

**COMMISSIONERS' MINUTES
KITITITAS COUNTY, WASHINGTON
COMMISSIONERS AUDITORIUM
SPECIAL MEETING**

WEDNESDAY

11:00 A.M.

DECEMBER 21, 2011

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

Others: Mandy Robinson, Deputy Clerk of the Board; Lisa Young, Human Resource Director; Todd Davis, Noxious Weed Program Coordinator; William Holmes, Probation Services Director; Doug D'Hondt, Engineer; Jan Olliver, Transportation Manager; Lisa Lawrence, Assistant Director; Kelly Carlson, Administrative Assistant/Airport Manager; Kathy Jurgens, Budget and Finance Manager; Kirk Holmes, Public Works Director/Interim CDS Director; Diana MacKenzie, Court Administrator; Sara Keith, Administrative Assistant; Matt Anderson, Facilities Maintenance Director; Neil Caulkins, Deputy Prosecutor; Gene Dana, Sheriff; Mandy Weed, Administrative Assistant; Megan Acree, Administrative Assistant; Lisa Young, HR Director; Deanna Panattoni, Treasurer; Jim Goeben, Applications Development Manager; Jerry Pettit, Auditor and Greg Zempel, Prosecutor.

SPECIAL MEETING

CONTRACT REVIEW

COMMISSIONERS

At 11:00 a.m. Chairman Jewell opened a Special Meeting to discuss contract processing services provided by the County Prosecutors office.

Chairman Jewell reviewed the history and the extremes that the County has varied between with contract review. He explained that in the past there has been every extreme from complete review to very minimal. He explained how the current process is most likely not going to be sustainable, as there is reduced staffing in the Prosecutors office and it is also proving to be a hindrance for work to be completed with a two week period.

Staff discussed their department's experiences with contract review and the issues they have faced throughout each process.

Neil Caulkins, Deputy Prosecutor reviewed what the duties that the statues require the Prosecutors office to perform. He explained the importance of the contract review process and acknowledged that there are contracts that whether or not the County wants to make changes to, they cannot. He explained in those circumstances it is his duty to simply make his client (the County) aware of the potential consequences that could occur. He outlined what he looks for when reviewing contracts.

Jerry Pettit, Auditor reviewed the Auditors role in contract review, explaining their review of the financial impacts to the County.

Commissioner Jewell questioned if the Prosecutors office is satisfied with the current process or if there are areas that they feel needs improvement. Greg Zempel, Prosecutor explained that it comes down to the amount of risk and liability the County wants to take on.

Commissioner Jewell questioned what an acceptable level of risk would be in his opinion. He questioned if the County's contracts needed review every 3, 5, or 10 years etc., if they are the same contract.

Departments expressed concerns regarding the size of grants and time involved, noting they were aware of the importance of review to safeguard the County.

Commissioner O'Brien questioned attaching a dollar figure to use as a determining factor of whether or not contracts would need review.

Jerry Pettit, Auditor suggested looking at them based on department.

Kirk Holmes, Public Works Director/Interim CDS Director indicated that he would like to discuss process. He stressed his desire to seek a more clear process with clear understanding of the boundaries.

Kathy Jurgens, Budget and Finance Manager stated she would like to see all departments involved in the review process at the same time so that contracts are not held at the Prosecutors for two weeks and then held for additional time with the Auditor.

There was discussion on the frustration of different prosecutors having different expectations for the same contracts. Lisa Young, HR Director suggested a checklist be created to save time so that the reviewer knows exactly what changes have taken place, so it will save time not reviewing the entire document each time.

Commissioner Jewell acknowledged that currently there are Prosecutors assigned to departments but maybe the Prosecutors office could consider also assigning prosecutors to review contracts that are with the same vendors for the same or similar services, with the goal of having more consistency. Lisa Young, HR Director suggested (IS) create a system for contracts. Jim Goeben, Applications Development Manager explained the flow process. He explained that there was a process previously in place through PAS, however it was taken out and seen as a hindrance. He noted it could easily be added back into the PAS system if that is the direction given.

Commissioner Jewell indicated that the Board will take some time to review today's discussion and discuss in further detail amongst themselves. He encouraged staff to let the Board know if other concerns or issues arise so they can take those into account as well. He stated that staff will be notified when the Board meets again for a decision.

The meeting was adjourned at 11:59 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Robinson

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Paul Jewell, Chairman