

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

MONDAY

9:00 A.M.

APRIL 11, 2011

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

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

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. 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 April 1, 2011.

DISCUSSION

CONSIDER RULES AND PROCEDURES

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board, presented the Board of Commissioners Rules of Conduct and Procedures from a number of counties for the Board's consideration. After a discussion of the subject, it was decided to look into drafting a Rules of Conduct document for Kittitas County.

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. On January 3, 2011 the Board determined it would be beneficial to

alternate Commissioners that will oversee the different Department Head's on an annual basis.

OTHER BUSINESS- None

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD



Catherine Dunn

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Paul Jewell, Chairman