

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

MONDAY

1:00 P.M.

OCTOBER 22, 2012

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

Others: Mandy Robinson, Deputy Clerk of the Board; Lisa Young, HR Director; Kirk Holmes, Public Works Director.

SPECIAL MEETING

MGMT TRAINING DPW

PUBLIC WORKS

At 1:04 p.m. Vice-Chairman O'Brien opened a Special Meeting to review Board expectations for Management Level staff within the Public Works Department. He stated that since he was absent during the previous meetings held over the past week, that he would be turning it over to Commissioner Jewell to outline the expectations, concerns and responsibility of the Management Level staff.

Commissioner Jewell stressed the importance of follow through with supervisors and proper documentation. He stated that documentation needs to be done from top management staff all the way to entry level depending on where the "issue" may be. He stated that there have been concerns expressed with regard to old cases and a lack of documentation and follow through with regard to "specific" instances. He expressed the importance of details in the documentation and explained the importance to the County regarding its protection if back up documentation is ever needed. He stated that it is coming as a mandate by the Board and not as a recommendation. Lisa Young, HR Director stressed the importance of supervisors using the probationary period to the fullest. She assured Mr. Holmes that it can be a lot of work but it can also save the County in the long run. Commissioner O'Brien stated that he didn't understand why managers are holding onto employees if the writing is on the wall and their performance isn't up to par. Kirk Holmes, Public Works Director accepted responsibility with regard to the Board's concerns and felt that it is him who needed to change his way of thinking. He expressed his appreciation to the Board for holding him accountable and assured them that it is his feeling there may be more changes he needs to make than his staff.

Commissioner Jewell stated that he would like to see a plan written within the next month of how Mr. Holmes and his department plan to move forward in the future.

APPROVED
11/6/2012

Commissioner O'Brien questioned what Mr. Holmes accident policy is and how correction is handled if need be.

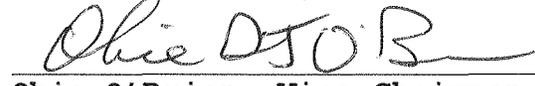
The Board noted that there will be a follow up meeting on a future HR Study Session.

The meeting was adjourned at 1:28 p.m.

DEPUTY CLERK OF THE BOARD


Mandy Robinson

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Obie O'Brien, Vice-Chairman