



# 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, April 2, 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 March 5, 2024** pg 3

To show a PDF of the written materials for an agenda item, click on the agenda item below.

	<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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## Discussion and Possible Action

4. Proposed Motion No. 2024-0095 pg 6

A MOTION relating to the organization of the council; and amending Motion 15998, Section I, as amended, and OR 3-120.

**Sponsors:** Upthegrove  
Contingent on Referral to Committee

## Briefings

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;  
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, March 5, 2024

Hybrid Meeting

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#### 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 2:05 p.m.*

2. **Roll Call**

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

**3. Approval of Minutes of February 6, 2024**

*Councilmember Mosqueda moved to approve the minutes of the February 6, 2024, meeting as presented. Seeing no objection, the Chair so ordered.*

**Briefing and Discussion**

**4. Public Records**

*Johanna Loomis, Legislative Records Manager, briefed the Committee on public records and answered questions.*

*Monique Cohen, Chief Legal Counsel, answered questions of the Committee.*

**5. Space Consolidation**

*Janine Weihe, Chief Operating Officer, briefed the Committee on space consolidation and answered questions.*

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

**Briefings**

**6. Human Resources update**

*Deandra Stanley, Human Resources Manager, briefed the Committee on current recruitments and staff changes.*

**7. Chief of Staff Update**

*Stephanie Cirkovich briefed the Committee on upcoming council policy work and shared that the legislative branch received an award from the Employee Giving Campaign.*

**Other Business**

*Chair Upthegrove put the meeting into executive session at 2:45 p.m. for 15 minutes to approximately 3:00 p.m. The grounds for the executive session under RCW 42.30.110(1)(g) and (i) are to review the performance of a public employee and discuss with legal counsel legal risks of a proposed action 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 3:02 p.m.*

**Adjournment**

*Chair Upthegrove adjourned the meeting at 3:02 p.m.*

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

\_\_\_\_\_  
Clerk's Signature



# KING COUNTY

1200 King County Courthouse  
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## Signature Report

### Motion

**Proposed No.** 2024-0095.1

**Sponsors** Upthegrove

1           A MOTION relating to the organization of the council; and  
2           amending Motion 15998, Section I, as amended, and OR 3-  
3           120.

4           WHEREAS, the council wishes to amend the council's previously adopted  
5           employee, equipment, and facilities policies document by making technical updates and  
6           clarifying and revising anti-discrimination and anti-harassment policies;

7           NOW, THEREFORE, BE IT MOVED by the Council of King County:

8           I. Motion 15998, Section I, as amended, and OR 3-120 are hereby amended to read  
9           as follows:

10           **King County Legislative Employee, Equipment, and Facilities Policies.** The  
11           King County Legislative Branch Employee, Equipment, and Facilities Policies Updated

- 12 ((~~March 2023, Version 4,~~) April 2024, Version 5, Attachment A to ((~~Motion 16336~~)) this  
13 motion (2024-xxxx), are hereby adopted.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

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Dave Upthegrove, Chair

ATTEST:

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Melani Hay, Clerk of the Council

**Attachments:** None