



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Minutes Employment and Administration Committee

*Councilmembers: Claudia Balducci, Chair;  
Girmay Zahilay, Vice-Chair;  
Rod Dembowski, Reagan Dunn, Jeanne Kohl-Welles,  
Joe McDermott, Sarah Perry,  
Dave Upthegrove, Pete von Reichbauer,*

*Staff: Stephanie Cirkovich, Chief of Staff (206-477-6023)  
Melani Pedroza: Committee Clerk (206-477-1025)*

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1:30 PM

Tuesday, September 27, 2022

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 Meeting 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 Language Access Coordinator, Leslie Monteiro at 206-848-0355, or [leslie.monteiro@kingcounty.gov](mailto:leslie.monteiro@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 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 4:05 p.m.*

**2. Roll Call**

**Present:** 9 - Balducci, Dembowski, Dunn, Kohl-Welles, McDermott, Perry, von Reichbauer, Upthegrove and Zahilay

3. **Approval of Minutes of August 23, 2022**

*Councilmember Zahilay moved to approve the minutes of the August 23, 2022, meeting as presented. Seeing no objection, the Chair so ordered.*

## Discussion and Possible Action

4. **Proposed Motion No. 2022-0360**

A MOTION confirming the appointment of Jason Lambacher to the citizens' elections oversight committee as the representative from an academic institution who has knowledge of elections.

**Sponsors:** Kohl-Welles

*Erin Auzins, Council Staff, briefed the Committee.*

*Jason Lambacher answered questions and made remarks.*

**A motion was made by Councilmember Upthegrove that this Motion be Recommended Do Pass Consent. The motion carried by the following vote:**

**Yes:** 9 - Balducci, Dembowski, Dunn, Kohl-Welles, McDermott, Perry, von Reichbauer, Upthegrove and Zahilay

5. **Proposed Motion No. 2022-0325**

A MOTION approving the job description for the position of hearing examiner specialist in the office of the King County hearing examiner.

**Sponsors:** Balducci

*David Spohr, Hearing Examiner, briefed the Committee and answered questions.*

**A motion was made by Councilmember Upthegrove that this Motion be Recommended Do Pass Consent. The motion carried by the following vote:**

**Yes:** 9 - Balducci, Dembowski, Dunn, Kohl-Welles, McDermott, Perry, von Reichbauer, Upthegrove and Zahilay

6. **Proposed Motion No. 2022-0370**

A MOTION approving the job description for the position of county ombuds.

**Sponsors:** Balducci

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

*Amy Calderwood, Ombuds, answered questions.*

**A motion was made by Councilmember Upthegrove that this Motion be Recommended Do Pass Consent. The motion carried by the following vote:**

**Yes:** 9 - Balducci, Dembowski, Dunn, Kohl-Welles, McDermott, Perry, von Reichbauer, Upthegrove and Zahilay

## Discussion

**7. Ombuds recruitment**

*Stephanie Cirkovich briefed the Committee on the Ombuds recruitment process to fill the vacancy that will be created when Amy Calderwood retires in February 2023.*

**8. Municipal Relations Team Scope of Work**

*Stephanie Cirkovich briefed the Committee on the current Municipal Relations Team scope of work and answered questions.*

*Tom Goff, Director of Municipal Relations, answered questions.*

## Briefings

### 9. Human Resources Update

*Deandra Stanley, Human Resources Manager, briefed the Committee on new hires Dae Shogren, Equity and Social Justice Director and Arlecier West, Senior HR Business Partner. Deandra also reported on two recruitments that are currently under way: Digital Media and Design Specialist and Office of Law Enforcement Oversight Analyst.*

### 10. Chief of Staff Update

*Stephanie Cirkovich welcomed Dae Shogren to the Council.*

*Dae Shogren made remarks.*

## Other Business

## Adjournment

*The meeting was adjourned at 5:01 p.m.*

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

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Clerk's Signature