

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

MONDAY

9:00 A.M.

OCTOBER 9, 2023

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

Others: Mandy Buchholz, Office Administrator; Kate Jimenez, Administrative Assistant; Debbie Stanavich, Administrative Assistant; Julie Kjorsvik, Clerk of the Board.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Vice-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 October 06, 2023.

CITIZEN COMMENT

COMMISSIONERS

N/A.

DECISION

WEBSITE/WEPAGE DETAILS

COMMISSIONERS

Mandy Buchholz, Office Administrator reviewed a request that IT received regarding a lack of Staff Directory on the County Website and requested Board direction. The Board directed Staff to relay to IT that Department Head/Elected Official's name/contact information should be on their respective pages.

DECISION

PHONE LINE IN SMALL CONF ROOM

COMMISSIONERS

Mandy Buchholz, Office Administrator questioned if the Board would be interested in having a phone in the new small conference room.

She said the room is just about complete with a decision on the phone and then we will be able to begin booking it for internal meetings.

The Board agreed a phone line in there would be handy for those using the room. Staff was directed to work with IT and let them know they can begin activating a phone line in the small conference room.

DISCUSSION

COUNTY FACEBOOK

COMMISSIONERS

The Board determined that for the week of October 9, 2023, they would post on their Facebook page the following: STEER I-90; Chamber Updates; Notice of a Prescribed Burn in Upper County.

UPDATE

BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis for the year. The assignments for 2023 were determined at the Board of County Commissioners Office Admin meeting earlier on and they will continue to provide updates at future meetings.

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

UPDATES

BOCC/WHITE BOARDS

COMMISSIONERS

The Board reviewed their updates/edits to each of their white boards.

OTHER BUSINESS/GENERAL UPDATES

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

Meeting concluded at 9:36 a.m.

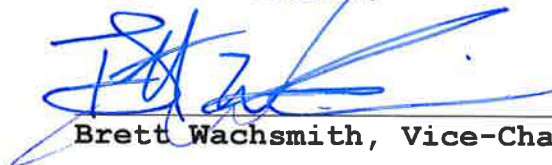
OFFICE ADMINISTRATOR



Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS

KITTITAS COUNTY, WASHINGTON



Brett Wachsmith, Vice-Chairman