

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
EMERGENCY SPECIAL MEETING**

**THURSDAY**

**8:30 A.M.**

**MARCH 19, 2020**

Board members present: Chairman Brett Wachsmith and Commissioner Cory Wright. Absent: Vice-Chairman Laura Osiadacz.

Others: Julie Kjorsvik, Clerk of the Board (via phone); Patti Johnson, Solid Waste Director/Interim Maintenance Director/Project Manager; Jerry Pettit, Auditor; and Lisa Young, Human Resources Director.

**EMERGENCY MEETING**

**COVID-19**

**COMMISSIONERS**

At 8:30 a.m. Chairman Wachsmith opened an Emergency Special Meeting to discuss issues relating to the COVID-19.

There was discussion on the Public Health Officer's Press Release and what the difference was of his recommendation to "shelter in place" versus it being required and its effect to County employees. Some other issues that were discussed included who were considered essential employees versus non-essential; authorized signatures; cell phone stipends; and identifying department contacts as well as their backups. Discussions were held on other key functions of the County including legislative, sanitation, infrastructure, public safety/health, justice system, finance/payroll, IT, legal, and employees.

The Board indicated how they would like time to obtain further information and continued the meeting until 1:30 p.m.

The meeting was recessed at 8:58 a.m.

**CONTINUED EMERGENCY MEETING**

**1:30 P.M.**

**COMMISSIONERS**

Those present: Julie Kjorsvik, Clerk of the Board; Jim Goeben, IT Director; Lisa Murray, Administrative Assistant; Patti Johnson, Solid Waste Director/Interim Maintenance Director/Project Manager; Darren Higashiyama, Chief Deputy; Amy Cziske, Treasurer; and on the phone was Mandy Buchholz, Deputy Clerk of the Board II; Judy Pless, Budget & Finance Manager; and Neil Caulkins, Deputy Prosecutor.

At 1:30 p.m. Chairman Wachsmith opened the Emergency Special Meeting continued from 8:30 a.m. There was discussion on the key functions that were discussed earlier in the day. Darren Higashiyama, Chief

Deputy said the key is going to be to try and control the spread of COVID-19 at this point.

There was discussion on essential and non-essential positions. Commissioner Wright, Lisa Young, and Judy Pless said they would work on a policy relating to pay and how it would be handled if there was a Shelter in Place issued. Dr. Larson provided an update on various issues that the County needs to be aware of.

**OTHER BUSINESS:**

**EXECUTIVE SESSION:**

At 2:41 p.m. Chairman Wachsmith announced the Board would recess into Executive Session for 10 minutes with Lisa Young, Human Resource Director; Neil Caulkins, Deputy Prosecutor and Jerry Pettit, Auditor, to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Potential action anticipated.


At 2:51 p.m. the Board reconvened out of Executive Session. The Board authorized putting an employee on paid Administrative Leave for a time no longer than April 8, 2020, and to direct the Prosecutors office and Human Resources Department to review the matter further.

The Board also requested the Human Resources Department to contact the candidates who were recently interviewed for the PIO position and to delay hiring.

**CLERK OF THE BOARD**

  
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Julie Kjorsvik

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Brett Wachsmith, Chairman