

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONER'S AUDITORIUM
SPECIAL MEETING**

THURSDAY

3:00 P.M.

DECEMBER 4, 2014

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Jim Goeben, IT Director; Jerry Pettit, Auditor; Marsha Weyand Assessor; Sarah Keith, Administrative Assistant; Doug Mitchell, Deputy Prosecutor.

SPECIAL MEETING

RECORDS MGMT PROPOSAL

COMMISSIONERS

At 3:20 p.m. Chairman Jewell opened a Special Meeting to meet with the Kittitas County Records Management Committee (RMC) to discuss and review the RMC's draft proposal of the Kittitas County Records Management Policies.

Jim Goeben, IT Director reviewed briefly explained the changes the RMC is proposing and explained that they were requesting the Boards approval to place it on a future Agenda to be formally adopted.

Doug Mitchell, Deputy Prosecutor reviewed the types of training he is working on to provide to County Staff. Marsha Weyand, Assessor stressed the importance of the training and that the County Staff should be in training frequently. RMC members in attendance expressed their concern regarding the lack of participation from some members that were appointed to the RMC.

Chairman Jewell stated that he was pleased with the changes and felt it was a clear and concise proposal. He stated that the BoCC Staff will put together a spreadsheet to show members and their trends of attendance. He stated that the Board will address Department Heads regarding the lack of attendance and representation from their departments. He stated that the BoCC can remind and encourage Elected Officials of the importance of their delegated representative's attendance and would like to consider some training with strings attached. He stated that he would speak with HR to discuss. He explained that it may be something simple that employee wage increases wouldn't be done until the training is complete.

The Board directed Staff to prepare enabling documents for the next Agenda on 12/16/2014 for the Board to consider by way of Resolution.

Meeting adjourned at 3:50 p.m.

APPROVED
12-16-14

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Paul Jewell, Chairman