



King County

1200 King County
Courthouse
516 Third Avenue
Seattle, WA 98104

Meeting Agenda

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)*

2:00 PM

Tuesday, February 6, 2024

Hybrid Meeting

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

	<p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355). TTY Number - TTY 711.</p> <p>Council Chambers is equipped with a hearing loop, which provides a wireless signal that is picked up by a hearing aid when it is set to 'T' (Telecoil) setting.</p>	
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Briefings

4. **Employment and Administration Committee Fundamentals**

5. **Human Resources update**

Deandra Stanley, Human Resources Manager

6. **Chief of Staff Update**

Stephanie Cirkovich, Chief of Staff

Other Business

Adjournment



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Meeting Minutes Employment and Administration Committee

*Councilmembers: Dave Upthegrove, Chair;
Jeanne Kohl-Welles, Vice-Chair;
Joe McDermott, Girmay Zahilay*

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

2:00 PM

Tuesday, October 17, 2023

Hybrid Meeting

REVISED AGENDA DRAFT MINUTES

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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 2:36 p.m.

2. **Roll Call**

Present: 4 - Kohl-Welles, McDermott, Upthegrove and Zahilay

3. **Approval of Minutes of September 19, 2023**

Councilmember Zahilay moved to approve the minutes of the September 19, 2023, meeting as presented. Seeing no objection, the Chair so ordered.

Discussion and Possible Action

4. **Proposed Motion No. 2023-0350**

A MOTION confirming the appointment of Matthew Vinci to the citizens' elections oversight committee as the jurisdictional representative from a junior taxing district or a city with a population of under twenty thousand.

Sponsors: Upthegrove

A motion was made by Councilmember Kohl-Welles that this Motion be Recommended Do Pass Substitute Consent. The motion carried by the following vote:

Yes: 4 - Kohl-Welles, McDermott, Upthegrove and Zahilay

Briefings

5. **Culture change consultant report**

Stephanie Cirkovich, Chief of Staff, provided a briefing on the Culture change consultant report and answered questions.

6. **Continuity of operations plan (COOP)**

Janine Weihe, Chief Operating Officer, provided a briefing on the Continuity of operations plan (COOP) and answered questions.

7. Human Resources update

Deandra Stanley, Human Resources Manager, provided an update.

8. Chief of Staff update

Stephanie Cirkovich provided an update.

Other Business

Adjournment

The Chair adjourned the meeting at 3:22 p.m.

Approved this _____ day of _____

Clerk's Signature



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Meeting Minutes Employment and Administration Committee

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Melani Hay: Committee Clerk (206-477-1025)*

11:00 AM

Tuesday, November 21, 2023

Hybrid Meeting

SPECIAL MEETING - DRAFT MINUTES -

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CONNECTING TO THE WEBINAR
Webinar ID: 850 8880 4990

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.

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1. **Call to Order**

The meeting was called to order at 11:05 a.m.

2. **Roll Call**

Present: 4 - Kohl-Welles, McDermott, Upthegrove and Zahilay

Discussion

Executive Session - The grounds for the session under RCW 42.30.110 (1.g) are to review the performance of a public employee.

The Chair recessed the meeting into Executive Session to review the performance of a public employee pursuant to RCW 42.30.110(g). at 11:05 a.m. for 25 minutes to 11:30 a.m. The Chair reconvened the meeting at 11:30 a.m.

Adjournment

The meeting was adjourned at 11:30 p.m.

Approved this _____ day of _____

Clerk's Signature