

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

**MONDAY**

**9:40 A.M.**

**NOVEMBER 29, 2010**

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

Others: Mandy Robinson, Deputy Clerk of the Board; Duke Senter, IS Director.

**REGULAR MEETING**

**DEPARTMENT HEAD**

**INFORMATION SERVICES**

Mr. Senter explained to the Board that the Records Management Group has completed the Records Management Procedures Manual and would like to have the Board consider making the training mandatory. Mr. Senter discussed with the Board the importance of the training and the potential problems that could come from someone not being aware of the procedures that are in place and the steps that must be followed. He explained that the training dates are tentatively set for December 14<sup>th</sup> & 16<sup>th</sup> and that they will plan to have a makeup day set as well.

The Board cautioned him on the training dates and that with it being so close to the holidays there may not be a lot of attendance.

There was also a brief discussion on if this is something that should be reviewed at the same time as when new employee's come in for their orientation.

The Board approved the request to make the training mandatory for all staff that handles Public Disclosure Requests. Duke was directed to draft a letter and they would sign it to go out to the Management Team.

**DEPUTY CLERK OF THE BOARD**

  
Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS  
KITITAS COUNTY, WASHINGTON**

  
Paul Jewell, Vice-Chairman

**APPROVED**  
12/7/2010