

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

MONDAY

9:00 A.M.

NOVEMBER 18, 2013

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

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 November 15, 2013.

UPDATE                                      RECORDS CLERK POSITION                                      COMMISSIONERS

Julie Kjorsvik, Clerk of the Board updated the Board on the status of the vacant Records Clerk position. She stated that after holding interviews she would like to propose they hold off on filling it until after the first of the year. She stated that she discussed this with HR as well, and they were in support of holding off.

The Board indicated that they supported her with whichever route she chooses to take. Chairman O'Brien encouraged her to have advertising done at CWU as well as Craigslist.

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 9:50 a.m.

DEPUTY CLERK OF THE BOARD

  
Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Chairman Obie O'Brien