



# 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 Hay: Committee Clerk (206-477-1025)*

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2:00 PM

Tuesday, August 15, 2023

Hybrid Meeting

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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 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 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 2:31 p.m.*

2. **Roll Call**

**Present:** 4 - Kohl-Welles, McDermott, Upthegrove and Zahilay

**3. Approval of Minutes of July 18, 2023**

*Councilmember Kohl-Welles moved to approve the minutes of the July 18, 2023, meeting as presented. Seeing no objection, the Chair so ordered.*

**Discussion**

**4. Equity and Social Justice Office Work Plan**

*Stephany Cirkovich, Chief of Staff, and Dae Shogren, Equity and Social Justice Director, briefed the Committee and answered questions.*

**Briefings**

**5. Human Resources Update**

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

**6. Chief of Staff Update**

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

**Other Business**

*There was no other business.*

**Adjournment**

*The meeting was adjourned at 3:36 p.m.*

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

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Clerk's Signature