

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

MONDAY

9:00 A.M.

DECEMBER 07, 2009

Board members present- Chairman Alan Crankovich; Vice-Chairman Paul Jewell; 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 December 4, 2009.

TRAINING

COMPREHENSIVE PUBLIC RECORDS OFFICER

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board, indicated that there was a training announcement for Comprehensive Public Records Officer Training and Certification that was sent out last week and she asked if the Board would like for her to attend or any others throughout the County. The Board indicated that they would like her to attend as well as a few others from different County offices. She indicated that the training was free and was a two day course in Chelan on March 4th & 5th. The request was approved.

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