



# 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, March 5, 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 February 6, 2024

	<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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## Briefing and Discussion

4. **Public Records**

*Johanna Loomis, Legislative Records Manager*

5. **Space Consolidation**

## Briefings

6. **Human Resources update**

*Deandra Stanley, Human Resources Manager*

7. **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;  
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)*

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2:00 PM

Tuesday, February 6, 2024

Hybrid Meeting

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#### DRAFT MINUTES

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**1. Call to Order**

*The meeting was called to order at 1:04 p.m.*

**2. Roll Call**

**Present:** 4 - Mosqueda, Upthegrove, von Reichbauer and Zahilay

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

*Councilmember von Reichbauer moved to approve the minutes of the October 17, 2023 and November 21, 2023 meetings as presented. Seeing no objection, the Chair so ordered.*

**Briefings**

**4. Employment and Administration Committee Fundamentals**

*Stephanie Cirkovich, Chief of Staff, briefed committee members on the fundamentals of the Employment and Administration Committee.*

**5. Human Resources update**

*Deandra Stanley, Human Resources Manager, briefed the committee on new hires, upcoming recruitments, and reclassifications.*

**6. Chief of Staff Update**

*Stephanie briefed the committee on new member orientation, the senior staff retreat, the upcoming Council retreat, and action items for the committee in 2024.*

**Other Business**

**Adjournment**

*The meeting was adjourned at 2:19 p.m.*

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

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Clerk's Signature



# Public Records Requests (PRRs) Process

JOHANNA (JO) LOOMIS

LEGISLATIVE RECORDS MANAGER AND PUBLIC RECORDS OFFICER

CLERK OF THE COUNCIL'S OFFICE

# Public Records Requests (PRRs)

All records created while performing your duties for King County are considered public records and may be subject to public.

- ▶ Every public agency is subject to the PRA
- ▶ Requests can come from anywhere at any time.
- ▶ The PRA requires an agency to respond within 5 business days of receiving the request by acknowledging the request and either:
  - provide the requested documents,
  - provide a reasonable estimate of time needed to respond to the request,
  - deny the request under a specific exemption, or
  - ask for clarification of the request is unclear (in whole or part).

# PRR Process

An agency cannot restrict how requests are submitted.

- ▶ To make a request, a person can do so verbally (via phone or in person), via email/fax/USPS, or, as we will encourage everyone to do, use our online request system, GovQA, at the following link: [Council Public Records Portal](#).
- ▶ If you receive a request directly via phone, please refer the requester to our unit or online portal or, if a letter/email/voicemail, forward the request to our office immediately so we do not miss the 5-day response.

Staff's roles:

- ▶ Properly maintain any/all public records
- ▶ Do a reasonable search for documents when asked (tips and tricks will be made available)
- ▶ Respond to the PRO as soon ASAP (even if to say you simply need more time)

# PRR – Life of PRR

- ▶ Request received and logged into the online system if not received via portal.
- ▶ PRO reviews the request to determine:
  - our agency has records
  - the records are releasable.
- ▶ The PRO will contact the departments and/or people that are believed to have responsive documents and must conduct a reasonable search for responsive records. Each district will be assigned a point-of-contact for collecting records.
- ▶ The 5-day letter is sent.
- ▶ Documents are gathered, reviewed and redacted by the PRO to be released either with the 5-day or if not all the records can be gathered at once, installments are made with each installment including the deadline for the next installment. An exemption code template is included in the disclosure if needed.



# Public Records - Exemptions

There are many exemptions for public disclosure that allow agencies to withhold and/or redact records that could compromise the Council's legislative duties or violate a persons right to privacy.

If you have concerns about documents you are providing to the PRO in response to a PRR, please identify those documents and the PRO will work with you and Legal to ensure the proper exemptions are taken.



Feel free to contact me if you have questions, concerns or if you have suggestions.