

**Kittitas County, Washington**  
**IT Study Session Minutes**  
**BOCC Conference Room, 205 West 5th Room 108, Ellensburg**

**Monday**

**11:00 AM**

**January 22, 2018**

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

Others: IT Director Jim Goeben

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**Call to Order: 11:00 AM**

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**Email Organization Requirements**

There was discussion about the email organization plan the board wants from each department/office. Commissioner Osiadacz will ask department heads and elected officials in writing for their plans to be submitted to the Records Management Committee for review, and then brought to the board in a study session or other meeting by March 30.

Board direction: The board asked Mr. Goeben to have the Records Management Committee create abbreviated training materials based on the complete records management training all staff receives. It will be used for training new staff on their first day of work until they can attend in-person training.

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**County Branding**

The board discussed redesigning the county logo, developing use standards and document templates, and then updating the county website.

Board direction: The board asked Mr. Goeben to have Zane Kinney draft those elements for board consideration. They asked that the design include variations for department/office identity.

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**Adjourned: 11:30 AM**

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Jim Goeben, IT Director

**KITTITAS COUNTY COMMISSIONERS**  
**KITTITAS COUNTY, WASHINGTON**

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Laura Osiadacz, Chair

**APPROVED**  
2-6-18