

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

MONDAY

9:00 A.M.

MAY 12, 2014

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

Others: Julie Kjorsvik, Clerk of the Board; Andrew Drain, Application Developer and Jim Goeben, Information Technology 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 May 9, 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.

APPROVED
5-20-14

UPDATE

FRONT OFFICE DUTIES

COMMISSIONERS

Julie Kjorsvik wanted to let the Commissioners know that when Debbie Myers, Board Clerk has deadlines such as Board of Equalization Orders, etc. that she and Brandi Green, Records Clerk will change work stations. This will help Debbie have less interruptions and she will not be the first point of contact for walk in traffic. Julie and Mandy will help taking over phone calls during that time as well as greet people in the front office.

UPDATE

EMAIL NOTIFICATION LISTS

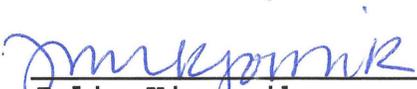
COMMISSIONERS

Julie Kjorsvik brought up concerns with checking the email notification lists with Commissioner Agendas. There was discussion with Andrew Drain and Jim Goeben on ways to make it link before an Agenda goes out (such as on PAS as they request the item). There are many check boxes to choose from and Julie was concerned if someone forgot to check a box that we would be held accountable even though there is no requirement for sending it out to the public. The public can view all Commissioners meeting and the topics on the County website (as required by law) as well as posting a copy in the Courthouse). She thought it would be easier for people who are inquiring about Commissioner topics on future meetings that they be notified of "all" meetings and they can choose whether to read them or not. Jim said the topic is on Wednesday's Management Team agenda and he will remind everyone to use the email notification list and to purge any items on the list that are no longer needed. Andrew will be looking into options and will let the Commissioners Staff know what he comes up with.

OTHER BUSINESS - N/A

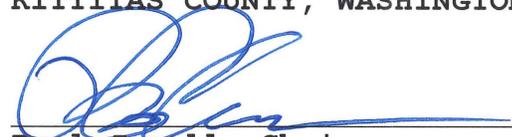
Meeting adjourned at 10:05 a.m.

CLERK OF THE BOARD



Julie Kjorsvik

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Paul Jewell, Chairman