

**COMMISSIONERS' MINUTES
KITITITAS COUNTY, WASHINGTON
COMMISSIONERS' CONFERENCE ROOM
SPECIAL MEETING**

THURSDAY

3:00 PM

OCTOBER 30, 2008

Board members present: Chairman Mark McClain; Vice-Chairman Alan Crankovich; Commissioner Linda Huber.

Others present: Catherine Dunn, Deputy Clerk of the Board; Lisa Young, Interim Human Resources Director; Matthew Anderson, Event Center Facilities and Program Director; Michael Carpenter, Maintenance Director.

SPECIAL MEETING BOOKKEEPER/DIVISION OF LABOR HUMAN RESOURCES

CHAIRMAN MARK McCLAIN opened the special meeting at 3:10 p.m. He said that his understanding after the last meeting was that the Bookkeeper position was 50% for each department and with the direction by the Board to figure out a system for use by each department. He asked what was happening between them.

MATT ANDERSON, EVENT CENTER FACILITIES & PROGRAM DIRECTOR, said that he had been working on a new job description for the bookkeeper position and had sent the draft to Michael Carpenter and Lisa Young for their review. He said he had sent the bookkeeper to Maintenance to help with the budget. He said that Michael Carpenter was also developing a job description for their shared position.

CHAIRMAN McCLAIN asked if the employee was resistant to the change. **MR. ANDERSON** explained that was not an accurate assessment and that after a number of years on a job to have changes with a new job and new boss would take an employee out of their comfort zone.

MICHAEL CARPENTER explained that he had a short list of work for the employee to do and she had said that she would only work on the budget. The employee had said she would not work at the work station nor answer the phones. He had reported the behavior to Lisa Young and Matt Anderson.

CHAIRMAN McCLAIN said that they were both in a tough spot.

MATT ANDERSON said he wanted 100% time of the employee but allowed that she could help with Maintenance vouchers and budget

or other projects. They could then bill Maintenance for her time.

CHAIRMAN McCLAIN said that Michael Carpenter had office assistant work to be done and systems to set up. The County doesn't have the funds for both employees. He said that the employee would be at the Fair Monday-Wednesday-Friday and at Maintenance Tuesdays-Thursdays.

COMMISSIONER HUBER felt that would be overly generous amount of time for Maintenance.

COMMISSIONER CRANKOVICH said that a 30-10 hour split was more what they had talked about earlier. He was thinking 2 hours on Thursday afternoon and all day Friday. He said that he would vote no to a full time Maintenance employee. The County cannot afford additional help at this time.

MICHAEL CARPENTER said that two days a week would be a great improvement to the current situation and he would welcome that.

COMMISSIONER HUBER said that a written work plan with the projects he wants done is the best way to proceed. When the Fair Buildings maintenance went back to the Event Center supervision, the amount of accounting for Maintenance dropped off. Maintenance is only producing 18 checks a month and in the winter, construction projects stop.

CHAIRMAN McCLAIN said that he was not having an employee refuse to do assigned tasks. **COMMISSIONER CRANKOVICH** agreed. **MR. CARPENTER** said that these tasks were not in the current job description. **COMMISSIONER HUBER** said that every job description includes the words "Other duties as assigned" and are found as well in the union contracts. The Fair Bookkeeper has reports due in the winter, so if the Maintenance work projects are clearly listed she can go back to Fair work when she finishes with the Maintenance projects.

MICHAEL CARPENTER said that he would like to have this employee as an emergency back up to Terry Powers with the key cards.

MATT ANDERSON said that the current job description is wrong and he expressed concern with incoming calls and counter work for the Fair. He said that the position had evolved into a receptionist/bookkeeper position.

LISA YOUNG proposed that the Monday-Wednesday-Friday/Tuesday-Thursday schedule be tried. **MR. CARPENTER** agreed.

CHAIRMAN McCLAIN said that if this would reduce the level of service (closing at lunch, slower pick up of phones, etc) the Board will allow it.

COMMISSIONER CRANKOVICH said to make it work as best as they can. This position hasn't been used as it should have been. He suggested that they try it for a month.

COMMISSIONER HUBER said that the Fair had to deposit daily so that would have to be worked out.

CHAIRMAN McCLAIN said that on Monday-Wednesday-Friday the employee is supervised by Fair and on Tuesday-Thursday by Maintenance. He left it to the supervisors to work out the details. The main focus is to keep current people employed, not to add more employees.

OTHER BUSINESS

HOTEL-MOTEL TAX

EVENT CENTER

MATTHEW ANDERSON, EVENT CENTER PROGRAM DIRECTOR asked if the Event Center could apply for Hotel-Motel tax. The Board said that it could. **COMMISSIONER HUBER** said as long as it was for advertising or flyers to promote tourism, it could be considered. **COMMISSIONER CRANKOVICH** cautioned **MR. ANDERSON** against counting on the hotel-motel tax monies as a permanent part of the budget in future years.

The meeting adjourned at 3:45 p.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**

Catherine Dunn

Mark McClain, Chairman

