

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

MONDAY

9:50 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; Jim Goeben, IT Director; James Rivard, Environmental Health Supervisor.

REGULAR MEETING

DEPARTMENT HEAD

IT

Jim Goeben, IT Director stated that this was a follow up from last Monday (November 19, 2012) Department Head meeting. He briefly reviewed the discussion held at that time and explained that he is currently set up to attend the Public Health staff meeting this Wednesday to refresh staff on the e-mail archive policies and procedures due to concerns of staff not retaining their e-mail which was brought to light back in 2010. He explained that in 2010 it was brought to IT's attention there was a misunderstanding between PH staff and IT staff in regards to the retention on County e-mail. The Board requested the meeting to make sure Management staff in PH was aware of the miscommunication.

James Rivard, Environmental Health Supervisor explained that he was aware of the confusion and misunderstanding back in 2010 and that since then staff has been directed to retain all e-mail.

Jim Goeben stated that he intends to send out reminders throughout the e-mail archive software change over.

Meeting adjourned at 10:00 a.m.

**KITTTITAS COUNTY COMMISSIONERS
DEPUTY CLERK OF THE BOARD**



Mandy Robinson

KITTTITAS COUNTY, WASHINGTON



Alan Crankovich, Chairman

APPROVED
12/4/2012