

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
BOCC CONFERENCE ROOM
REGULAR MEETING – IT STUDY SESSION**

Monday

4:00 PM

April 24, 2017

Board members present: Chair Paul Jewell, Vice-Chair Laura Osiadacz, Commissioner Obie O'Brien

Others: Jim Goeben, IT Director

Regular Meeting

Commissioners

Call to Order: 4:00 PM

Records Management Committee Recommendation on Employee Training

Mr. Goeben told the board the Records Management Committee created an electronic records management handbook. He presented the committee's recommendation that the Prosecuting Attorney's Office and the Records Management Committee together provide training to all staff using the handbook as a reference and that the training be required for all employees.

Board direction: Board approved the plan to provide required training and asked the committee to 1) create a schedule for retraining, 2) have the employee sign a training acknowledgement form, and 3) put the signed form in their employment file.

Records Management Committee Recommendation on Designating Records Officers

Mr. Goeben presented to the board the Records Management Committee's recommendation that each department head and elected official designate a Records Officer in order to identify the person having the responsibilities defined in the RCW 40.14.040, in addition to the Public Records Officer defined in RCW 42.56.580. The committee further recommended these may be the same person or multiple people, at least one person with the Records Officer responsibilities, or a designee, *shall* attend the Records Management Committee meetings, and at least one person with the Public Records Officer responsibilities *should* attend the meetings.

Board direction: The board asked Mr. Goeben to get Management Team input and, if they have no concerns, place the resolution on an agenda as a consent item.

Updates to Technology Policies

The IT Committee recommended the Board approve updates to Technology Policy 7 - Data Management, Access, and Protection, section 7.4.1 Stored electronic records, and Technology Policy 8 - Email, section 4.3 Access, to provide department heads, elected officials, and their designees access to all county records created and received by their department/office, without requiring completion of the Request for Access to Network Records form. The form will continue to be required for inter-departmental access to county records.

Board direction: The board approved the changes as presented.

APPROVED
6-6-17

Auditorium Audio Mixer Purchase

Commissioner O'Brien had previously asked IT to look into options to be able to use more than 4 microphones in the board's auditorium. IT investigated and Mr. Goeben presented 3 options for the board's consideration:

1. New 8 port mixer - only supported mixer with FTR is the Antex DMX-88 ~\$2500. Could buy a new mixer not listed as compatible with FTR ~\$500, and use AVCA for court proceedings that happen in BOCC auditorium. New mixer still may work with FTR but it is not known until installed.
2. Double the 4 port mixer ~\$1500 to expand the 4 port we have. We would have to use one input to combine the two mixers losing a port to the connection, providing 7 microphones.
3. Add more mic splitters ~\$100 dollars for 3 more. This option increases to possible points of failure but is the least expensive.

Board direction: The board approved option 3.

Other business

Mr. Goeben updated the board:

- **Security Training Update**
72% of employees has completed the training. IT received a lot of feedback that the training was informative and appreciated.
- **MAN charges for WA State Sales Tax**
Mr. Goeben received a notice from the City of Ellensburg they have not been collecting sales tax on the Metropolitan Area Network (MAN). The city will be invoicing the county \$8,172.19 for 2015-2017 taxes. Sales tax will be included in 2018 and future invoices.

Adjourned: 11:40 AM



Jim Goeben, IT Director

**KITTITAS COUNTY COMMISSIONERS
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Paul Jewell, Chair