

**COMMISSIONERS' MINUTES
KITITITAS COUNTY, WASHINGTON
COMMISSIONERS AUDITORIUM
SPECIAL MEETING**

TUESDAY

9:00 A.M.

FEBRUARY 18 , 2014

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board; Lisa Young, HR Director.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Jewell 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 February 14, 2014.

UPDATE

BOCC-DEPARTMENT HEAD REPORTS/GENERAL UPDATES

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. They determined at the end of 2013 they would review the various committees they participate in and provide beneficial updates to the Board.

REQUEST

BARBRA BENSON/ALL CO. TRAINING RECORDS MANAGEMENT

COMMISSIONERS

Julie Kjorsvik, Clerk of the Board requested the Board consider

APPROVED

3-4-2014

authorizing an all-County training on records management "protecting your organization". She stated that she was first introduced to Ms. Benson (trainer) during the PD II training she attended last spring and felt she would have a great deal of information the County as a whole could benefit from. She stated that she has spoken with HR and the County Records Management Committee and they were supportive of the request. She stated that when she contacted Ms. Benson she stated there would be no charge for the training, but only for mileage and meals. She also indicated that she may bring her boss along if they end up doing a 2 day training and that would require lodging be paid for. The Board approved the request as presented. Lisa Young, HR Director stated that they were looking at setting up multiple basic sessions and then a few focus group sessions for the staff that is more involved with records management. Julie Kjorsvik, Clerk of the Board requested that the Board make the training mandatory for Department Heads and strongly encouraged for Elected Officials. The Board agreed with Ms. Kjorsvik's proposal.

OTHER BUSINESS-N/A

Meeting adjourned at 9:47 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Paul Jewell, Chairman

**KITTITAS COUNTY COMMISSIONERS
SPECIAL MEETING
OFFICE ADMINISTRATION MEETING
TUESDAY, FEBRUARY 18, 2014
9:00 AM**

**BOCC Conference Room
205 West 5th Room 108 - Ellensburg**

- 1. Call to Order**
- 2. Review Commissioners Calendar**
- 3. PAF/Vouchers**
- 4. Review Weekly Correspondence Log**
- 5. General Updates/Department Head Reports**
- 6. Request Permission to Authorize Barbra Benson from UW to put on an all County Training for Records Management: Protecting your Organization.**
- 7. Other business**
- 8. Adjourn**

February 17, 2014 - February 23, 2014

February 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, February 17

- Holiday Office Closed**
- **9:00am - 9:30am CANCELLED-BOCC/Office Administration Meeting** (Conference Room) - Commissioners Calendar 2008 ↻
- **9:40am - 10:30am CANCELLED-BOCC/Dept. Head Meetings** (Conference Room) - Commissioners Calendar 2008 ↻
- **10:30am - 11:00am CANCELLED-BOCC/Agenda Study Session** (Auditorium) - Commissioners Calendar 2008 ↻
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008 ↻
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008 ↻
- **3:30pm - 4:30pm Obie - Weekly Public Health Meeting with Robin Read/Public Health** (Robin's Office - Public Health Dept.) - Commissioners Calendar 2008 ↻
- **3:30pm - 4:00pm Commissioner Berndt / Jim G. Department Head Meeting** (Gary's Office) - Commissioners Calendar 2008 ↻

Tuesday, February 18

- **8:00am - 8:30am Paul-Public Works Staff Meeting** (Public Works) - Commissioners Calendar 2008 ↻
- **9:00am - 9:50am BoCC/Special Meeting Office Admin** (BoCC Conference Room) - Commissioners Calendar 2008
- **10:00am - 12:00pm BoCC/Agenda** (Auditorium) - Commissioners Calendar 2008 ↻
- **12:00pm - 12:30pm OBie - Hospice board** (401 E Mountain View Suite 3) ↻
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008 ↻
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008 ↻
- **2:00pm - 2:30pm CANCELLED-Public Hearings** (Auditorium) - Commissioners Calendar 2008 ↻
- **3:00pm - 5:00pm Water Conservancy Board** (Conference Room) ↻

Wednesday, February 19

- **8:00am - 9:00am Law & Justice** (Auditorium) ↻
- **9:30am - 11:00am Obie/YTAP** (KCCD-Ellensburg) - Commissioners Calendar 2008 ↻
- **9:30am - 10:30am CANCELLED-Policy Committee** (BoCC Conference Room) - Commissioners Calendar 2008 ↻
- **11:00am - 8:00pm Paul - WSAC Meeting** (Olympia)
- **12:00pm - 1:00pm WW at Work Meeting** (BoCC Conference Room) ↻
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008 ↻
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008 ↻
- **4:00pm - 6:00pm Paul - WSAC Rural Domestic Water Meeting** (Olympia)
- **6:00pm - 8:00pm WUIC Update** (TBD)

Thursday, February 20

- Paul - WSAC** (Olympia)
- **8:00am - 5:00pm Gary/LEAN** - Commissioners Calendar 2008
- **10:00am - 12:00pm CANCELLED-BOCC/Board of Health Meeting** (Auditorium) - Bill Hinkle ↻
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008 ↻
- **1:30pm - 2:30pm BOCC/ Monthly Finance Meeting** (BOCC Conference Room) - Commissioners Calendar 2008 ↻
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008 ↻

Friday, February 21

- **7:00am - 5:00pm Paul - Updated Invitation: Yakima Integrated Plan Update - BLM @ Fri Feb 21, 2014 9:30am - 10:30am** (gchristensen@usbr.gov) (Portland - BLM office) - Gwendolyn Christensen
- **9:00am - 11:00am Lower District Court** (Auditorium) - Commissioners Calendar 2008 ↻
- **11:00am - 11:30am BOCC/Special Meeting - Wi-Fi at Armory, Add SW Scale House to MAN & MAN Agreement** (Conference Room) - Commissioners Calendar 2008
- **12:00pm - 12:30pm E-mail Mike Johnston Monday Agenda, Department Head Agenda & Next week's Board Calendar** - Commissioners Calendar 2008 ↻
- **1:00pm - 2:00pm Mandy Lunch** - Commissioners Calendar 2008 ↻
- **2:00pm - 3:00pm Debbie - Lunch** - Commissioners Calendar 2008 ↻



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME Mifflin	FIRST NAME Steph	EMPLOYEE # M1615	EFFECTIVE DATE 02/17/2014
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input checked="" type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input checked="" type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS : Promotion to Senior Permit Tech. 5% increase per policy.

SECTION 3: POSITION DATA

	Enter existing data from CAMAS Wage Data Report	Enter new data
JOB TITLE	PERMIT TECHNICIAN	Senior Permit Technician
OCCUPATION CODE	2441	2399
UNION CODE	40	30
PAY GRADE	241	299
STEP / POSITION	5	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other	<input type="checkbox"/> Ineligible <input checked="" type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other
HIRE DATE	6/15/2009	
ADJ HIRE DATE	3/14/2011	
POSITION DATE	3/14/2011	2/17/14
LAST RAISE DATE	1/1/2014	
BASE WAGE	\$2,978.00	\$3,127.00
LONGEVITY	\$0.00	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE	\$2,978.00	\$3,127.00
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY
DEPARTMENT	COMMUNITY DEVELOPMENT SERVICES	
BUDGET NUMBER	A. 402 000000104201051001 %: 100.00 B. _____ %: _____	A. _____ %: _____ B. _____ %: _____
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: _____ <input type="checkbox"/> 207(k)	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: _____ <input type="checkbox"/> 207(k)
<i>To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".</i>		
ALLOWANCE (Detail in Comments Section)	\$0.00	\$0.00
STIPEND (Detail in Comments Section)	\$0.00	\$0.00
OTHER (Detail in Comments Section)	\$0.00	\$0.00

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>[Signature]</i>	DATE 2/12/14	BUDGET/PAYROLL <i>[Signature]</i>	DATE 2/12/14
HUMAN RESOURCE <i>[Signature]</i>	DATE 2/18/14	COMMISSIONER #1 <i>[Signature]</i>	DATE 2/18/14
COMMISSIONER #2 <i>[Signature]</i>	DATE 2/18/14	COMMISSIONER #3 <i>[Signature]</i>	DATE 18Feb14

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/08/11 FOR HR USE:

NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA			
LAST NAME Larson	FIRST NAME Mark	EMPLOYEE # L1866	EFFECTIVE DATE 2/7/2014

SECTION 2: TYPE OF ACTION			
EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input checked="" type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS :

SECTION 3: POSITION DATA		
	Enter existing data from CAMAS Wage Data Report	Enter new data
JOB TITLE	HEALTH OFFICER	
OCCUPATION CODE	1351	
UNION CODE	32	
PAY GRADE	151	
STEP / POSITION	1	
FLSA STATUS	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input checked="" type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other
HIRE DATE	7/1/2006	
ADJ HIRE DATE	7/1/2006	
POSITION DATE	7/1/2006	
LAST RAISE DATE		
BASE WAGE	\$2,720.00	\$0.00
LONGEVITY	\$0.00	\$
FTE	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE	\$13,600.00	\$
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY	<input type="checkbox"/> HOURLY <input checked="" type="checkbox"/> MONTHLY
DEPARTMENT	PUBLIC HEALTH	
BUDGET-NUMBER	A. <u>116 00000000061151011</u> %: <u>75.00</u> B. <u>116 000000061239251001</u> %: <u>25.00</u>	A. <u>11600000000061551011</u> %: <u>50.00</u> B. <u>1160000000061251011</u> %: <u>50.00</u>
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: ____ <input type="checkbox"/> 207(k)	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: ____ <input type="checkbox"/> 207(k)

To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".

ALLOWANCE (Detail in Comments Section)	\$0.00	\$0.00
STIPEND (Detail in Comments Section)	\$0.00	\$0.00
OTHER (Detail in Comments Section)	\$0.00	\$0.00

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)			
DEPARTMENT HEAD / ELECTED OFFICIAL <i>[Signature]</i>	DATE 2/7/14	BUDGET/PAYROLL <i>[Signature]</i>	DATE 2/18/14
HUMAN RESOURCE <i>[Signature]</i>	DATE 2/18/14	COMMISSIONER #1 <i>[Signature]</i>	DATE 2/18/14
COMMISSIONER #2 <i>[Signature]</i>	DATE 2/18/14	COMMISSIONER #3 <i>[Signature]</i>	DATE 2/18/14

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/08/11 FOR HR USE: NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME True	FIRST NAME Amber	EMPLOYEE # T2481	EFFECTIVE DATE 2/13/2014
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input checked="" type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input checked="" type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input checked="" type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input checked="" type="checkbox"/> OTHER (O)
		<input checked="" type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS : end of needed hours

SECTION 3: POSITION DATA

	Enter existing data from CAMAS Wage Data Report	Enter new data
JOB TITLE	VOLUNTEER / INTERN	
OCCUPATION CODE	9900	
UNION CODE	90	
PAY GRADE	900	
STEP / POSITION	1	
FLSA STATUS	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input checked="" type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other
HIRE DATE	11/5/2013	
ADJ HIRE DATE	11/5/2013	
POSITION DATE	11/5/2013	
LAST RAISE DATE		
BASE WAGE	\$ 0.00	\$ 0.00
LONGEVITY	\$ 0.00	\$
FTE	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE	\$	\$
PAYMENT METHOD	<input checked="" type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY	<input checked="" type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY
DEPARTMENT	FAIRGROUNDS	
BUDGET NUMBER	A. _____ %: _____ B. _____ %: _____	A. _____ %: _____ B. _____ %: _____
WORKWEEK	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: ____ <input type="checkbox"/> 207(k)	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: ____ <input type="checkbox"/> 207(k)

To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".

ALLOWANCE (Detail in Comments Section)	\$ 0.00	\$ 0.00
STIPEND (Detail in Comments Section)	\$ 0.00	\$ 0.00
OTHER (Detail in Comments Section)	\$ 0.00	\$ 0.00

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>[Signature]</i>	DATE 2-13-14	BUDGET/RAYROLL <i>[Signature]</i>	DATE 2/18/14
HUMAN RESOURCE <i>[Signature]</i>	DATE 2/18/14	COMMISSIONER #1 <i>[Signature]</i>	DATE 2/18/14
COMMISSIONER #2 <i>[Signature]</i>	DATE 2/18/14	COMMISSIONER #3 <i>[Signature]</i>	DATE 2/18/14

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION



KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE DATA

LAST NAME DEMORY	FIRST NAME KRISTEN	EMPLOYEE # D1613	EFFECTIVE DATE 02/21/14
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SECTION 2: TYPE OF ACTION

EMPLOYEE TYPE	EMPLOYEE ACTION	TYPE OF SEPARATION	REASON FOR SEPARATION
<input type="checkbox"/> FULL-TIME (1) <input type="checkbox"/> PART-TIME (2) <input type="checkbox"/> LIMITED PART-TIME (3) <input checked="" type="checkbox"/> TEMPORARY (4) <input type="checkbox"/> CASUAL (5) <input type="checkbox"/> SEASONAL (6) <input type="checkbox"/> PROJECT (7) <input type="checkbox"/> WORK STUDY (8) <input type="checkbox"/> VOLUNTEER (9)	<input type="checkbox"/> NEW HIRE <input checked="" type="checkbox"/> RE-HIRE <input type="checkbox"/> MERIT / STEP <input type="checkbox"/> POSITION CHANGE (Describe Below) <input type="checkbox"/> BUDGET CHANGE (Describe Below) <input type="checkbox"/> LEAVE (List Type Below) <input type="checkbox"/> TERMINATION (Provide Separation Info) <input type="checkbox"/> OTHER (Describe Below)	<input type="checkbox"/> DISCHARGE (D) <input type="checkbox"/> RESIGNATION (Q) <input type="checkbox"/> RETIRED (R) <input type="checkbox"/> LAID OFF (L) <input type="checkbox"/> FAIL PROBATION (P) <input type="checkbox"/> OTHER (O)	<input type="checkbox"/> PERFORMANCE (P) <input type="checkbox"/> ATTENDANCE (A) <input type="checkbox"/> CONDUCT (C) <input type="checkbox"/> OTHER EMPLOYMENT (E) <input type="checkbox"/> PERSONAL (L) <input type="checkbox"/> OTHER (O)
		<input type="checkbox"/> Eligible For Rehire <input type="checkbox"/> Ineligible For Rehire	
Provide Details of Separation Below			

COMMENTS : Temp. to assist training new Records Clerk for 3 various days. Approved by BOCC on 2/10/14.

SECTION 3: POSITION DATA

	Enter existing data from CAMAS Wage Data Report	Enter new data
JOB TITLE		Temp Office Worker
OCCUPATION CODE		3801
UNION CODE		84
PAY GRADE		301
STEP / POSITION		13
FLSA STATUS	<input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt <input type="checkbox"/> Not Covered
DRS STATUS	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other	<input type="checkbox"/> Ineligible <input type="checkbox"/> PERS <input type="checkbox"/> LEOFF <input type="checkbox"/> PSERS <input type="checkbox"/> Other
HIRE DATE		02/21/14
ADJ HIRE DATE		02/21/14
POSITION DATE		02/21/14
LAST RAISE DATE		NA
BASE WAGE	\$	\$12.25
LONGEVITY	\$	\$0
FTE	<input type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> 80% <input type="checkbox"/> 75% <input type="checkbox"/> 60% <input type="checkbox"/> 50%
FTE WAGE	\$	\$12.25
PAYMENT METHOD	<input type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY	<input checked="" type="checkbox"/> HOURLY <input type="checkbox"/> MONTHLY
DEPARTMENT		Commissioners
BUDGET NUMBER	A. _____ %: _____ B. _____ %: _____	A. <u>001 4551001</u> %: <u>100</u> B. <u>0</u> %: <u>0</u>
WORKWEEK	<input type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: ____ <input type="checkbox"/> 207(k)	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> ALT/1 st Friday off: ____ <input type="checkbox"/> 207(k)
To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".		
ALLOWANCE (Detail in Comments Section)	\$	\$0
STIPEND (Detail in Comments Section)	\$	\$0
OTHER (Detail in Comments Section)	\$	\$0

SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL <i>Michelle Pless</i>	DATE 2/13/14	BUDGET/PAYROLL <i>Michelle Pless</i>	DATE 2/18/14
HUMAN RESOURCE <i>Wendy</i>	DATE 2/18/14	COMMISSIONER #1 <i>[Signature]</i>	DATE 2/19/14
COMMISSIONER #2 <i>Sam Bault</i>	DATE 2/18/14	COMMISSIONER #3 <i>[Signature]</i>	DATE 18 Feb 14

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

**Kittitas County
Board of County Commissioners**

Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on February 18, 2014 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant #_810272780_ through #_810272889_ in the amount of \$_216,097.64.

Auditing officer's notes:

Commissioner Remarks:

**Kittitas County
Board of County Commissioners**

Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on February 11, 2014 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant # 810272588 through # 810272612 in the amount of \$ 908.97.

Auditing officer's notes:

Commissioner Remarks:

**Kittitas County
Board of County Commissioners**

Please include in your next regular agenda session and read into the minutes:

Electronic Payment Approval

The Kittitas County Board of County Commissioners on February 18, 2014 _____ approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include electronic payments for payroll in the amount of \$ 534,915.63 _____.

Auditing officer's notes: The attached listing is for all electronic payments sent to vendors for the payroll processing

Commissioner Remarks:

BOARD OF COUNTY COMMISSIONERS
CORRESPONDENCE LOG FOR THE WEEK ENDING: FEBRUARY 14, 2014

REVIEWED AT ADMINISTRATIVE MEETING ON: February 18, 2014

	ITEM	SUBJECT	ACTION	FOLLOW UP	FILE REFERENCE
2-6-14	Notice of marijuana license applications (3) from WA ST LCB	Life Gardens 1, 15000 Vantage Hwy Suite A, Suite B, Suite C, Greta & James Carter, for marijuana producer tier 3, marijuana processor	BOCC, CDS, PA, SO	Comment file	WA ST Liquor Control Board
2-6-14	Notice of marijuana license applications (2) from WA ST LCB	Cascade Growers, 820 Muddy Lane, Unit A, Unit B, Aaron Dunlap, Robert & Kristi McGee, for marijuana producer tier 3, marijuana processor	BOCC, CDS, PA, SO	Comment file	WA ST Liquor Control Board
2-6-14	Email from Shawna, Roslyn City Planner	Re: Safe Routes to School Program	BOCC, DPW		City of Roslyn
2-7-14	Email from Hugh Milburn	Please introduce an official English resolution in Kittitas County	BOCC		BOCC
2-7-14	Email from Melissa McCool	Please introduce an official English resolution!	BOCC		BOCC
2-7-14	Email from Stephen Miller	Please introduce an official English resolution!	BOCC		BOCC
2-7-14	Notice of marijuana license application from WA ST LCB	Orchardview West, 3650 1/2 Passmore Rd, Tyler & Anna Jones for marijuana producer tier 2, marijuana processor	BOCC, CDS, PA, SO	Comment file	WA ST Liquor Control Board
2-7-14	Email from Ralph Nettles, Sr.	Please introduce an official English resolution!	BOCC		BOCC
2-7-14	Email from Joseph Cucinotta	Please introduce an official English resolution!	BOCC		BOCC
2-7-14	Email from Marina Heilman	Please introduce an official English resolution!	BOCC		BOCC
2-7-14	Email from Tonya Clark	Please introduce an official English resolution!	BOCC		BOCC
2-8-14	Email from Robert Phillips	It's time to make English the official language of our county	BOCC		BOCC
2-8-14	Email from Lawrence Sangder	It's time to make English the official language of our county	BOCC		BOCC
2-10-14	Liquor license renewal application notices from WA ST LCB	Gift Horse Basket Co in CE; Sun Country Golf & RV Park in CE; Easton Saloon in Easton; Ronald General Store in Ronald; Vantage Main St Station, Spirit of Vantage, Vantage General Store, Golden Harvest in Vantage			WA ST Liquor Control Board
2-11-14	Letter from Gene Dana, Kittitas County Sheriff	Sheriff's Office recommends denial of H & P Investments, marijuana license application based on illegal activity at that address	BOCC, CDS, PA		Comment file

2-11-14	Letters from Gene Dana, Kittitas County Sheriff	Has no information on following marijuana license applications: Life Gardens 1, 2, 3; Cascade Growers A,B; Orchardview West; Herbal Urbal	BOCC, CDS, PA		Comment file
2-11-14	Email from Mike Graham, Natural Mystic Farms	I-502 comments	BOCC, CDS, PA, SO		Comment file
2-12-14	Email from USDA Forest Service	Okanogan-Wenatchee National Forest Recreation Report	BOCC, DPW		USDA Forest Service
2-13-14	City of Ellensburg Council Agenda	For February 18, 2014 in City Hall Council Chambers @ 7:00 p.m.	BOCC		City of Ellensburg
2-14-14	Notice of marijuana license application from WA ST LCB	Jam Box Inc. 270 Mission Rd, Thorp, William Boatman, David & Pamela Otto, William Whelan & Cynthhia Withrow for marijuana producer tier 3 & marijuana processor	BOCC, SO, PA, CDS		Comment file
2-14-14	Noise ordinance variance request from Beryl Kelley	For private party w/approximately 30 adults with live music @1391 Reecer Creek Rd on3-22, 11-1, 12-31	BOCC, Sheriff		BOCC
2-14-14	Letters from Gene Dana, Kittitas County Sheriff	Re: marijuana license application for Hydro Light Suite A & Suite B, Cle Elum	BOCC, CDS, PA		Comment file

BARBARA BENSON

SHORT BIOGRAPHY

Barbara Benson received her Masters Degree in History/Archival and Records Management from New York University. She has worked as either Archivist or Records Manager for such diverse organizations as Chemical Bank; Trinity Church; New York City Department of Records and Information Services; Seton Hall University/ Archdiocese of Newark; New York State Archives and Records Administration. Since 1992 she has been the Director of Records Management Services at the University of Washington.

Ms. Benson is currently a regular speaker at the ARMA (Association of Records Managers and Administrators) annual conference, seminars, and chapter meetings. She has presented seminars and workshops on Records Management for such diverse organizations as NAGARA (National Association of Government Archivists and Records Administrators), the Association of Contingency Planners, and the American Payroll Association.

Ms. Benson has been a member of the ARMA (Association of Records Managers and Administrators) International Publications Editorial Board since 1996. She is currently a board member of the UW Certificate Program in Electronic Records Discovery in Litigation.

Formerly Ms. Benson was President of Seattle Area Archivists, Greater Seattle Chapter, Association of Records Managers and Administrators (ARMA) Chapter Member of the Year 1995, a board member of the University of Washington Certificate Program in Information and Records Management, a board member of the University of Washington Certificate Program in Content Management, and a Member of the Oversight Board of ARMA's Information Management Journal.