

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

MONDAY

9:00 A.M.

APRIL 2, 2018

Board members present: Chairman Laura Osiadacz; Vice Chairman Obie O'Brien & Commissioner Paul Jewell.

Others: Mandy Buchholz, Deputy Clerk of the Board II; Julie Kjorsvik, Clerk of the Board and one members of the public.

SPECIAL MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Osiadacz 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.

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 March 30, 2018.

DISCUSSION

FACEBOOK WEEKLY POSTS

COMMISSIONERS

The Board determined for the week of April 2, 2018 they would post two proclamations that are before the Board on the 4.3.2018 Agenda Session - National County Government Week & Child Abuse Prevention Month.

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.

ELMVIEW

EMPLOYMENT DISCUSSION

COMMISSIONERS

Mandy Buchholz, Deputy Clerk of the Board II provided the Board with two job descriptions to show examples of current Elmvie Employees that are hired within the County at the County Treasurer and County Public Health Department. She stated that the example provided that shows what Public Health's employee does would be the most similar to what she anticipates the Commissioner's Office doing. She stated that she asked HR to attend the meeting in case there were any questions and wanted feedback from the Board. She stated depending on confidence levels it would determine on some of the tasks but primary would be cleaning/vacuuming/watering with possibly some light filing and or scanning.

The Board gave their approval to move forward with beginning the hiring process. Staff indicated that would have HR involved throughout the process. The Board and Julie Kjorsvik, Clerk of the Board determined that Mandy Buchholz, Deputy Clerk of the Board II would be the primary supervisor.

UPDATE

SPOKC DISCUSSION

COMMISSIONERS

Commissioner Jewell stated that there have been concerns brought forward from Misdemeanant Probation about not having a lot of communication with regard to the SPOKC Lease Commissioner O'Brien has been working on. Chairman Osiadacz also indicated that Public Health reached out with concerns about space and meeting room availability and noted that they had yet to be formally informed of the potential new lessee. The Board directed Commissioner O'Brien to touch base with both the Department Heads in the building and notify them of any potential plans.

NOISE ORDINANCE

SUNCADIA DISCUSSION

COMMISSIONERS

Chairman Osiadacz stated that she had been approached by Suncadia about the possibility of a "longer term" noise ordinance waiver for wedding's and bands from late spring to early fall. There was discussion over possible ways to address this for Suncadia and the Board directed Chairman Osiadacz to work with CDS/PA and either address it through a update to County Code or to amend the Development Agreement.

SIGNATURE

LETTERS BHRAB/KC L&J COUNCIL

COMMISSIONERS

Commissioner O'Brien moved to authorize Board Signature on both Letters to the Chair's of the BHRAB & the Kittitas County Law &

Justice Council as presented. Commissioner O'Brien seconded. Motion carried 3-0.

SOFTWARE

ADOBE ACROBAT

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board requested the Boards direction on how she should proceed with a recommendation received from I.T. for the Adobe Software update as its more than they were directed to budget for.

The Board stated it's needed to conduct business so proceed with the purchase of the software update for Adobe. Commissioner Jewell stated he would meet with I.T. to discuss this as it's not the first error for technology updates this year that they had departments budget for and then they were off considerably.

It was noted that at the end of the year if a Budget Amendment is necessary they will process it at that time, however there may be savings in another area of their budget that will allow for a "budget neutral" impact.

OTHER BUSINESS-N/A

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Laura Osładacz, Chairman