

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
REGULAR MEETING**

MONDAY

9:00 A.M.

JANUARY 4, 2016

Board members present: Chairman Gary Berndt & Commissioner Paul Jewell. Absent: Vice-Chairman Obie O'Brien.

Others: Mandy Buchholz, Deputy Clerk of the Board & Julie Kjorsvik, Clerk of the Board.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Berndt opened the Office Administration meeting.

CALENDAR

WEEK AT A GLANCE

COMMISSIONERS

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS

REVIEW OF PAF'S & VOUCHERS

COMMISSIONERS

The Board of County Commissioners approved and signed County Employee Personnel Action forms and vouchers. Note there were no PAF's signed on 1-4-2016.

CORRESPONDENCE LOG

REVIEW OF CORRESPONDENCE LOG

COMMISSIONERS

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending December 31, 2015.

UPDATE

BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. This was determined at a Special Meeting with the Board of County Commissioners held on June 18, 2009. Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings. On January 3, 2011 the Board determined it would be beneficial to alternate Commissioners that will oversee the different Department Head's on an annual basis. They determined at the end of 2013 they would review the various committees they participate in and provide beneficial updates to the Board as needed during this time as well.

REVIEW

DEPARTMENT HEAD ASSIGNMENTS

COMMISSIONERS

The Board reviewed the current department's they are overseeing and then made proposals for the 2016 Department Head assignments. Commissioner Paul Jewell will oversee the Event Center, HR & IT. Commissioner Gary Berndt will oversee the Solid Waste/Maintenance Department, Public Works & WSU Extension. Commissioner Obie O'Brien will oversee the Fire Marshal, Public Health & CDS.

REVIEW

COMMISSIONER COMMITTEE'S


COMMISSIONERS

Staff provided copies of the current committees that the Commissioners serve on. The Board reviewed them and made changes for 2016, some of which follow Chairmanship or that are no longer something Kittitas County participates in.

OTHER BUSINESS-N/A

Meeting adjourned at 9:35 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Gary Berndt, Chairman