

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
WEBEX/CONF. ROOM
REGULAR MEETING**

MONDAY

9:00 A.M.

NOVEMBER 29, 2021

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

Others: Mandy Buchholz, Administrative Supervisor; Julie Kjorsvik, Clerk of the Board; Carly Brettmann, Communications Director; Lisa Young, Temporary Specialist; Kristine Foreman, HR Director.

SPECIAL MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Wachsmith 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 November 24, 2021 (due to the holiday).

EXECUTIVE SESSION

COMMISSIONERS

At 9:01 a.m. Chairman Wachsmith announced the Board would recess into an Executive Session for ten minutes with Mandy Buchholz, Administrative Supervisor; Julie Kjorsvik, Clerk of the Board; Lisa Young, Temporary Specialist; Kristine Foreman, HR Director for 10 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. Possible action was anticipated.

APPROVED
12/21/21

At 9:11 a.m. the Board reconvened out of Executive Session. Staff was directed to work with HR and develop a Job Description for an Admin. Assistant that would be a full back up to the current Admin. Assistant and also to incorporate PDR assistance and the duties of the Records Clerk. They stated that they would like to see the position posted in January of 2022.

RATIFY

COG APPOINTMENT

COMMISSIONERS

Commissioner Osiadacz moved to approve & ratify Chair's signature on a letter of appointment for to County Assessor Mike Hougardy to the Kittitas County COG. Commissioner Wright seconded. Motion carried 3-0.

UPDATE

COMMUNICATIONS DIRECTOR

COMMISSIONERS

Carly Brettmann, Communications Director provided updates and received recommendations from the Board on what they felt was a priority focus for her. The Board discussed Facebook posts for the week they wanted to be published.

UPDATE

BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. The assignments for 2021 were determined at the Board of County Commissioners Office Admin meeting on 1-11-2021.

Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

OTHER BUSINESS/GENERAL UPDATES

There were general updates on meetings & conversations that the Board participated in, individually over the past week.

Meeting adjourned at 9:40 a.m.

ADMINISTRATIVE SUPERVISOR


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Brett Wachsmith, Chairman