



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, Rod Dembowski, Jeanne Kohl-Welles
Staff: Melani Pedroza (477-1025) Committee Clerk*

3:00 PM

Monday, April 23, 2018

SW Conference Room

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 3:07 p.m.

2. **Roll Call**

Present: 5 - Ms. Balducci, Mr. Dembowski, Mr. Dunn, Ms. Kohl-Welles and Mr. McDermott

3. **Approval of Minutes of March 26, 2018**

Councilmember Dunn moved approval of the minutes of the March 26, 2018 meeting as presented. Seeing no objection, the Chair so ordered.

Briefings

4. **Overview of EAC roles and responsibilities**

Carolyn Busch, Chief of Staff, provided the Committee with an overview of the roles and responsibilities of the Employment and Administration Committee and an historical review of leadership and membership of the last five years.

5. Discussion of Policy staff management structure and possible adoption of job description

Ms. Busch led a discussion on policy staff management structure and potential changes to a job description.

Mike Hoover, Chief Legal Counsel, answered questions of the Committee.

The committee held an Executive Session under RCW 42.30.110 to review the performance of a public employee and to discuss with legal counsel litigation or potential litigation to which the county is or is likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequences to the county beginning at 4:35 p.m. and concluding at 4:55 p.m.

6. Chief of Staff Update

Ms. Busch highlighted Chair McDermott's recent hiring of a consultant team to lead training that will further the goal of building a safe, respectful and professional workplace and complimented the work of Councilmember Kohl-Welles related to anti-harrassment and discrimination in work culture, in addition to civility. The work underscores recent recommendations of the Equal Employment Opportunity Commission.

Other Business

Councilmember Kohl-Welles distributed suggested language for a potential minority report.

Mr. Hoover answered questions of the Committee.

Adjournment

The meeting adjourned at 5:08 p.m.

Approved this _____ day of _____

Clerk's Signature