

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

MONDAY

9:00 A.M.

NOVEMBER 26, 2012

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

Others: Mandy Robinson, 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 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 November 21, 2012 due to the Thanksgiving holiday.

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.

DIRECTION

HOLIDAY CLOSURE

COMMISSIONERS

Staff requested direction on whether or not the Board would like to have the office closed for a full day or just the partial day on December 24, 2012. Staff explained that HR had sent out a request for departments to report to them what offices/departments would remain open for the ½ day and what ones would be closed for a full

day. It was noted that the Christmas Eve holiday falls on a Monday and therefore the Courthouse is closed for a partial day. However the Board previously gave permission to Elected officials and Department Heads to determine if their offices would remain open or closed for the full day which in turn staff would need to take ½ day of comp time or vacation time. The Board authorized their office to be closed for the full day on 12/24/2012, noting staff would need to take a ½ day of leave.

OTHER BUSINESS-NONE

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD



Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Alan Crankovich, Chairman