

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

**MONDAY**

**9:00 A.M.**

**JUNE 14, 2010**

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

Others: Mandy Robinson, Deputy Clerk of the Board; Catherine Dunn, Deputy Clerk of the Board, Kristen Demory, Records Clerk.

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Vice-Chairman Jewell opened the Office Administration meeting.

**CALENDAR**

**WEEK AT A GLANCE**

**COMMISSIONERS**

The Board of County Commissioners reviewed their weekly calendar.

**PAF/VOUCHERS**

**REVIEW OF PAF'S & VOUCHERS**

**COMMISSIONERS**

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

**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 June 11, 2010.

**DELEGATE**

**CAPITAL FACILITIES PLAN**

**COMMISSIONERS**

Ms. Robinson reviewed an e-mail from Jan Ollivier, Transportation Manager. She explained that Ms. Ollivier had requested someone from every County Department to participate in a working group to compile a "needs list", Ms. Robinson asked if there was anyone from the BoCC that would like to partake. Commissioner Crankovich indicated that he would represent the BoCC.

**REQUEST**

**ONE MONTH COLLEGE INTERN**

**COMMISSIONERS**

Ms. Robinson indicated that our office was in receipt of an e-mail request from a college student wishing to do a one month college internship in our office. She explained that the time period would be from August 22, 2010 through September 23, 2010 and that she would like to touch on all areas of an office setting. Ms. Robinson

