

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
KITITAS VALLEY EVENT CENTER
MANASTASH ROOM
SPECIAL MEETING**

WEDNESDAY

9:00 A.M.

JULY 14, 2010

Board members present: Chairman Mark McClain, Vice-Chairman Paul Jewell and Commissioner Alan Crankovich.

Others: Julie Kjorsvik, Clerk of the Board; Clayton Myers, Undersheriff; Christine Luvera, District Court Administrator; Tip Hudson, Extension Agent; Joyce Julsrud, Clerk; Greg Zempel, Prosecutor; Michael Stafford, Assistant JCA/Probation Manager; Deanna Panattoni, Treasurer; Matt Anderson, Facilities Maintenance Director; Marsha Weyand, Assessor; Cindy Adams, Administrative Assistant; Kim Dawson, Administrative Assistant; Paula Hocht, Commander; Gene Dana, Sheriff; Kelly Carlson, Administrative Assistant/Airport Manager; Steve Panattoni, Sergeant; Lisa Lawrence, Assistant Director; Patti Johnson, Solid Waste Director; Kirk Holmes, Public Works/Interim Community Development Services Director; Robin Raap, Office Administrator; Linda Childs, District Court Administrator; Diana Mackenzie, Assistant Judicial Administrator; Todd Davis, Noxious Weed Director; Duke Senter, Information Services Director; Jim Goeben, Application Development Manager; Sue Higginbotham, Administrative Assistant; Jerry Pettit, Assessor; Lisa Young, Interim Human Resource Director; Kathy Jurgens, Finance System Manager; Mandy Weed, Administrative Assistant; Brenda Larsen, Fire Marshal; Pat Gigstead, Chief Probation Officer; Cathy Bambrick, Public Health Administrator and Amber Simon, Business Manager.

SPECIAL MEETING

BUDGET RETREAT

COMMISSIONERS

Judy Pless, Budget & Finance Manager distributed a copy of the 2010 budget graphs including revenues and expenditures, ending on June 30, 2010. She indicated expenditures are down which reflects how departments are being cautious of not spending money. She announced that retirement rates could be increased next year from 5.13% to 8.7%, although it still needs to be approved by the legislature. Marsha Weyand, Assessor reviewed a report on the preliminary figures for the loss in revenue of the Suncadia parcels that went before the State Board of Tax Appeals. She said the local Board of Equalization had held up their values, so Suncadia appealed their decision to the State. She said the State's decision will affect the 2009 and 2010 taxes. Chairman McClain said the Commissioners had a meeting with

representatives from Suncadia, and they indicated they were very close to paying all of their outstanding taxes.

Greg Zempel, Prosecutor explained how IIE had begun as a process with the Management Team and how it has expanded to other employees throughout the County. He wanted to hear feedback from those in attendance on the value of continuing the program in the future, and if it should be a priority to be included for the budget. He said he had heard through the County facilitators that there is a mixture of support for continuing to offer the program to the rest of the employees. Kathy Jurgens said 107 have gone through the program and 183 have not. She indicated it costs \$270.00 per employee for the materials and there are approximately 24 employees in each class. There was various options discussed including having Tammy Redmon come back and coach for 3 different levels. Human Resources have the funds available to continue the IIE through 2010. Michael Stafford questioned if there was any measurement available for the benefit of having it and its impacts. Gene Dana said although IIE was a good program, he felt if there were \$270.00 available to each employee, they would rather use it to go towards other priorities in the department that have a direct impact on public safety training, etc. Kathy Jurgens noted there were some departments who have never received any IIE training. Joyce Julsrud agreed with Gene Dana and felt if there were funds available to spend on training for employees; she would rather send hers to Olympia, which would have less of a time commitment. Marsha Weyand said their department has to attend critical training and although the IIE program was good, she did not feel it would be worth losing a person in her office again when it came to budgeting. Commissioner Crankovich said he spoke with a Commissioner from another County and with the tight budgets, they were also going to slow down the IIE process and they also questioned what kind of return they were getting on their investment. Duke Senter said all of his employees have gone through the program and it has allowed them to pull themselves together as a team with the materials provided, and it's helped them have a positive outlook during tough budget times. It was noted that the County had already purchased licenses for the facilitators and they are valid for three years. Cathy Bambrick said if the County is looking at transforming government, we need to keep pushing forward together and need to have a tool available such as the IIE program. Matt Anderson said he sits on the Steering Committee and although the progress may be a little slow, the results are there and the return on the investment may not be seen immediately. He said he understands the individual training needs, but having the County as a whole and on the same page was important as well. Deanna Panattoni said no one has been able to go through the program in her office and she did not believe anyone would be able to go in the near future because she is already down one employee because they are already having a difficult time covering for vacation and sick

leave. Kirk Holmes felt the discussions were a perfect example of one of the many benefits from the program. He indicated he was supportive of the program and questioned if each department would be able to come up with funding for the program within their own budgets and build it in for 2011. Linda Childs said she would rather have money set aside for employees in her department which would directly benefit the operations of the Courts. Commissioner Jewell took a quick poll on how many people would like to continue with the IIE program and there were 10 in favor and 18 against.

Commissioner Crankovich provided a status update on the current building projects including the repair of the parking lots; jail repairs; another location for the Upper District Court; Armory building; and the construction of a jail pod. He indicated they are in the process of obtaining a 10.4 million dollar bond for all of the projects. Commissioner Jewell said none of the projects should have a negative impact on the budgets. He noted the Lodging Tax Advisory Board has dedicated funds each year for the Armory project.

Commissioner Jewell reviewed some ways of cutting costs that have been implemented over the past year which has been a positive reflection on the County. Some of the savings included the elimination of one department head (Maintenance) and replaced those duties with Matt Anderson for the maintenance of facilities and Patti Johnson has been doing the project management duties; Treasurers office worked with the Sheriff's department for transferring money to the bank; Solid Waste eliminated a position and they are sharing an operator position; the Clerk's office created a new revenue source for processing Passport photos; Commissioners have gone to paperless agendas; Public Notice System; Board of Equalization has gone paperless; Public Health continues to decrease their dependence on the General Fund and have been writing more grants; the Weed Board and Extension office has been sharing administrative help; Auditors office is no longer purchasing check stock and have been cross training employees; DART system; Human Resources is developing a program for submitting applications online; user fees have increased in various departments; Sheriff's department implemented two programs which has saved the County approximately \$29,000 regarding prescription drugs and home monitoring system which has saved on shipping inmates; Prosecutors office continues to use technology resources and have eliminated about 40% of the cost of paper, toner, etc. by going paperless. Kirk Holmes said the Community Development Services department was approximately 20% below expenditures and the Public Works department is in a similar situation.

Commissioner Jewell acknowledged a letter that was sent out to departments regarding the upcoming budget guidelines. He said to not anticipate using any rainy day funds to balance the budget and

to limit travel, training and professional association dues. Commissioner Crankovich said the one million dollars taken last year from road maintenance will need to be made up, if not all, at least a good portion of it. Chairman McClain said he anticipated departments submitting required trainings for the budget, but any optional ones would need to be approved by the Board and indicate where the funding would come from.

There was discussion on the rising cost of benefits over the past few years, and to anticipate approximately a 10% increase and possible lower options available. Suggestions have been made to possibly look into options and withdrawing from the insurance pool, but if that was the direction, the County would need to make a determination by June 30, 2011 to become effective January 1, 2012. Various options were reviewed for next year's budget including maintain the status and increase contribution (at Select 200 rate); put a cap on it and no further increased cost to the County; or reduce the amount of benefits contributed. There were views expressed of keeping it the same amount of contribution as this year (\$675.00 per month). It was noted that this next year, employees will not be able to opt out of coverage unless they are covered by another "group" such as a spouse's employer. Most of the people were in favor of starting the budget with no increase in benefit contributions and keep it at the 2010 rate.


The Board of Commissioners indicated they were not interested in increasing taxes, so to not anticipate that option. There was discussion on the current evaluation forms and how the ratings are tied to wage increases, and the need for a consistent process. Out of non-union personnel, 64% was rated at either Superior or Above Average. Judy Pless was directed to input 3 different options for wages in the preliminary budget including no wage increases; 1% increase and 3.8% increase.

Meeting adjourned at 12:00 p.m.

CLERK OF THE BOARD


Julie Kjorsvik

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Mark McClain, Chairman