

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

MONDAY

9:00 A.M.

NOVEMBER 17, 2008

Board members present: Chairman Mark McClain; Vice-Chairman Alan Crankovich; Commissioner Linda Huber.

Others: Catherine Dunn, Deputy Clerk of the Board; Mandy Robinson, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board.

REGULAR MEETING OFFICE STAFF MEETING COMMISSIONERS

At approximately 9:00 a.m. Chairman McClain opened an Office Administration Meeting for the Board of County Commissioners.

CALENDAR WEEK AT A GLANCE COMMISSIONERS

The Board of County Commissioners reviewed the weekly calendar.

PAF/VOUCHERS REVIEW OF PAF'S & VOUCHERS COMMISSIONERS

The Board of County Commissioners approved and signed County Employee Personnel Action forms.

CORRESPONDENCE LOG REVIEW OF CORRESPONDENCE LOG COMMISSIONERS

The Board of County Commissioners reviewed the weekly Correspondence Log, listing of all incoming mail and correspondence for the week ending November 14, 2008.

UNITED WAY UNITED WAY DONATIONS COMMISSIONERS

Julie Kjorsvik presented the Board and staff with United Way brochures. She explained that if you choose to donate to the United Way then you may specify what United Way you wish to donate to, but you do not have to specify if you don't want to. She indicated that the donations if you choose to do so are due as soon as possible.

AGENDA TRAINING BOCC YEARLY AGENDA TRAINING COMMISSIONERS

Mandy Robinson requested Board approval to set up the yearly agenda training. She explained that this is a yearly process and that generally when the training is set up staff is given approval to make the training mandatory to Department Heads and there Support

Staff and strongly encourage Elected Officials and their Support Staff to attend the training. Commissioner Crankovich moved to approve staff's request to hold the annual Commissioners training and to make the training mandatory for Department Heads and there support staff and strongly encourage Elected Official's and there support staff. Commissioner Huber seconded. Motion carried 3-0.

OTHER BUSINESS-

Meeting adjourned at 9:15 a.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Mandy Robinson

Mark McClain, Chairman