



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes Employment and Administration Committee

*Councilmembers: Joe McDermott, Chair; Reagan Dunn, Vice  
Chair;  
Claudia Balducci, Dave Upthegrove  
Staff: Melani Pedroza (477-1025) Committee Clerk*

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10:00 AM

Monday, March 12, 2018

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**

*The meeting was called to order at 10:15 a.m.*

2. **Roll Call**

**Present:** 3 - Mr. McDermott, Ms. Balducci and Mr. Upthegrove

**Excused:** 1 - Mr. Dunn

3. **Approval of Minutes of the special February 22, 2018 meeting**

*Councilmember Balducci moved to approve the minutes of the special meeting of February 22, 2018, as presented. Seeing no objection, the Chair so ordered.*

## Discussion and Possible Action

4. **Interview and possible action recommending hiring a Senior Legislative Analyst**

*Patrick Hamacher, Acting Chief Policy Officer, briefed the committee on the hiring process to date.*

*The Chair recessed the meeting into Executive Session under RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment at 10:17 a.m. The Chair reconvened the meeting at 10:43 a.m.*

*Councilmember Balducci moved to recommend hiring Jenny Ngo as a Senior Legislative Analyst. The motion passed unanimously.*

**5. Review and possible recommendation to approve a Communications Manager position description**

*Janine Weihe, Director of Operations, and Kymber Waltnunson, Auditor, briefed the committee on the process of evaluating the administrative staffing needs of the Auditor's office and the creation of new positions to address those needs.*

*Councilmember Balducci moved to recommend approval of a Communications Specialist position in the Auditor's Office. The motion passed unanimously.*

**6. Review and possible recommendation to approve an Administrative Manager position description**

*Councilmember Balducci moved to recommend approval of an Administrative Manager position in the Auditor's Office. The motion passed unanimously.*

**7. Office of Law Enforcement Oversight updates and possible recommendation to approve a temporary Senior Law Enforcement Analyst assignment**

*Deborah Jacobs, Office of Law Enforcement Oversight Director, briefed the committee on the recent staffing study and a possible temporary assignment .*

*Councilmember Balducci moved to recommend approval to hire Ricardo Fuentes as a temporary Senior Law Enforcement Analyst in the Office of Law Enforcement Oversight. The motion passed unanimously.*

## Briefing

### 8. Chief of Staff Update

*The Chair recessed the meeting into Executive Session at 11:11 a.m. to review the performance of a public employee pursuant to RCW 42.30.110(g). The Chair reconvened the meeting at 11:40 a.m.*

## Other Business

*Mr. Hamacher updated the committee on the hiring process to fill a vacant Legislative Analyst position.*

## Adjournment

*The meeting adjourned at 11:40 a.m.*

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

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Clerk's Signature