

COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM

MONDAY

9:00 A.M.

DECEMBER 6, 2010

Board members present: Chairman Mark McClain; Vice-Chairman Paul Jewell; Commissioner Alan Crankovich.

Others: Mandy Robinson, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board; Catherine Dunn, Deputy Clerk of the Board, Kristen Demory, Records Clerk; Lisa Young, HR Director.

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

At 9:00 a.m. Chairman McClain 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 December 3, 2010.

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.

UPDATE **DIGITAL SIGNATURES** **COMMISSIONERS**

Discussion on BoCC Office participating in the pilot program for digital signatures was held. The Board determined it would be more affective to wait until January when the new Commissioner for District #3 takes office. There was also a brief discussion on getting a computer set up for Obie O'Brien (Dist #3 New Commissioner-Elect) as well as when to begin the process for getting Commissioner Elect Obrien's digital signature process going.

OTHER BUSINESS- EXECUTIVE SESSION

At 9:13 a.m. **Chairman McClain** opened a special meeting and announced that the Board would retire into Executive Session for 5 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action was anticipated.

At 9:18 a.m. the Board reconvened from Executive Session. Direction given to Staff to prepare to further discuss the matter at the Tuesday December 14, 2010 HR Study Session.

After clarification was given to staff the Board signed a PAF.


Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD



Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Mark McClain, Chairman