 253 215 8782 and using the Webinar ID.

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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 2:00 p.m.

2. **Roll Call**

Present: 4 - Mosqueda, Upthegrove, von Reichbauer and Zahilay

3. **Approval of Minutes of June 4, 2024**

Councilmember Zahilay moved to approve the minutes of the June 4, 2024, meeting as presented. Seeing no objection, the Chair so ordered.

Discussion and Possible Action

4. **[Proposed Motion No. 2024-0207](#)**

A MOTION approving a job description for the position of operations manager.

Sponsors: Upthegrove

Stephanie Cirkovich, Chief of Staff, briefed the Committee and answered questions.

Councilmember Zahilay moved Amendment 1. The motion carried.

Councilmember Zahilay moved Title Amendment T1. The motion carried.

The Chair announced Proposed Motion 2024-0207 would be on the consent agenda and expedited to the July 9, 2024, Council meeting. Seeing no objection, it was so ordered.

A motion was made by Councilmember Zahilay that this Motion be Recommended Do Pass Substitute Consent. The motion carried by the following vote:

Yes: 4 - Mosqueda, Upthegrove, von Reichbauer and Zahilay

Briefings

5. Continuity of Government Plan

Brendan, McCluskey, Director, Office of Emergency Management, briefed the committee and answered questions.

6. Human Resources Update

No update was provided.

7. Chief of Staff Update

Stephanie Cirkovich, Chief of Staff, briefed the Committee and answered questions.

Other Business

No other business was presented.

Adjournment

The meeting was adjourned at 2:38 p.m.

Approved this _____ day of _____

Clerk's Signature