



# 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)*

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2:00 PM

Tuesday, February 6, 2024

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 Coordinator, Tera Chea at (206) 477-9259 or Tera.Chea2@kingcounty.gov, three (3) days 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 1:04 p.m.*

**2. Roll Call**

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

**3. Approval of Minutes of October 17, 2023 and November 21, 2023**

*Councilmember von Reichbauer moved to approve the minutes of the October 17, 2023 and November 21, 2023 meetings as presented. Seeing no objection, the Chair so ordered.*

**Briefings**

**4. Employment and Administration Committee Fundamentals**

*Stephanie Cirkovich, Chief of Staff, briefed committee members on the fundamentals of the Employment and Administration Committee.*

**5. Human Resources update**

*Deandra Stanley, Human Resources Manager, briefed the committee on new hires, upcoming recruitments, and reclassifications.*

**6. Chief of Staff Update**

*Stephanie briefed the committee on new member orientation, the senior staff retreat, the upcoming Council retreat, and action items for the committee in 2024.*

**Other Business**

**Adjournment**

*The meeting was adjourned at 2:19 p.m.*

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

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Clerk's Signature