

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

**MONDAY**

**10:00 A.M.**

**JUNE 29, 2015**

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

Others: Julie Kjorsvik, Clerk of the Board; Jessie Blackwood, Legal Secretary; Robin Read, Public Health Administrator; Mark Larsen, Public Health Officer; and Brenda Larsen, Fire Marshal.

**REGULAR MEETING**

**DEPARTMENT HEAD**

**PROSECUTOR**

At 10:09 a.m. Chairman Berndt opened a Regular Meeting to discuss requirements for access to the Prosecutor's office and the steps necessary to have the access.

Jessi Blackwood, Legal Secretary in the Prosecutors office, explained that if the Board of County Commissioners has access to their office, even if it's for emergency situations, they must go through an online training test. She said the FBI mandates that anyone who has access to their office must go through an online training course or they must have an escort with them at all times due to the nature of paper documents or those that are stored on their computers. Commissioner O'Brien said they are responsible for the County buildings and although their badges allow them access to offices, there should not be a concern relating to security as each entry is logged in and traceable. Ms. Blackwood said both IT and Maintenance Staff have access to their office and they have gone through the online testing. She was unsure if they would also be required to get fingerprinted and offered to look into it and report back to the Board at a later date. The Board also discussed having a policy drafted that states entry into their office without an escort would be only for emergency situations otherwise it would not be authorized.

Ms. Blackwood said she would look into the options, discuss the concerns with Prosecutor Greg Zempel and report back to the County Commissioners to see what action needs to be taken.

Meeting adjourned at 10:18 a.m.

**KITTITAS COUNTY COMMISSIONERS  
CLERK OF THE BOARD**

  
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Julie Kjorsvik

**KITTITAS COUNTY, WASHINGTON**

  
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Gary Berndt, Chairman

**KITTITAS COUNTY COMMISSIONERS  
REGULAR MEETING  
DEPARTMENT HEAD MEETING - PROSECUTOR  
MONDAY, JUNE 29, 2015  
10:00 AM**

1. **Call to Order**
2. **Discuss requirements for access to Prosecutor's Office and necessary steps to be able to have access.**
3. **Other business**
4. **Adjourn**