



# King County

1200 King County  
Courthouse  
516 Third Avenue  
Seattle, WA 98104

## Meeting Agenda

### Employment and Administration Committee

*Councilmembers: Girmay Zahilay, Chair;  
Sarah Perry, Vice-Chair; Jorge Barón, Teresa Mosqueda*

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

2:00 PM

Tuesday, March 4, 2025

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 December 3, 2024

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

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|---|--|---|
|  | <p>Sign language and interpreter services can be arranged given sufficient notice (206-848-0355).<br/>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. **Legislative Branch Social Media Policy update**

*Stephanie Cirkovich, Chief of Staff*

5. **Human Resources Update**

*Deandra Stanley, Human Resources Manager*

6. **Chief of Staff Update**

*Stephanie Cirkovich, Chief of Staff*

## Discussion and Possible Action

7. **Executive Session**

## Other Business

## Adjournment



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## Meeting Minutes Employment and Administration Committee

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2:00 PM

Tuesday, December 3, 2024

Hybrid Meeting

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### DRAFT MINUTES

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1. **Call to Order**

*The meeting was called to order at 4:08 p.m.*

2. **Roll Call**

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

3. **Approval of Minutes of November 5, 2024**

*Councilmember Zahilay moved to approve the minutes of the November 5, 2024, meeting as presented. Seeing no objection, the Chair so ordered.*

## **Briefing**

4. **Culture Change Initiative Update**

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

**This matter was presented.**

5. **2025 Meeting Materials Review**

*Stephanie Cirkovich briefed the Committee and answered questions.*

**This matter was presented.**

6. **Human Resources Update**

*Deandra Stanley, Human Resources Manager, briefed the Committee and answered questions.*

**This matter was presented.**

7. **Chief of Staff Update**

*Stephanie Cirkovich briefed the Committee and answered questions.*

**This matter was presented.**

## Other Business

*No other business was presented.*

## Adjournment

*The meeting adjourned at 4:24 p.m.*

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

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

## **DRAFT Legislative Branch Social Media Policy**

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### **Social Media**

The King County Council recognizes that social media can be a helpful tool to connect county government with the public it serves. It can also pose a variety of risks and challenges. The purpose of this policy is to provide guidance for staff, share best practices, and outline special considerations for Councilmembers, chief officers, and independent agency officers.

### **Definitions**

“Social media” can include social networking sites (Facebook, LinkedIn, NextDoor); micro-blogging sites (X, Tumblr, Snapchat); video- and photo-sharing sites (Instagram, YouTube, Pinterest, Flickr); discussion boards (Google Groups, Reddit); and similar platforms. This policy is concerned with two types of social media use: *official use*, which is produced on behalf of the Council or a legislative branch agency; and *personal use*, which is an individual employee’s (including Councilmember’s) use of social media in their personal capacity, separate from any position they hold with the County.

“Posts,” “Posting,” “Comments” and “Commenting” include not only words, but also images, memes, graphics, and reactions such as but not limited to likes, thumbs up/thumbs down, shares, retweets, etc.

### **Social Media Use Generally**

The legislative branch has designated staff who are responsible for posting to its official social media sites. Staff should never speak as the official agent of the King County Council or a legislative branch agency unless they are specifically assigned to do so. Even on personal social media, staff should be careful not to give the impression that they are posting in an official capacity when referring to the workplace or to the activities of King County government.

Please do not use a County email address when creating a personal social media account or when using social media in a personal capacity. If you identify yourself as a County employee when making personal social media posts or have photos or other information in your posts or in your profile that could cause someone to reasonably believe that you are a County employee, you should include a disclaimer in your profile that your comments are your own and not representative of King County government.

While most social media sites have privacy and security settings that allow users to control what people see, staff, councilmembers, chief officers, and independent agency officers should not assume that their personal posts are private or anonymous. Please be judicious about mixing personal and professional social networks to avoid any conflicts, misunderstandings, or subjecting your personal posts to public disclosure.

### **Councilmember Social Media**

Councilmembers’ individual social media accounts—typically used for the purpose of communicating with constituents or sharing information about county business—are considered the official property of King County and should be created using a King County email address. The Council’s Communications Director can assist newly elected councilmembers with setting up their social media accounts.

Councilmembers are responsible for understanding the laws and policies that regulate their social media usage, including the First Amendment, election laws that prohibit the use of county assets for campaigning, and public disclosure laws. Councilmembers should consult legal counsel if they have questions related to appropriate use of social media.

To comply with the Public Records Act, the King County Council uses an application called ArchiveSocial to retain social media posts and messages in the event of a public records request. ArchiveSocial is automatically activated on all official Councilmember social media accounts. Councilmembers may wish to include a notice on their official account that the content is subject to the Public Records Act, and all posts and comments are archived for public disclosure purposes.

After a councilmember leaves office, they may not continue to represent themselves as a member of the King County Council on social media. In addition, social media contacts (i.e., friends or followers) acquired while in office cannot be transferred to a personal or campaign account after a councilmember leaves office; this is considered a violation of RCW 42.52.180. The Director of Communications will work with outgoing councilmembers to wind down any accounts created with a King County email address.

### **Special Guidance for Chief Officers, Independent Agency Officers**

Chief officers and independent agency officers who serve in an investigatory or quasi-judicial role are in a unique position with respect to personal social media use. Because the nature of their work requires both the appearance of and actual neutrality and objectivity, it is critical that their personal social media usage does not undermine their credibility or weaken the effectiveness of their office. In addition, some social media posts made in a personal capacity may violate ethics codes or other professional codes of conduct and negatively impact the workplace.

In addition to following the general guidelines above, these officers must also:

1. Minimize any confusion or conflation of their personal social media account with an official county account by omitting their official title, information that would enable a reasonable person to be able to ascertain their role in County government, or hyperlinks to the agency on their personal social media accounts. Official titles and other professional information may be included on social media sites used in a professional capacity, such as LinkedIn.
2. Include a clear disclaimer on their personal page(s) that the views expressed therein are personal and not reflective of their office or County government.
3. Consider making personal social media accounts private so that they are not visible to everyone searching the internet.
4. Refrain from posting on their personal social media during regular office hours, or during work time that occurs outside of regular office hours, to avoid the appearance of an abuse of county resources.
5. Adhere to all codes of conduct and legislative branch policies, giving special consideration to whether a personal post creates an appearance of bias, impropriety, or a conflict of interest in their professional roles.

6. Be mindful of personal posts that express opinions about individuals or groups who may be the subject of the agency's review, though personal social media posts may express opinions on all political candidates and subjects consistent with RCW 41.06.250.

The list above is not exhaustive; there may be other circumstances that require a careful consideration of how personal social media posts might be disruptive to the workplace or received poorly by the public we serve. When balancing a director or officer's right to free speech with potential disruption to the workplace, the "workplace" should be broadly construed to include all legislative branch employees, other county staff and partners, and the community that the agency serves. The Council may, but is not required to, look to the Executive Branch's Social Media Handbook for guidance on the use of social media. For questions about social media activity, contact the Chief of Staff or the appropriate legal counsel in the Prosecuting Attorney's Office.

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