

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

MONDAY

9:00 A.M.

SEPTEMBER 30, 2013

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board.

SPECIAL MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Obie 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 September 27, 2013.

REQUEST

RECORDS CLERK HOURS/POSTING JOB

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board requested the Board allow her to increase the hours of the Records Clerk for approximately two weeks to a full 40 hour work week. She explained that the goal is to try and get everything semi wrapped up before the current Records Clerk leaves on October 21, 2013. She noted that she checked with Judy Pless, Budget & Finance Manager and confirmed that the Archiving fund that pays for that position can handle the increase in hours.

Commissioner Berndt moved to approve the request to temporarily increase the hours of the Records Clerk from 19 hours to 40 hours per week for two weeks. Commissioner O'Brien seconded. Motion carried 2-0.

Julie Kjorsvik, Clerk of the Board requested that the Board consider authorizing her to post to fill the Records Clerk Position.

The Board approved advertising for the Records Clerk position.

UPDATE GENERAL UPDATES/ 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 reviews discussions held with their respective departments and exchanges 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, overtime the Board has found it beneficial to report on the various committees they participate on.

OTHER BUSINESS-N/A

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Chairman Obie O'Brien