# COMMISSIONERS' MINUTES KITTITAS COUNTY, WASHINGTON CONF. ROOM REGULAR MEETING

DECEMBER 4, 2023

Board members present: Chairman Cory Wright; Commissioner Laura Osiadacz. Excused - Vice-Chairman Brett Wachsmith.

9:00 A.M.

Others: Mandy Buchholz, Office Administrator; Julie Kjorsvik, Clerk of the Board; Debbie Stanavich, Administrative Assistant.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Wright opened the Office Administration Meeting.

CITIZEN COMMENT - N/A

CALENDAR

MONDAY

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 December 1, 2023.

APPOINTMENT

McCORMICK - WCB

COMMISSIONERS

Commissioner Osiadacz moved to approve and authorize Chair signature on a letter of appointment for a 6-year term to the Kittias County Water Conservancy Board effective immediately and to end on 4/4/2029. Chairman Wright seconded. Motion carried 2-0.

DISCUSSION

COUNTY FACEBOOK

COMMISSIONERS

The Board determined that for the week of December 4, 2023, they would post on their Facebook page the following: Sharing the Facebook Post from Public Health regarding HVAC/Furnace Filter; Certificate of Appreciation to Lisa Ferguson for her 30 years of service to Kittias County; Notice that the Sanda City Sister City Committee is sending Josh Aubul to Sanda City Japan this December to

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run in the ½ marathon.

#### UPDATE

### BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis for the year. The assignments for 2023 were determined at the Board of County Commissioners Office Admin meeting earlier on and they will continue to provide updates at future meetings.

Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

**UPDATES** 

#### BOCC/WHITE BOARDS

COMMISSIONERS

The Board reviewed their updates/edits to each of their white boards.

## OTHER BUSINESS/GENERAL UPDATES - STAFF UPDATES & DISCUSSION

There were general updates on meetings & conversations that the Board participated in, individually over the past week.

Staff asked the Board for direction and discussion on next steps with the vacant Administrative Assistant position. The Board discussed and determined that with the current workload there was no way to maintain the Committee and Board work and that they needed to look at reassigning those Committee's and Boards to larger departments. They determined that they would leave the position vacant for the time being and work on shuffling the workload around amongst other departments that were larger and could absorb that work. They discussed that the HAHC would be a good fit for Public Health; PLAC could be in Public Works and LTAC could be in the Auditor's Office potentially. They discussed that Brian Carlson, Budget and Finance Director has requested a higher caliber of employee every time the position is filled so it may work well in his office. Staff was directed to set up a meeting with those departments to discuss.

Meeting concluded at 9:46 a.m.

OFFICE ADMINISTRATOR

Mandy Buchhole

KITTITAS/COUNTY COMMISSIONERS

KITTITAS//COUNTY, WASHINGTON

Cory Wright, Chairman