



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes Employment and Administration Committee

*Councilmembers: Dave Upthegrove, Chair;  
Jeanne Kohl-Welles, Vice-Chair;  
Joe McDermott, Girmay Zahilay*

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

---

2:00 PM

Thursday, March 30, 2023

Hybrid Meeting

---

### SPECIAL MEETING -DRAFT MINUTES-

**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.**

**CONNECTING TO THE WEBINAR**  
**Webinar Meeting 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.**

**You have the right to language access services at no cost to you. To request these services, please contact our Equity and Social Justice Director, Dae Shogren at 206-263-8124, or [dae.shogren@kingcounty.gov](mailto:dae.shogren@kingcounty.gov) by 10:00 a.m. the day prior to the meeting.**

**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 rules and procedures applicable to committees apply and not those applicable to full council meetings.**

**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 2:04 p.m.*

2. **Roll Call**

**Present:** 3 - Kohl-Welles, McDermott and Upthegrove

**Excused:** 1 - Zahilay

## Discussion and Possible Action

3. **Proposed Motion No. 2023-0103**

A MOTION relating to the organization of the council; amending Motion 15998, Section I, as amended, and OR 3-120 and adding a new section OR 3-xxx to the Organizational Compilation.

**Sponsors:** Upthegrove

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

**A motion was made by Councilmember Kohl-Welles that this Motion be Recommended Do Pass Consent. The motion carried by the following vote:**

**Yes:** 3 - Kohl-Welles, McDermott and Upthegrove

**Excused:** 1 - Zahilay

4. **Proposed Motion No. 2023-0101**

A MOTION approving a job description for the position of community engagement specialist within the office of law enforcement oversight.

**Sponsors:** Upthegrove

*Janine Weihe, Director of Operations, briefed the Committee.*

*Tamer Abouzeid, Director, Office of Law Enforcement Oversight, briefed the Committee.*

*The Chair indicated that Item 4 would be expedited to the April 4, 2023, Council meeting.*

**A motion was made by Councilmember Kohl-Welles that this Motion be Recommended Do Pass Consent. The motion carried by the following vote:**

**Yes:** 3 - Kohl-Welles, McDermott and Upthegrove

**Excused:** 1 - Zahilay

## Briefings

### 5. Human Resources Update

*Deandra Stanley, Human Resources Manager, updated the Committee and answered questions.*

### 6. Chief of Staff Update

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

## Adjournment

*The meeting was adjourned at 2:26 p.m.*

Approved this \_\_\_\_\_ day of \_\_\_\_\_

---

Clerk's Signature