

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

MONDAY

9:00 A.M.

NOVEMBER 23, 2009

Board members present- Chairman Alan Crankovich; Vice-Chairman Paul Jewell. Absent- Commissioner Mark McClain.

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

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Crankovich opened the Office Administration meeting.

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, a listing of all incoming mail and correspondence for the week ending November 20, 2009.

REQUEST

BOCC OFFICE CLOSURE 12/22/09

COMMISSIONERS

Julie Kjorsvik explained that our office has a great deal of backlog in our downstairs storage unit that needs to be reviewed and sorted through to make sure that all record retention requirements are met. The Board indicated that there would be coverage provided by one of them and that we would not need to close the office to accomplish the request.

DISCUSSION

E-MAIL REGARDING HOMELESS RFP

COMMISSIONERS

The Board reviewed an e-mail Commissioner McClain submitted for discussion. They determined that it was informational only and would wait for further detail at the December 14, 2009

REPORT

LEADERSHIP ELLENSBURG DISCUSSION

COMMISSIONERS

Deputy Clerk of the Board Mandy Robinson gave a brief overview of her Leadership Ellensburg Class, as requested during discussions for participating in the program. She indicated her next class would be on December 18, 2009.

UPDATE

BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. This was determined at a Special Meeting with the Board of County Commissioners held on June 18, 2009. Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

Adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Mandy Robinson

Alan Crankovich, Chairman