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

MONDAY **9:00 A.M.** **NOVEMBER 30, 2015**

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

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

REGULAR MEETING **OFFICE STAFF MEETING** **COMMISSIONERS**

At 9:06 a.m. Chairman Berndt 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 November 20, 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.

OTHER BUSINESS-

Meeting adjourned at 9:40 a.m.

APPROVED
12/16/15

DEPUTY CLERK OF THE BOARD

Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Gary Berndt, Chairman