

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

MONDAY

9:00 A.M.

APRIL 1, 2013

Board members present: Chairman Obie O'Brien; Vice-Chairman Paul Jewell & Commissioner Gary Berndt.

Others: Mandy Robinson, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board; Kristen Demory, Records Clerk.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman O'Brien 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 March 29, 2013.

UPDATE

RECORDS MGMT COMMITTEE (RMC)

COMMISSIONERS

Kristen Demory, Records Clerk/ Chairwoman of the RMC provided an update to the Board of County Commissioners on the RMC meeting that was held on Wednesday March 27, 2013. She explained how they agreed upon fundamental changes that the RMC would be bringing forward for implementation to address some of the more frequent DART complaints.

REQUEST

BOCC CALENDAR APPOINTMENTS

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board explained to the Board that recently staff has been noticing a lot of changes happening (deleted meetings, strange appointments, etc.,) to the BoCC calendar. In an effort to stream line and provide consistency, staff is asking that the Board consider submitting or meeting with staff to give details of appointments for them to place their items onto the BoCC calendar.

