Those present: Bruce Coe, Perry Huston, Julie Kjorsvik, Shannon Carlson

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
<th>FOLLOW-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review/Update Commissioner’s Schedule</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF’s) – request for approval &amp; signature</td>
<td>APPROVED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Travel Authorizations</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
</tbody>
</table>
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Lifflin  
FIRST NAME: Stephanie  
EMPLOYEE #: M1615  
HIRE DATE: 06/14/04  
ADJ. HIRE (if different)

JOB TITLE: Temp. Scale House Attendant  
DEPARTMENT NAME: Solid Waste

OCCUP. CODE: 84  
UNION:  
BASE WAGE: $9.65  

FOR HR USE:
- Non-Exempt
- Exempt
- Not Covered
- Other
- Emplty
- Probation
- Retired
- Leave
- Disability
- Other

OTHER COMP. (describe in "comments"):  
- Longevity
- Allowance
- Other
- 2nd Position

COMMENTS (include work schedule if position is less than full-time): Temporary hire to help cover at scale house and other duties while permanent employee is out on FMLA.

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

BUDGET NUMBER:
A. 40140610251001

PERCENTAGE: 100%  
FTE WAGE (IF < 100%): $  

PER  X HOUR  X MONTH  X DAY  7-HOUR DAY  X 8-HOUR DAY

POSITION DATE: 06/14/04

WORKWEEK:
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 2076 exception

GRADE: 1  
STEP (for "step" employees): 1  
PLACEMENT (for "range" employees):  
FOR HR USE:  

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE:
- FULL-TIME
- PART-TIME
- LIMITED PART-TIME
- TEMPORARY
- CASUAL
- SEASONAL
- PROJECT
- WORK STUDY
- VOLUNTEER

EMPLOYEE ACTION:
- NEW HIRE
- RE-HIRE
- MERIT / STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

TYPE OF SEPARATION:
- DISCHARGE (D)
- RESIGNATION (Q)
- RETIRED (R)
- LAID OFF (L)
- FAIL PROBATION (P)
- OTHER (O)

REASON FOR SEPARATION:
- PERFORMANCE (P)
- ATTENDANCE (A)
- CONDUCT (C)
- OTHER EMPLOYMENT (E)
- PERSONAL (L)
- OTHER (O)

Eligible For Rehire:  
Ineligible For Rehire:  
Provide Details of Separation Below

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE:  
OCCUP. CODE:  
UNION:  
BASE WAGE:  

DEPARTMENT NAME:  
OCCUP. CODE:  
UNION:  
BASE WAGE:  

BUDGET NUMBER:
A. 40140610251001

PERCENTAGE:  
% OF FULL TIME:  
FTE WAGE (IF < 100%): $  

PER  X HOUR  X MONTH  X DAY  7-HOUR DAY  X 8-HOUR DAY

POSITION DATE: 06/14/04

WORKWEEK:
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 2076 exception

GRADE:  
STEP (for "step" employees):  
PLACEMENT (for "range" employees):  
EFFECTIVE DATE:  

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL:  
DATE: 4/11/04

HUMAN RESOURCES:  
DATE: 6/14/04

COMMISSIONER #1:  
DATE:  

COMMISSIONER #2:  
DATE:  

COMMISSIONER #3:  
DATE:  

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

FOR HR USE: Eval Date:  
Eval Rating (JE - JD - S - AA - S) Initial:  

Updated: 04/06/04
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
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</thead>
<tbody>
<tr>
<td>IKOLAUS</td>
<td>LORI</td>
<td>N1509</td>
<td>04/01/03</td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
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<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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<tr>
<td>PW RECEPTIONIST</td>
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<td>20</td>
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**DEPARTMENT NAME**

PUBLIC WORKS

**BUDGET NUMBER**

A. 106-54300

**PERCENTAGE**

A. 100

**FTE WAGE (IF < 100%)**

A. 100

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
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<tbody>
<tr>
<td>NEW HIRE</td>
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<tr>
<td>RE-HIRE</td>
<td></td>
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<tr>
<td>MERIT / STEP</td>
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<tr>
<td>POSITION CHANGE</td>
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<td>BUDGET CHANGE</td>
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<td>LEAVE</td>
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<td>TERMINATION</td>
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<tr>
<td>OTHER</td>
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</table>

**EMPLOYEE TYPE**

- FULL-TIME (1)
- PART-TIME (2)
- LIMITED PART-TIME (3)
- TEMPORARY (4)
- CASUAL (5)
- SEASONAL (6)
- PROJECT (7)
- VOLUNTEER (8)

**Comments (include work schedule if position is less than full-time):**


**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
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**DEPARTMENT NAME**

PUBLIC WORKS

**BUDGET NUMBER**

A. 106-54300

**PERCENTAGE**

A. 100

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / ELECTED OFFICIAL**

[Signature]

**DATE**

[Date]

**BUDGET/PAYROLL**

[Signature]

**DATE**

[Date]

**HUMAN RESOURCES**

[Signature]

**DATE**

[Date]

**COMMISSIONER #1**

[Signature]

**DATE**

[Date]

**COMMISSIONER #2**

[Signature]

**DATE**

[Date]

**COMMISSIONER #3**

[Signature]

**DATE**

[Date]

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date _____ Eval Rating (IE – ID – S – AA – S) Initial _____
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: CHUART
FIRST NAME: JENIEVE
EMPLOYEE #: 5130
HIRE DATE: 01/09/01
ADJ. HIRE (if different)

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: SHERIFF RESERVES
OCCUP. CODE: 5801
UNION: 89
BASE WAGE: $10.00

DEPARTMENT NAME: SHERIFF
BUDGET NUMBER: A. 1300251003
PERCENTAGE: A. 100
% OF FULL TIME: 100
FTE WAGE (IF < 100%)

POSITION DATE: 01/09/01
WORK WEEK:
GRADE: 501
STEP (for "step" employees): 1
PLACEMENT (for "range" employees)
FOR HR USE

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE
- FULL-TIME (1)
- PART-TIME (2)
- LIMITED PART-TIME (3)
- TEMPORARY (4)
- CASUAL (5)
- SEASONAL (6)
- PROJECT (7)
- WORK STUDY (8)
- VOLUNTEER (9)

EMPLOYEE ACTION
- NEW HIRE
- RE-HIRE
- MERIT / STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

TYPE OF SEPARATION
- DISCHARGE (D)
- RESIGNATION (Q)
- RETIRED (R)
- LAID OFF (L)
- FAIL PROBATION (F)
- OTHER (O)

REASON FOR SEPARATION
- PERFORMANCE (P)
- ATTENDANCE (A)
- CONDUCT (C)
- OTHER EMPLOYMENT (E)
- PERSONAL (L)
- OTHER (O)

Eligible For Rehire
Ineligible For Rehire
Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time): PROMOTED IN HER FULL TIME WORK. LACK OF TIME TO DEVOTE TO RESERVE PROGRAM.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE
OCCUP. CODE
UNION
BASE WAGE

DEPARTMENT NAME
BUDGET NUMBER
A.
PERCENTAGE
A.
% OF FULL TIME
FTE WAGE (IF < 100%)

WORK WEEK
GRADE
STEP (for "step" employees)
PLACEMENT (for "range" employees)
EFFECTIVE DATE: 06/08/04

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL
DATE
BUDGET/PAYROLL
DATE

HUMAN RESOURCES
DATE
COMMISSIONER #1
DATE
COMMISSIONER #2
DATE
COMMISSIONER #3
DATE

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date__ Eval Rating (IE = ID = S = AA = S) Initial__
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

<table>
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<th>LAST NAME</th>
<th>FIRST NAME</th>
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<th>ADJ. HIRE (If different)</th>
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<tr>
<td>CHWARTZ</td>
<td>GAYLE</td>
<td>S1614</td>
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SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

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<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
<th>BUDGET NUMBER</th>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>PLACEMENT</th>
<th>FOR HR USE</th>
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<tbody>
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DEPARTMENT NAME

<table>
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<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>PLACEMENT</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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POSITION DATE

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>STEP (For &quot;Step&quot; employees)</th>
<th>PLACEMENT (For &quot;Range&quot; employees)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

 Comments (include work schedule if position is less than full-time):

SECTION 3: TYPE OF ACTION

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
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</tbody>
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- Eligible For Rehire
- Ineligible For Rehire
- Provide Details of Separation Below

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
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<th>BASE WAGE</th>
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<td>CONTROL RM OPR (PROV)</td>
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<td>87</td>
<td>$12.12</td>
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DEPARTMENT NAME

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<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>STEP (For &quot;step&quot; employees)</th>
<th>PLACEMENT (For &quot;range&quot; employees)</th>
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SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

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<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
<th>DATE</th>
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<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
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<table>
<thead>
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<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
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RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date ____ Eval Rating (IE - ID - S - AA - S) Initial ____
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME
BEATON

FIRST NAME
JEFFERY

EMPLOYEE #
B1318

HIRE DATE
07/06/00

ADJ. HIRE (if different)

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE
CORRECTIONS OFFICER

OCCUP. CODE
5721

UNION
72

BASE WAGE
$2689

DEPARTMENT NAME
SHERIFF - (KCCC)

FOR HR USE

OTHER COMP. (describe in "comments")

Leff 1
Leff 2

Non-Exempt
Exempt

For HR Use

% of FULL TIME

% FTE WAGE (IF < 100%)

PER HOUR
MONTH
DAY

7-HOUR DAY 8-HOUR DAY

BUDGET NUMBER
A. 1300751001

PERCENTAGE
A. 100

$100

STEP (for "step" employees)

4

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE
FULL-TIME (1)

EMPLOYEE ACTION
NEW HIRE

TYPE OF SEPARATION
DISCHARGE (D)

REASON FOR SEPARATION
PERFORMANCE (P)

PART-TIME (2)

RE-HIRE

ATTENDANCE (A)

LIMITED PART-TIME (3)

MERIT / STEP

CONDUCT (C)

TEMPORARY (4)

POSITION CHANGE (Describe Below)

OTHER EMPLOYMENT (E)

CASUAL (5)

BUDGET CHANGE (Describe Below)

PERSONAL (L)

SEASONAL (6)

LEAVE (List Type Below)

OTHER (O)

PROJECT (7)

TERMINATION (Provide Separation Info)

FOR HR USE

WORK STUDY (8)

OTHER (Describe Below)

VOLUNTEER (9)

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE

DEPARTMENT NAME

FOR HR USE

OTHER COMP. (describe in "comments")

BUDGET NUMBER
A.

PERCENTAGE
A.

$100

WORK WEEK

7-HOUR DAY 8-HOUR DAY

POSITION DATE
07/06/00

GRADE

STEP (for "step" employees)

521

FOR HR USE

PLACEMENT (for "range" employees)

64

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DATE
6/14/04

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE
6/14/04

HUMAN RESOURCES

DATE
6/14/04

COMMISSIONER #1

DATE
6/14/04

COMMISSIONER #2

DATE
6/14/04

COMMISSIONER #3

DATE
6/14/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date ______ Eval Rating (1E - 1D - S - AA - S) Initial ______
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
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<tbody>
<tr>
<td>EHRMANN</td>
<td>BRADEN</td>
<td>G1567</td>
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**JOB TITLE**

SHERIFF RESERVES

**DEPARTMENT NAME**

SHERIFF

**BUDGET NUMBER**

A. 1300251003

**PERCENTAGE**

A. 100

**PAY WEEK**

- WORK WEEK
  - Standard (Sun - Sat)
  - Alternate (Fri Noon - Fri Noon)
  - 207(k) exception

**GRADE**

501

**STEP (for "step" employees)**

1

**EMPLOYEE ACTION**

- FULL-TIME (1)
- PART-TIME (2)
- LIMITED PART-TIME (3)
- TEMPORARY (4)
- CASUAL (5)
- SEASONAL (6)
- PROJECT (7)
- WORK STUDY (8)
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- NEW HIRE
- RE-HIRE
- MERIT / STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

**SECTION 5: TYPE OF ACTION**

**TYPE OF SEPARATION**

- DISCHARGE (D)
- RESIGNATION (Q)
- RETIRE (R)
- LAID OFF (L)
- FAIL PROBATION (P)
- OTHER (O)

**REASON FOR SEPARATION**

- PERFORMANCE (P)
- ATTENDANCE (A)
- CONDUCT (C)
- OTHER EMPLOYMENT (E)
- PERSONAL (L)
- OTHER (O)

- Eligible For Rehire
- Ineligible For Rehire

**COMMENTS (include work schedule if position is less than full-time):** EMPLOYMENT WITH COLORADO.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
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<th>OCCUP. CODE</th>
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<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
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<td>Pers 2</td>
<td>Longevity</td>
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<td>Pers 3</td>
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<td>Sickness</td>
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<td>Leave 1</td>
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<td>Other</td>
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<tr>
<th>BUDGET NUMBER</th>
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<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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<table>
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<tr>
<th>POSITION DATE</th>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
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<td>06/11/04</td>
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<th>DATE</th>
<th>BUDGET/PAYROLL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
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<td></td>
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<tr>
<td>HUMAN RESOURCES</td>
<td>6/14/04</td>
<td>COMMISSIONER #1</td>
<td></td>
</tr>
<tr>
<td>COMMISSIONER #2</td>
<td>6/14/04</td>
<td>COMMISSIONER #2</td>
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**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: Corns
FIRST NAME: Bonnie
EMPLOYEE #: C1120
HIRE DATE: 6/17/04
ADJ. HIRE (if different)

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: HP Student Intern
OCCUP. CODE: 9900
UNION: 90
BASE WAGE: $0

DEPARTMENT NAME: Public Health

BUDGET NUMBER
A. PERCENTAGE
B. % OF FULL TIME

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE
□ FULL-TIME (1)
□ PART-TIME (2)
□ LIMITED PART-TIME (3)
□ TEMPORARY (4)
□ CASUAL (5)
□ SEASONAL (6)
□ PROJECT (7)
□ WORK STUDY (8)
□ VOLUNTEER (9)

EMPLOYEE ACTION
□ NEW HIRE
□ RE-HIRE
□ MERIT / STEP
□ POSITION CHANGE (Describe Below)
□ BUDGET CHANGE (Describe Below)
□ LEAVE (List Type Below)
□ TERMINATION (Provide Separation Info)
□ OTHER (Describe Below)

TYPE OF SEPARATION
□ DISCHARGE (D)
□ RESIGNATION (Q)
□ RETIRED (R)
□ LAID OFF (L)
□ FAIL PROBATION (P)
□ OTHER (O)

REASON FOR SEPARATION
□ PERFORMANCE (P)
□ ATTENDANCE (A)
□ CONDUCT (C)
□ OTHER EMPLOYMENT (E)
□ PERSONAL (L)
□ OTHER (O)

□ Eligible For Rehire
□ Ineligible For Rehire

Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time): Bonnie Corns is a student intern working in Health Promotions for 30 hours per week for 13.3 weeks starting June 17, 2004. Internship expected to end on September 9, 2004.

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

JOB TITLE
OCCUP. CODE
UNION
BASE WAGE

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / ELECTED OFFICIAL
HUMAN RESOURCES
COMMISSIONER #1
COMMISSIONER #2

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
FOR HR USE: Eval Date [ ] Eval Rating (1-10 - S - AA - S) Initial [ ]
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reese</td>
<td>Shannon</td>
<td>1919</td>
<td>6/14/04</td>
<td></td>
</tr>
</tbody>
</table>

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIC Student Intern</td>
<td>9900</td>
<td>90</td>
<td>$0</td>
</tr>
</tbody>
</table>

DEPARTMENT NAME
Public Health

BUDGET NUMBER
A.
B.

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/14/04</td>
<td>90</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 3: TYPE OF ACTION

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>PART-TIME (2)</td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>LIMITED PART-TIME (3)</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS (include work schedule if position is less than full-time): Shannon Reese is a student intern working in WIC for 24 hours per week for 10 weeks starting June 14, 2004. Internship expected to end on August 18, 2004.

Leaving Agreement on File

SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/14/04</td>
<td>90</td>
<td>1</td>
<td></td>
<td>6/14/04</td>
</tr>
</tbody>
</table>

SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

DEPARTMENT HEAD / EFFECTED OFFICIAL

HUMAN RESOURCES

COMMISSIONER #1

COMMISSIONER #2

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date: 6/1/04 Eval Rating: 100 - (3 = A, 5 = B) Initial _
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>BURROWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>CHERYL</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>BO229</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>6/29/1993</td>
</tr>
</tbody>
</table>

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>EMS COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUP. CODE</td>
<td>2545</td>
</tr>
<tr>
<td>UNION</td>
<td>50</td>
</tr>
<tr>
<td>BASE WAGE</td>
<td>$3,264</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

PUBLIC HEALTH/EMS

**BUDGET NUMBER**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

**EMPLOYEE TYPE**

- Full-Time (1)
- Part-Time (2)
- Limited Part-Time (3)
- Temporary (4)
- Casual (5)
- Seasonal (6)
- Project (7)
- Work Study (8)
- Volunteer (9)

**EMPLOYEE ACTION**

- New Hire
- Re-Hire
- Merit / Step Change
- Position Change (Describe Below)
- Budget Change (Describe Below)
- Leave (List Type Below)
- Termination (Provide Separation Info)
- Other (Describe Below)

**TYPE OF SEPARATION**

- Discharge (D)
- Resignation (Q)
- Retired (R)
- Laid Off (L)
- Fail Probation (P)
- Other (O)

**REASON FOR SEPARATION**

- Performance (P)
- Attendance (A)
- Conduct (C)
- Other Employment (E)
- Personal (L)
- Other (O)

**COMMENTS** (include work schedule if position is less than full-time):

30% approved by KC EMS and KC Council

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASE WAGE</td>
<td>$3,362</td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

**POSITION DATE**

**WORK WEEK**

- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 20/14 exception

**GRADE**

- 245

**STEP** (for "step" employees)

- Placement (for "range" employees)

**FOR HR USE**

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

- Department Head / Elected Official
- Craig McKee, Vice Chairman

**HUMAN RESOURCES**

**COMMISSIONER #1**

**COMMISSIONER #2**

**COMMISSIONER #3**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date Initial Rating (1B - ID - S - AA - S) Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>HIRE DATE</th>
<th>ADJ. HIRE (if different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson</td>
<td>Crista</td>
<td>P1617</td>
<td>6/14/04</td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Intern</td>
<td>3877</td>
<td>88</td>
<td>$7.50</td>
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**DEPARTMENT NAME**

- Fair

**BUDGET NUMBER**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**POSITION DATE**

- 6/14/04

**WORK WEEK**

<table>
<thead>
<tr>
<th>Standard (Sun – Sat)</th>
<th>Alternate (Fri Noon – Fri Noon)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEP (for “step” employees)</th>
<th>PLACEMENT (for “range” employees)</th>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>377</td>
<td>3</td>
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**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
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</thead>
<tbody>
<tr>
<td>FULL-TIME (1)</td>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
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<tr>
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<td>LIMITED PART-TIME (3)</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE (Describe Below)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>CASUAL (5)</td>
<td>BUDGET CHANGE (Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>SEASONAL (6)</td>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>Eligible For Retire</td>
<td>Ineligible For Retire</td>
</tr>
<tr>
<td>WORK STUDY (8)</td>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</td>
<td></td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS (include work schedule if position is less than full-time):** Crista is a paid intern/full time. She will work 6/14 - 9/30/04. Social Security No. 533-11-1038. Crista's learning agreement is 6/14/04 - 8/13/04. At that point, she may be changed to seasonal until 9/30/04.

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in “comments”)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION DATE</th>
<th>WORK WEEK</th>
<th>GRADE</th>
<th>STEP (for “step” employees)</th>
<th>PLACEMENT (for “range” employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/14/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

**DEPARTMENT HEAD / ELECTED OFFICIAL**

<table>
<thead>
<tr>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMISSIONER #2**

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMISSIONER #3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**COMMISSIONER #3**

<table>
<thead>
<tr>
<th>DATE</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date (5E = 10 = 8 = XX = S) Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE (COMPLETE IN FULL)**

- **LAST NAME**: Bugni
- **FIRST NAME**: Lisa
- **EMPLOYEE#**: B1553
- **HIRE DATE**: 06/17/03
- **BASE WAGE**: $1711.00

**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

- **JOB TITLE**: Office Manager
- **OCCUP. CODE**: 3232
- **UNION**: 20
- **FOR HR USE**:
  - Pers 1
  - Pers 2
  - Pers 3
  - Leaff 1
  - Leaff 2
  - Ineligible
  - 00-Day Period
- **FOR HR USE**:
  - Non-Exempt
  - Exempt
  - Not Covered
- **OTHER COMP. (describe in "comments")**:
  - Longevity
  - Sick
  - Other Position

**BUDGET NUMBER**

- **A. 11851001**
  - **PERCENTAGE**: 100
  - **% OF FULL TIME**: 100
  - **FTE WAGE (IF < 100%)**: $

**POSITION DATE**: 06/17/03

**WORKWEEK**

- Standard (Mon - Fri)
- 207(k) exception

**GRADE**: 332

**EMPLOYEE TYPE**

- FULL-TIME (1)
- PART-TIME (2)
- LIMITED PART-TIME (3)
- TEMPORARY (4)
- CASUAL (5)
- SEASONAL (6)
- PROJECT (7)
- WORK STUDY (8)
- VOLUNTEER (9)

**SECTION 3: TYPE OF ACTION**

- **EMPLOYEE ACTION**:
  - NEW HIRE
  - RE-HIRE
  - MERIT / STEP
  - POSITION CHANGE (Describe Below)
  - BUDGET CHANGE (Describe Below)
  - LEAVE (List Type Below)
  - TERMINATION (Provide Separation Info)
  - OTHER (Describe Below)

- **TYPE OF SEPARATION**:
  - DISCHARGE (D)
  - RESIGNATION (Q)
  - RETIRED (R)
  - LAID OFF (L)
  - FAIL PROBATION (P)
  - OTHER (O)

- **REASON FOR SEPARATION**:
  - PERFORMANCE (P)
  - ATTENDANCE (A)
  - CONDUCT (C)
  - OTHER EMPLOYMENT (E)
  - PERSONAL (L)
  - OTHER (O)

- **Eligible For Rehire**: Yes
- **Ineligible For Rehire**: No

**COMMENTS**: (include work schedule if position is less than full-time)

**SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)**

- **JOB TITLE**: Office Manager
- **OCCUP. CODE**: 3232
- **UNION**: 20
- **BASE WAGE**: $1745.00

**SECTION 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

- **DEPARTMENT HEAD / ELECTED OFFICIAL**: Jane Thomas
  - **DATE**: 6-11-04
- **BUDGET/PAYROLL**: Judy Bliss
  - **DATE**: 6-11-04
- **HUMAN RESOURCES**: Mary Z
  - **DATE**: 6-11-04
- **COMMISSIONER #1**: Mary A.
  - **DATE**: 6-11-04
- **COMMISSIONER #2**: Mary F.
  - **DATE**: 6-11-04
- **COMMISSIONER #3**: Mary P.
  - **DATE**: 6-11-04

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

**UPDATED**: 04/06/04
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

Last Name: Elkins
First Name: Phyllis Kim
Employee #: E0674
Hire Date: 6-13-95

Job Title: Paralegal
Department Name: Prosecutor - Support Div
Budget Number: A. 1-290251001

Percentage: A.

Section 2: CURRENT STATUS (COMPLETE IN FULL)

OCCUP. CODE: 2418
UNION: 40
Base Wage: $2848.00

FOR HR USE:
- Pers 1
- Pers 2
- Pers 3
- Job 1
- Job 2
- Indefinite
- 90-Day Period
- Non-Exempt
- Exempt
- Not Covered
- longevity
- Seniority
- 2nd Position
- Other

% of Full Time: $ PER HOUR MONTH DAY
- 7-HOUR DAY 8-HOUR DAY

Placement: 5

Section 3: TYPE OF

Employee Action:
- NEW HIRE
- RE-HIRE
- MERIT/STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

Employee Type:
- FULL-TIME (1)
- PART-TIME (2)
- LIMITED PART-TIME (3)
- TEMPORARY (4)
- CASUAL (5)
- SEASONAL (6)
- PROJECT (7)
- WORK STUDY (8)
- VOLUNTEER (9)

Section 4: NEW STATUS ENTER ON OR BEFORE DATE

Job Title: 

Department Name: 

Budget Number: A.

Percentage: A.

Section 5: SIGNATURES (MUST BE SIGNED IN BLUE INK)

Department Head/Elected Official: 
Budget/Payroll: 

Human Resources: 
Commissioner #1: 
Commissioner #2: 
Commissioner #3: 

Effective Date: 5/15/04

UPDATE: 04/06/04

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

For HR Use: Eval Date: 7/17/04 Eval Rating (5 - 10 = S - AA - S) Initial: _
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on 6-14-04 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant # 144345 through 144348 in the amount of $ 9539.79.

Auditing officer’s notes:

_____________________________________________________

_____________________________________________________

_____________________________________________________

Commissioner Remarks:

_____________________________________________________

_____________________________________________________

_____________________________________________________.
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Payroll Approval

The Kittitas County Board of County Commissioners on 6/11/24 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include payroll warrant # 52455 through 52557 in the amount of $51,357.00.

Auditing officers notes:

______________________________________________________________

______________________________________________________________

______________________________________________________________

Commissioner Remarks:

______________________________________________________________

______________________________________________________________

______________________________________________________________
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Payroll Approval

The Kittitas County Board of County Commissioners on 6/16/21 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include payroll warrant #52555 through 52885 in the amount of $22,500.

Auditing officers notes:


Commissioner Remarks:


Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on ___6-21-09___approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant # ___144514___ through ___144530___ in the amount of $___213,239.08___.

Auditing officer’s notes:

__________________________________________________________

__________________________________________________________

__________________________________________________________

Commissioner Remarks:

__________________________________________________________

__________________________________________________________

__________________________________________________________
KITTITAS COUNTY
TRAVEL AUTHORIZATION

Request for out of county travel at county expense for Jennifer Steward

Request is hereby made for authorization for out of county travel at county expense on
June 23, 24, 25, 2004, to Seattle, WA

Date Destination

Purpose of this trip: GIS in the Field - Integrating GPS Data.
Course at UW Extension is Seattle, WA

Signed this ______ day of ______, 2008
Approved

Department Head signature

This request approved by the Board of County Commissioners on this ______ day of
June 14, 19

Perry M. Hunter
Chairman

Commissioner

Distribution:
1 Original sent to commissioners for approval - clerk of the board's copy.
2 Yellow left attached for commissioners' approval - will be returned to department.
3 Pink left attached for commissioners approval - will be returned to department. ALSO, to be attached to travel reimbursement request.
TO: Shannon Carlson

DATE: June 8, 2004

FROM: Candi Sanders

RE: Travel Authorization for Jennifer Steward

Who: Jennifer Steward
Class: GIS in the Field – Integrating GPS Data
Where: UW Extension – Seattle, WA
When: June 23\textsuperscript{rd}, 24\textsuperscript{th}, 25\textsuperscript{th}, 2004

Breakdown of costs:
Class: $645.00
Registration Fee: $30.00
Hotel Room for June 24\textsuperscript{th} and 25\textsuperscript{th}: $218.00 ($109.00 per night)
Tax for Hotel Room: ($218.00 *15.6\%) = $34.01

Total Cost: ($645.00 + $30.00 + $218.00 + $34.01) = $927.01

All paperwork is enclosed. Please contact me if you have additional questions.
Thank you!
KITTITAS COUNTY
TRAVEL AUTHORIZATION

Request for out of county travel at county expense for **Paul Bennett**
Director of Public Works

Request is hereby made for authorization for out of county travel at county expense on
June 22, 23 & 24; to Tacoma, WA

Date

Destination

Purpose of this trip **98th Annual Convention for WSAC**,
at the Sheraton Tacoma Hotel, Pierce County

Signed this ________________ day of __________________, 19___.

Approved

Department Head signature

This request approved by the Board of County Commissioners on this ________________ day of
June ________________ 19___.

Chairman

Commissioner

Commissioner

Distribution:
1 Original sent to commissioners for approval - clerk of the board's copy.
2 Yellow left attached for commissioners approval - will be returned to department.
3 Pink left attached for commissioners approval - will be returned to department. ALSO, to be attached to travel reimbursement request.
TO: Shannon Carlson

DATE: June 9, 2004

FROM: Candi Sanders

RE: Travel Authorization for Paul Bennett, P.E.

Who: Paul Bennett
Event: 98th Annual Convention of the Washington State Association of Counties
Where: Sheraton Tacoma Hotel in Pierce County (Tacoma, WA)
When: June 22nd, 23rd, and 24th of 2004

Breakdown of costs:
Event: $255.00
Hotel Room for June 22nd and 23rd: $258.00 ($129.00 per night)
Tax for Hotel Room: $34.84 ($17.42 per night)

Total Cost: ($255.00 + $258.00 + $34.84) = $547.84

All paperwork is enclosed. Please contact me if you have additional questions.
Thank you!
<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
<th>FOLLOW UP</th>
<th>FILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-07-04</td>
<td>Plaintiff's Motion for scheduling order</td>
<td>Ronald Mill Site One and Two v. Kittitas County</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
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<tr>
<td>06-07-04</td>
<td>Note for Motion Docket</td>
<td>Ronald Mill Site One and Two v. Kittitas County</td>
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<td></td>
<td>Kittitas County Departments- CDS</td>
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<tr>
<td>06-07-04</td>
<td>Land Use Petition</td>
<td>Ronald Mill Site One and Two v. Kittitas County</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
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<tr>
<td>06-07-04</td>
<td>Email from Linda Hutchinson</td>
<td>Nelson Development Group/Sapphire Skies Comments</td>
<td>Forwarded Copy to the Board</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
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<tr>
<td>06-07-04</td>
<td>Agenda</td>
<td>Ellensburg City Council Meeting June 7, 2004</td>
<td></td>
<td></td>
<td>City of Ellensburg</td>
</tr>
<tr>
<td>06-08-04</td>
<td>Letter from Allie Shomer, Kittitas School District</td>
<td>Appreciation for working with Renee McElroy for her internship</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
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<tr>
<td>06-08-04</td>
<td>Email from Bill Vogler</td>
<td>WSAC Proposed Bylaw Changes</td>
<td>Forwarded Copy to Board</td>
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<td>WSAC</td>
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<tr>
<td>06-08-04</td>
<td>Email from Sande De Salles</td>
<td>Incident at the Fairgrounds</td>
<td>Email forwarded to Board</td>
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<td>Kittitas County Departments- Fair</td>
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<tr>
<td>06-10-04</td>
<td>Memo from CDS-Jan Sharar</td>
<td>Notice of Application Rezone Pat &amp; Mary Burke Rural 3 to Highway Commercial</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
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<td>06-10-04</td>
<td>Memo from CDS-Clay White</td>
<td>Application for Conditional Use Permit</td>
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<td>Kittitas County Departments- CDS</td>
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<td>06-10-04</td>
<td>Notice from the State of WA Liquor Control Board</td>
<td>License Expiration September 30, 2004: Golden Harvest Restaurant</td>
<td></td>
<td>State of WA Liquor Control Board</td>
<td>Kittitas County Departments- CDS</td>
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<tr>
<td>06-10-04</td>
<td>Letter from the Washington State Association of Local Public Health Officials</td>
<td>Jane Wright to receive the WSALPHO Award for Excellence in Public Health</td>
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<td>Kittitas County Departments- Health</td>
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<td>06-10-04</td>
<td>Email from Linda and Russ Libby</td>
<td>Rezone Concerns</td>
<td>Forwarded to the Board and Lorna Kenny for Planning Commission Record</td>
<td>Kittitas County Departments- CDS</td>
<td></td>
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<tr>
<td>06-11-04</td>
<td>Letter from James Carmody</td>
<td>Brookside Trails West Rezone</td>
<td>Copies to Prosecutors and CDS</td>
<td>Kittitas County Departments- CDS</td>
<td></td>
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<tr>
<td>06-11-04</td>
<td>Memo from CDS</td>
<td>Brookside Trails West Rezone Postponement of Public Hearing</td>
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<td>Kittitas County Departments- CDS</td>
<td></td>
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<tr>
<td>06-11-04</td>
<td>Letter from Darrel Ellis</td>
<td>Joinder of Appeal of SEPA MDNS</td>
<td>Copies to Prosecutors and CDS</td>
<td>Kittitas County Departments- CDS</td>
<td></td>
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</tbody>
</table>