

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

MONDAY

9:00 A.M.

APRIL 23, 2018

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

Others: Mandy Buchholz, Deputy Clerk of the Board II.

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 April 20, 2018.

DISCUSSION FACEBOOK WEEKLY POSTS COMMISSIONERS

The Board determined for the week of April 23, 2018 they would post about Wednesday Nights County Outreach Public Education evening from 5-8 p.m.; a post sharing some of the children's artwork and thanking them for participating in National County Government Month coloring contest and share the Press Release announcing that the Kittitas County Community Health Assessment is complete.

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

APPROVED
5-15-18

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.

DISCUSSION

MONITOR/DISPLAY

COMMISSIONERS

Skipped.

LETTER

CAC FOR PROPERTY RIGHTS

COMMISSIONERS

Chairman Osiadacz stated that she re-worked the letter for the Board to consider and sign. Commissioner Jewell questioned if there was any reason to send the letter as they had both attend Upper County City Council Meetings and delivered the same message. The Board agreed to not sign the letter.

DISCUSSION

CERTIFICATE OF FORMATION

COMMISSIONERS

Commissioner O'Brien presented the Board with a Certificate of Formation Limited Liability Company, and explained what that was. He asked the Board to review and ask questions if they had any. Commissioner Jewell and Chairman Osiadacz indicated they had no issues and were in support of the document.

DISCUSSION

MEMO RMC TRAINING

COMMISSIONERS

Chairman Osiadacz stated that she was gone when the Board approved the memo for Records Management Training for new hires and just wanted them to verify that it covered what they discussed before she sent it out. The Board stated it was good to go out.

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 Osiadacz, Chairman