



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes Employment and Administration Committee

*Councilmembers: Rod Dembowski, Chair;  
Reagan Dunn, Vice Chair;  
Claudia Balducci, Larry Gossett, Jeanne Kohl-Welles  
Staff: Melani Pedroza, Committee Clerk (206-477-1025)*

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2:30 PM

Wednesday, February 13, 2019

SW Conference Room

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### SPECIAL 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 2:39 p.m.  
The meeting recessed at 3:17 p.m.  
The meeting reconvened at 3:18 p.m.  
The meeting recessed at 3:20 p.m.  
The meeting reconvened at 3:23 p.m.*

2. **Roll Call**

*Councilmember Dunn participated by telephone, as authorized by K.C.C. 1.24.145.C.1, using urgent circumstances designation.*

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

3. **Approval of Minutes of January 14, 2019**

*Councilmember Balducci moved approval of the minutes of the January 14, 2019, meeting as presented. Seeing no objection, the Chair so ordered.*

## Discussion and Possible Action

### 4. Review and possible approval of a compensation increase for a Supervising Legislative Analyst

*The Chair recessed the meeting into Executive Session at 2:40 p.m. 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 an adverse legal or financial consequence to the county. The Chair reconvened the meeting at 2:54 p.m.*

*Councilmember Balducci moved to approve increasing the annual salary of Erin Auzins. This increase shall be effective upon execution of an MOU with Teamsters, Local 117 authorizing this action.  
The motion carried.*

*This is final action by the Employment and Administration Committee.*

### 5. Protected leave district finance relief pool proposal and discussion

*Janine Weihe, Director of Operations, presented the Committee with proposals regarding 12 week protected leave district finance relief.*

### 6. Review and possible recommendation to approve a revised Municipal Relations Director position description

*Carolyn Busch, Chief of Staff, led a review of proposed changes to the Municipal Relations Director position description and answered questions.*

*The Chair recessed the meeting into Executive Session at 3:40 p.m. 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 an adverse legal or financial consequence to the county. The Chair reconvened the meeting at 3:49 p.m.*

*Councilmember Balducci moved to recommend approval of a revised Municipal Relations Director position description subject to Ms. Busch making EAC-directed changes. The motion carried.*

**7. KCTV Station Manager hiring process review**

*David Shurtleff, Director of Communications, briefed the Committee on the KCTV Station Manager recruitment hiring schedule and presented a historical and procedural summary.*

**Briefings**

**8. Exit Interviews update**

*Ms. Busch briefed the Committee on 2018 and 2019 exit interviews.*

**9. Chief Policy Officer report**

*No report was given.*

**10. Chief of Staff report**

*Ms. Busch reported that she has completed all senior staff 2019 evaluations, policy staff supervisors are currently attending a Gallup training for managers, Chief Legal Counsel interviews begin on February 14, 2019, and Creative Ground is revising their draft report after receiving additional input during the staff retreat. They will present their final report and next steps at a future Employment and Administration Committee meeting.*

**Adjournment**

*The meeting adjourned at 4:30 p.m.*

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

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Clerk's Signature