

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

**FRIDAY**

**2:30 P.M.**

**MARCH 4, 2011**

Board members present: Chairman Paul Jewell, Vice-Chairman Alan Crankovich and Commissioner O'Brien.

Others: Catherine Dunn, Deputy Clerk of the Board; Judy Pless, Budget and Finance Manager, Linda Navarre, Public Health Co-Adminstrator; Amber Simon, Public Health Business Manager; Robin Read, Health Educator.

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**SPECIAL MEETING**

**GIFT CARD DISCUSSION**

**COMMISSIONERS**

At 2:30 p.m. **Chairman Jewell** opened the special meeting to have a discussion with Public Health and the Auditor's office regarding gift card use.

**Robin Read** explained gift cards are used by Public Health Departments in the State. She said the gift cards are being used for compensation for teenagers who are working on Tobacco Sales Checking; surveys and other program incentives for participation; client use for gasoline assistance in programs such as HIV, Breast and Cervical Health and a Dental program and client participation.

**Commissioner O'Brien** asked if each application of the gas card is for a specific person to a specific site. **Chairman Jewell** suggested using the same system as the Veteran's Committee, which is a voucher to the gas station and is paid by the Auditor's office.

**Chairman Jewell** asked where the grants came from. **Ms. Read** said they are a mix of Federal, State and private grants.

**Judy Pless, Budget and Finance Manager,** said that she was concerned about the lack of accountability as the gift and gas cards were the same as cash. She said that all cash needs to be kept with the County Treasurer. She said she is also concerned with the purchase of gas and gift cards at the end of a grant period to be used in the next grant period. She was concerned about the State Auditor's reaction to that. **Chairman Jewell** agreed that the amount of the gift/gas cards would exceed their petty cash amounts.

**Chairman Jewell** asked if the grants allow the purchase of gift cards. **Amber Simon** said that as long as the client participates in a program for the grant, they are allowed. **Chairman Jewell** said that is a good

thing as long as the Treasurer holds the gift cards. **Ms. Pless** said that would be fine.


**Commissioner Crankovich** said that reporting them in and out of the Treasurer's office would give a trail of accountability. He said they would be able to track the card numbers. He asked if each recipient would fill out information to receive the cards. **Ms. Read** said that most people are already participants in programs. She asked if there was a problem with purchasing items for incentives. **Ms. Pless** said this was not a problem because of the outreach.


**Chairman Jewell** said the plan was to switch the gas cards to the voucher system and work with the Auditor's and Treasurer's offices to work to account for the gift cards and to refrain from last minute purchases of the gift cards in the grant period.

The meeting was adjourned 3:00.

**DEPUTY CLERK OF THE BOARD**

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Catherine Dunn

  
Paul Jewell, Chairman