



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, December 3, 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.

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

1. [Call to Order](#)
2. [Roll Call](#)
3. [Approval of Minutes of November 5, 2024](#) **pg 3**

	<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

4. **Culture Change Initiative Update** **pg 6**

Stephanie Cirkovich, Chief of Staff

5. **2025 Meeting Materials Review** **pg 8**

Stephanie Cirkovich, Chief of Staff

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

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Girmay Zahilay, Vice-Chair; Teresa Mosqueda, Pete von
Reichbauer*

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2:00 PM

Tuesday, November 5, 2024

Hybrid Meeting

DRAFT MINUTES

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1. Call to Order

The meeting was called to order at 2:03 p.m.

2. Roll Call

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

3. Approval of Minutes of September 3, 2024

Councilmember Zahilay moved to approve the minutes of the September 3, 2024, meeting as presented. Seeing no objection, the Chair so ordered.

Consent Item 4

4. Proposed Motion No. 2024-0360

A MOTION confirming the reappointment of Tyson Hartman to the citizens' elections oversight committee as the representative who has experience in technology.

Sponsors: Upthegrove

The Chair announced Proposed Motion 2024-0360 would be placed on the consent agenda and expedited to the November 12, 2024, Council meeting. Seeing no objection, it was so ordered.

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

Yes: 3 - Upthegrove, von Reichbauer and Zahilay

Excused: 1 - Mosqueda

Briefings

5. Human Resources TLT Project

Janine Weihe, Chief Operating Officer, briefed the Committee on the Human Resources TLT project.

6. Human Resources Update

Deandra Stanley, Human Resources Manager, gave an update and answered questions.

7. Chief of Staff Update

Stephanie Cirkovich, Chief of Staff, gave an update and answered questions.

Other Business

Adjournment

The meeting was adjourned at 2:22 p.m.

Approved this _____ day of _____

Clerk's Signature

King County Legislative Branch

DRAFT Culture Change Steering Committee Charter

Purpose

The Culture Change initiative is a transformative, experiential movement within the King County Legislative Branch, with a vision to empower every employee to participate in building a thriving work environment where the branch's code of conduct becomes a lived reality.

The Culture Change Steering Committee (CCSC) is responsible for managing this body of work, ensuring accountability to and representation of *all* legislative branch employees, regardless of position.

Guiding Principles

The Culture Change initiative was founded on the responsibilities and values expressed in the King County Legislative Branch Code of Conduct, which was adopted on May 3, 2022. Additionally, this work is rooted in equity and social justice principles and a belief that all staff—regardless of our differences—share common values, have something to contribute, and deserve equal rights and fair treatment.

Steering Committee Composition

The CCSC shall be comprised of approximately 10-12 members total from across the Legislative Branch. Special effort should be made to include a cross-section of staff from all work groups—including district staff, central staff, and independent agencies—and an inclusive representation of roles, experiences, and viewpoints.

While Steering Committee members shall rotate on and off the board as described below, three positions on the Steering Committee shall be permanent to promote continuity and to ensure that the CCSC has the requisite authority to effect changes in the workplace:

- Council Chief of Staff
- Equity and Social Justice Director
- Council Chair Representative

All other members of the CCSC shall serve a minimum of one year, with a preference for a two-year term to encourage continuity and stability. Terms shall be staggered to maintain an effective and seamless operation.

Subcommittees

The CCSC may at times form subcommittees to implement its work plan. For example, subcommittees might form around different themes that the group identifies as integral to culture change, such as time management or information hoarding. Subcommittees might also form around event planning. Subcommittees will form, meet, determine leadership, and operate on an ad hoc basis as and when needed for special projects and tasks.

Meeting Cadence

The Steering Committee shall meet monthly for approximately two hours. Meetings may be rescheduled to accommodate robust attendance.

Steering Committee Facilitation

Members of the CCSC shall volunteer for four-month tenures to co-facilitate CCSC meetings (two members will co-facilitate each meeting). Ideally, co-facilitators will be identified a year in advance so that each of the CCSC members will have the opportunity to help lead CCSC meetings. In addition to facilitating steering committee meetings, the co-facilitators should plan to meet in between the monthly CCSC meetings to discuss meeting agendas and generally coordinate and prepare. The permanent CCSC members will fill in as co-facilitators as needed.

Decision-Making

Decisions will be made by consensus whenever practicable. In the event that a consensus cannot be reached, the Chief of Staff, Equity and Social Justice Director, and Council Chair representative shall confer and decide on an appropriate course of action to move the work of the committee forward.

Council Engagement

The Chief of Staff and representative of the Council Chair's office shall make regular updates to Councilmembers about the culture change initiative, the steering committee, and any other relevant information. At the request of the CCSC, the Chief of Staff and/or Council Chair Representative will make a concerted effort to involve Councilmembers in culture change activities as appropriate.

Goals and Objectives

While CCSC goals and objectives will change and adapt as necessary to respond to the changing needs of the legislative branch, the fundamental goals and objectives of the committee are as follows:

1. Reinforce and promote the values and responsibilities in the Legislative Branch Code of Conduct.
2. Develop programs—trainings, seminars, special events—that enrich the workplace culture by addressing shared obstacles, promoting mutual respect and understanding, and instilling a sense of unity and joy in the legislative branch.
3. Serve as a sounding board and resource for staff to turn to for assistance with workplace culture, while maintaining appropriate professional boundaries and referring issues as needed to their proper manager (e.g., HR, Chief of Staff, Independent Agency Director).
4. Ensure that staff and councilmembers are actively engaged in culture change activities and at a minimum recognize the importance of a continuous effort to improve and develop a strong workplace culture.

Charter Review

The CCSC shall review this Charter annually and make updates as required.

King County Council Meeting Materials Analysis

Project Description

Presented to EAC on December 3, 2024

Background

The King County Council has a longstanding process for legislative analysis that includes several outputs, including staff reports, legislation and related documents, and presentations at council meetings. This system is similar to those used by other legislative bodies and has been in place for decades. The Council and staff place a very high premium on legislative analysis and outputs that are thorough, accurate, timely, and—perhaps most importantly—unbiased and objective.

Because of the complexity of the legislation before the Council, it's not unheard of for one meeting to involve hundreds and even thousands of pages of information. The Council's policy staff summarizes this information in a variety of formats, though most typically via a written staff report that is presented verbally in the meeting. Councilmembers then ask staff questions related to the legislation and the staff presentation. These meeting materials are also made available to the public on the Council's website.

During the pandemic, the Council operated in a fully remote and fully digital environment. In June 2022, the Council shifted to a hybrid meeting environment, with councilmembers and staff participating in the legislative process both virtually and in person. As a result, the legislative work product has evolved from hard-copy printouts and binders to digital-only presentations that are accessed on a variety of devices. In addition, the nature of hybrid meetings has introduced technical complexity to council meetings. For example, meetings are simultaneously broadcast and recorded using the Zoom platform, which requires close coordination between clerks, policy staff, and KCTV.

Recently some councilmembers have expressed the desire to receive information for committee and council meetings in a more visual and accessible format—both for themselves and for public consumption. Some of the specific requests have included PowerPoint slide decks, infographics, and more screen sharing.

Rationale

Before the Council adopts any changes to the current system of producing and sharing meeting materials, the Council's Chief of Staff is proposing a methodical review of this work to take place in the first half of 2025. This review would take a phased approach and would be facilitated by [Clarity Consulting](#), a firm that has deep expertise in organizational development and familiarity with the legislative branch.

There are many reasons to undertake a more systemic review of this work, but chief among them:

- Given the complexity of this information and how fundamental it is to the County Council’s work, a more comprehensive, in-depth review would ensure that any changes to the system wouldn’t compromise thoroughness, accuracy, or neutrality.
- Any potential changes to legislative analysts’ working conditions will require ongoing collaboration with the Council’s labor partners, including Teamsters 117 and possibly the Public Safety Employees Union (KCTV).
- The shift to a hybrid operating environment was imposed upon the Council by the pandemic, and a thoughtful analysis of how information is accessed and presented in this new environment is timely.
- By following good change management practices and engaging staff early and often, any potentially new procedures will have the best chance of success—in addition to supporting the legislative branch’s commitment to promoting a positive and respectful workplace culture.
- Engaging in a deliberate, transparent process will build consensus, improve communication among councilmembers and staff, and lead to a better understanding of roles, expectations, and the purpose of council and committee meetings.

Project Phases

Phase I: Information-Gathering. Councilmember interviews, staff surveys, focus groups. Learn how information flows and understand typical timelines. Define the purpose and distinctions between council and committee meetings. Research and review comparable jurisdictions.

Phase II: Idea Generation. Work with a cross-section of staff (task force) to generate and develop options, test and troubleshoot, establish guidelines and expectations. Chief of Staff will work through Council Chair and Employment and Administration Committee to finalize recommendations before implementation.

Phase III: Implementation. Communicate changes to staff and councilmembers provide ongoing support.

Timeline

We anticipate that the majority of the work must be completed by Summer 2025, prior to Council recess and the 2026-27 biennial budget review. While some minor recommendations may be able to be implemented in 2025, any major changes to processes or work product would more likely be implemented in 2026.