



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Agenda Employment and Administration Committee

*Councilmembers: Rod Dembowski, Chair;  
Reagan Dunn, Vice Chair;  
Claudia Balducci, Larry Gossett, Jeanne Kohl-Welles  
Staff: Melani Pedroza, Committee Clerk (206-477-1025)*

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3:00 PM

Monday, March 4, 2019

SW Conference Room

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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
2. Roll Call
3. Approval of Special Meeting Minutes of February 13, 2019

### Briefing

4. **Creative Ground final update**  
*Deborah Salas and Ella Andrews*
5. **Citizens' Elections Oversight Committee briefing**  
*Sahar Fathi, Senior Legislative Analyst*
6. **Current staffing structure and proposed changes**  
*Carolyn Busch, Chief of Staff*



*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.*



## Discussion and Possible Action

- 7. Review and possible recommendation to approve an External Relations Manager position description**  
*David Shurtleff, Director of Communications and Carolyn Busch, Chief of Staff*
- 8. Assign staff to the External Relations Manager position**  
*David Shurtleff, Director of Communications and Carolyn Busch, Chief of Staff*
- 9. Review and possible recommendation to approve a Business and Finance Manager position description**  
*Carolyn Busch, Chief of Staff and Janine Weihe, Director of Operations*
- 10. Assign staff to the Business and Finance Manager position**  
*Carolyn Busch, Chief of Staff and Janine Weihe, Director of Operations*
- 11. Review and possible recommendation to approve a revised Outreach Coordinator position description**  
*Carolyn Busch, Chief of Staff*
- 12. Assign staff to the revised Outreach Coordinator position**  
*Carolyn Busch, Chief of Staff*
- 13. Review and possible recommendation to approve an Equity and Social Justice Director position description**  
*Carolyn Busch, Chief of Staff*
- 14. Review and possible recommendation regarding travel policies at Council**  
*Rod Dembowski, Chair, Employment and Administration Committee*

## Other Business

## Adjournment