

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

**MONDAY**

**9:00 A.M.**

**JANUARY 5, 2015**

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

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

**REGULAR MEETING**

**OFFICE STAFF MEETING**

**COMMISSIONERS**

At 9:00 a.m. Commissioner 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. There were no PAF's for 1/5/2015.

**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 January 2, 2015.

**UPDATE**

**BOCC/ 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 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 as needed during this time as well.

**REVIEW**

**DEPARTMENT HEAD ASSIGNMENTS**

**COMMISSIONERS**

The Board reviewed the current department's they are overseeing and

then made proposals for the 2015 Department Head assignments. Commissioner O'Brien will oversee the Event Center, Maintenance and HR. Commissioner Berndt will oversee CDS, Public Health and Fire Marshal. Commissioner Jewell will oversee Solid Waste, I.T., DPW and WSU Extension.

**REVIEW**

**COMMISSIONER COMMITTEE'S**

**COMMISSIONERS**

Staff provided copies of the current committees that the Commissioners serve on. The Board reviewed them and made changes for 2015, some of which follow Chairmanship or that are no longer something Kittitas County participates in.

**SIGNATURE**

**AUDITOR'S FORM**

**COMMISSIONERS**

The Board will take action on the form after a Chairman has been selected for 2015. Staff was directed to add the form to the January 12, 2015 Office Admin. meeting for action.

**DISCUSSION**

**2015 AGENDA POLICY**

**COMMISSIONERS**

Julie Kjorsvik, Clerk of the Board explained that she had previously met with Commissioner O'Brien and Commissioner Berndt and requested their input and support on a request Staff has been discussing for quite a while. She explained the issues that come from Department's not having their Agenda documents in on-time and requested the Board's support in drafting a memo to Departments notifying them that the BoCC will be pulling Agenda items and how they will be moved to the next Agenda if the documents are not submitted and uploaded by the deadline. The full Board indicated their support and directed Staff to draft language and the Board would review it prior to it being sent to County departments. She stated that she has Staff working on putting on trainings for how to use the PAS system and the Public Notice System (PNS). She stated that there are a lot of new employees that the training would be beneficial for. The Board supported a yearly training being done in the future.

**OTHER BUSINESS - N/A**

Meeting adjourned at 10:00 a.m.

**DEPUTY CLERK OF THE BOARD**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Chairman