

**JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA REQUEST**

**TO:** Board of County Commissioners  
**FROM:** Philip Morley, County Administrator  
**DATE:** September 26, 2011  
**RE:** Employment Agreement for Elizabeth Hill as Clerk of the Board of Commissioners/Human Resource Manager for Jefferson County; and Resolution Appointing Elizabeth Hill Clerk of the Board

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**STATEMENT OF ISSUE:** Board approval is requested of an Employment Agreement with Elizabeth Hill to serve as Clerk of the Board of Commissioners/Human Resource Manager for Jefferson County. Separate approval of a resolution formally appointing Elizabeth Hill as Clerk of the Board is also requested.

**ANALYSIS:** After 28 years of dedicated service to the people of Jefferson County, Lorna Delaney is retiring as Clerk of the Board of Commissioners/Human Resource Manager, effective the end of September.

Elizabeth Hill has been selected to join Jefferson County as Clerk of the Board of Commissioners/Human Resource Manger through an open competitive search process. Ms. Hill contributes extensive public sector experience as a senior manager and human resources director for a variety of state, local and tribal governments in Alaska and New Mexico.

A native of Washington State, she earned her degree at the University of Washington. Her family has owned property in Cape George and spent time in Jefferson County since 1969, and she is already familiar with the area.

**FISCAL IMPACT:** Grade 19, Step 2 on the county's Exempt Salary Matrix - \$60,219.60 per year. This position is fully funded within the adopted County budget.

**RECOMMENDATIONS:**

1. Execute the Employment Agreement as presented.
2. Pass a Resolution Appointing Elizabeth Hill Clerk of the Board effective upon her employment on October 4, 2011.

**REVIEWED BY:**

  
Philip Morley, County Administrator

9/21/11  
\_\_\_\_\_  
Date

**JEFFERSON COUNTY  
STATE OF WASHINGTON**

In the Matter of Appointing Elizabeth Hill            }       RESOLUTION NO. \_\_\_\_\_  
Clerk of the Board for Jefferson County            }

**WHEREAS**, RCW 36.32.110 authorizes County Commissioners to designate ". . . one of the employees to serve as clerk. . ." and the Jefferson County Commissioners designated a "Clerk of the Board" on July 20, 1981 by passage of Resolution No. 73-81; and,

**WHEREAS**, Resolution No. 068-07 was approved in 2007 adopting policies for the conduct of business related to the duties of the Clerk of the Board, including defining "Clerk of the Board" as, "The employee appointed by the Board of County Commissioners to this position. Other staff of the Commissioners Office may be designated to do the duties of the Clerk of the Board;" and,

**WHEREAS**, the County Commissioners wish to appoint Elizabeth Hill as Clerk of the Board effective October 4, 2011 to perform the duties of Clerk of the Board of Commissioners/Human Resource Manager;

**NOW THEREFORE BE IT RESOLVED**, by the Jefferson County Board of Commissioners that Elizabeth Hill is hereby appointed as Clerk of the Board, effective upon her employment as Clerk of the Board of Commissioners/Human Resource Manager on October 4, 2011.

APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2011.

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS

ATTEST:

John Austin, Chair

Raina Randall,  
Deputy Clerk of the Board

Phil Johnson, Member

David Sullivan, Member