Those present: Bruce Coe, Max Golladay, 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/UPDATED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Invite to Retirement Party for Sue Miller. Is anyone going to attend? Need to RSVP</td>
<td>NONE</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Personnel Action Forms (PAF’s) – request for approval &amp; signature</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Vouchers-Request for Signature</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
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 __10-19-04__ 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 #__148409__ through __148444__ in the amount of $__9518.76__.

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 \(10/11/20\) 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 # 54185 through ________ in the amount of $115.47

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 **10/20/21** 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 # **54186** through **54353** in the amount of $**510,480.00**.

Auditing officers notes:

________________________________________________________

________________________________________________________

________________________________________________________

Commissioner Remarks:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________
**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>GIDICAN</td>
<td>Brittany</td>
<td>C1665</td>
<td>10/19/04</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></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stipend</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>
<tr>
<td>B.</td>
<td></td>
<td>50%</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
<th>FOR HR USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></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></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- NEW HIRED
- RE-HIRE
- MERIT / STEP
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

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

- Eligible For Rehire
- Ineligible For Rehire

Provide Details of Separation Below

**COMMENTS (include work schedule if position is less than full-time):** New hire for 2004-2005 CWU Academic year.

### 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>Community Service Supervisor</td>
<td>3850</td>
<td>88</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juvenile</td>
<td>1220151010</td>
<td>100%</td>
<td>50%</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<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>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/04</td>
<td></td>
<td>350</td>
<td>K 5</td>
<td></td>
<td>10/19/04</td>
</tr>
</tbody>
</table>

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

- **Human Resources**
  - Date: 10/19/04

- **Commissioner #1**
  - Date: 10/15/04

- **Commissioner #2**
  - Date: 10/15/04

**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:** Kilts
- **First Name:** Kelly
- **Employee #:** K1500
- **Hire Date:** 12/17/02
- **Base Wage:** $1846

**Job Title:** Office Assistant

**Department Name:** Misdemeanant

**Budget Number:** 12751001

<table>
<thead>
<tr>
<th>Percentage</th>
<th>% of Full Time</th>
<th>FTE Wage (IF &lt;100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100</td>
<td>$</td>
</tr>
</tbody>
</table>

**Position Date:** 12/17/02

**Workweek:**
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) Exception

**Grade:** 351

**Step:** 2

**Placement:** (for "step" employees)

**Section 2: Current Status (Complete in Full)**

- **Occu. Code:** 3251
- **Union:** 20

**Section 3: Type of Action**

- **Employee Type:** Full-time (1)
- **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), Layoff (L), Fail Probation (P), Other (O)
- **Reason for Separation:** Performance (P), Attendance (A), Conduct (C), Other Employment (E), Personal (L), Other (O)

**Comments:** Selected after hiring process for vacant position.

**Section 4: New Status (Enter Only Data to be Changed)**

- **Job Title:** Probation Officer
- **Occu. Code:** 2707
- **Union:** 75
- **Base Wage:** $2,739

**Department Name:** Misdemeanant

**Budget Number:** 12751001

<table>
<thead>
<tr>
<th>Percentage</th>
<th>% of Full Time</th>
<th>FTE Wage (IF &lt;100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100</td>
<td>$</td>
</tr>
</tbody>
</table>

**Position Date:** 10/19/04

**Workweek:**
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) Exception

**Grade:** 207

**Step:** 1

**Placement:** (for "range" employees)

**Effective Date:** 10/19/04

**Section 5: Signatures (Must be Signed in Blue Ink)**

<table>
<thead>
<tr>
<th>Department Head / Elected Official</th>
<th>Date</th>
<th>Budget/Payroll</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>William D. Holmes</td>
<td>10/18/04</td>
<td>Henry Bliss</td>
<td>10/25/04</td>
</tr>
</tbody>
</table>

**Human Resources:**

- **Date:** 10/14/04

- **Commissioner #1:**
  - **Date:** 10/25/04

- **Commissioner #2:**
  - **Date:** 10/25/04

**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>
<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>Findley</td>
<td>Jessica</td>
<td>F1666</td>
<td>10/15/04</td>
<td></td>
</tr>
</tbody>
</table>

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

- **JOB TITLE**: Extra Help
- **OCCUP. CODE**: 3801
- **UNION**: 82
- **BASE WAGE**: $8.00

- **DEPARTMENT NAME**: Auditor - Elections
- **BUDGET NUMBER**: A. 1-110551003
- **PERCENTAGE**: 5
- **% OF FULL TIME**: $%
- **FTE WAGE (IF < 100%)**: $

**WORKSCHEDULE**: 7-HOUR DAY

**POSITION DATE**: 10-15-04

**GRADE**: 301

**STEP (for "step" employees)**: 5

**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)

- **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)**

**FOR HR USE**:

- Eligible For Rehire
- Ineligible For Rehire

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

> for election - Extra Help

**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>

**DEPARTMENT NAME**

- **FOR HR USE**:
  - Pers 1
  - Pers 2
  - Pers 3
  - Leff 1
  - Leff 1
  - 30-day Period

**BUDGET NUMBER**

- **PERCENTAGE**: 5
- **% OF FULL TIME**: $%
- **FTE WAGE (IF < 100%)**: $

**WORKSCHEDULE**: 7-HOUR DAY

**POSITION DATE**: 10-15-04

**GRADE**: 301

**STEP (for "step" employees)**: 5

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

- **DEPARTMENT HEAD / ELECTED OFFICIAL**
- **DATE**: 10/15/04
- **BUDGET/PAYROLL**
- **DATE**: 10/15/04

- **HUMAN RESOURCES**
- **DATE**: 10/15/04
- **COMMISSIONER #1**
- **DATE**: 10/25/04

- **COMMISSIONER #2**
- **DATE**: 10/25/04
- **COMMISSIONER #3**
- **DATE**: 10/25/04

**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>
<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>Hoctor</td>
<td>Paula</td>
<td>K0187</td>
<td>07/20/92</td>
<td>08/15/92</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>Corrections Sergeant</td>
<td>5741</td>
<td>72</td>
<td>$3,182.50</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

SHERIFF

**BUDGET NUMBER**

A. 1300751001

**PERCENTAGE**

A. 100

**% OF FULL TIME**

A. 100

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

$  

**POSITION DATE**

10/06/03

**WORKWEK**

- PER [ ] HOUR [ ] MONTH [ ] DAY
- 7-HOUR DAY [ ] 8-HOUR DAY

**GRADE**

541

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

1

**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) [ ]

Comments (include work schedule if position is less than full-time): 12 YEARS LONGEVITY INCLUDED IN SALARIES.

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

**JOB TITLE**

**OCCUP. CODE**

**UNION**

**BASE WAGE**

$3,266.50

**DEPARTMENT NAME**

**BUDGET NUMBER**

**PERCENTAGE**

A.  

**% OF FULL TIME**

A.  

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

$  

**POSITION DATE**

10/06/04

**WORKWEK**

- PER [ ] HOUR [ ] MONTH [ ] DAY
- 7-HOUR DAY [ ] 8-HOUR DAY

**GRADE**

2

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

1

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**DATE**

10-18-04

**BUDGET / PAYROLL**

**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 - 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>
</tr>
</thead>
<tbody>
<tr>
<td>CARLSON</td>
<td>BRIAN</td>
<td>C1328</td>
<td>05/12/00</td>
<td>11/13/02</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>CORRECTIONS OFFICER</td>
<td>5721</td>
<td>72</td>
<td>$2,482</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</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. 130079951001</td>
<td>A. 100</td>
<td>100</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>Standard (Sun – Sat)</td>
<td>521</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate (Fri Noon – Fri Noon)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

- **EMPLOYEE TYPE**: FULL-TIME (1)
- **EMPLOYEE ACTION**: NEW HIRE
- **TYPE OF SEPARATION**: DISCHARGE (D)
- **REASON FOR SEPARATION**: PERFORMANCE (P)

**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>$2,581</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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<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>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>Standard (Sun – Sat)</td>
<td>3</td>
<td></td>
<td></td>
<td>11/13/04</td>
</tr>
<tr>
<td>Alternate (Fri Noon – Fri Noon)</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**: 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 (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>
</tr>
</thead>
<tbody>
<tr>
<td>COBLE</td>
<td>RENEE</td>
<td>C1554</td>
<td>11/01/03</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>LAW ENFORCEMENT CLK</td>
<td>5761</td>
<td>72</td>
<td>$2,119</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SHERIFF</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>130070251001</td>
<td>100</td>
<td>100</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>Standard (Mon - Sat)</td>
<td>561</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3: TYPE OF ACTION

<table>
<thead>
<tr>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td>POSITION CHANGE (Describe Below)</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>BUDGET CHANGE (Describe Below)</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>LEAVE (List Type Below)</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
</tbody>
</table>

**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>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2,203</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 &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/03</td>
<td>Standard (Mon - Sat)</td>
<td>561</td>
<td>2</td>
<td></td>
<td>11/01/04</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
<th>DATE</th>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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: Winkley
FIRST NAME: Donna
EMPLOYEE #: 060
HIRE DATE: 10/14/04

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: Work Study Student - Acctg
OCCUP. CODE: 9900
UNION: 99
BASE WAGE: $0

DEPARTMENT NAME: Public Health
FOR HR USE:
- Pers 1
- Pers 2
- Pers 3
- Leave 1
- Leave 2
- Ineligible
- 90-Day Period
- Non-Exempt
- Exempt
- Not Covered

OTHER COMP. (describe in “comments”)
- Longevity
- Allowance
- Stipend
- Other

BUDGET NUMBER:
A. % OF FULL TIME
B. FTE WAGE (IF < 100%)

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

SECTION 3: TYPE OF ACTION

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: Yes
Indigible For Rehire: No
Provide Details of Separation Below

COMMENTS (include work schedule if position is less than full-time): Donna Winkley is a work study student working in Administrative Services for 10 hours per week starting October 14, 2004. Work study expected to end on June 2005.

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

JOB TITLE
OCCUP. CODE
UNION
BASE WAGE

DEPARTMENT NAME
FOR HR USE:
- Pers 1
- Pers 2
- Pers 3
- Leave 1
- Leave 2
- Ineligible
- 90-Day Period
- Non-Exempt
- Exempt
- Not Covered

OTHER COMP. (describe in “comments”)
- Longevity
- Allowance
- Stipend
- Other

BUDGET NUMBER:
A. % OF FULL TIME
B. FTE WAGE (IF < 100%)

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

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

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
FOR HR USE: Eval Date   Eval Rating (E = 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>Radabaugh</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>Warren</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>R1516</td>
</tr>
<tr>
<td>HIRE DATE</td>
<td>04/01/04</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Weed Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCCUP. CODE</td>
<td>2852</td>
</tr>
<tr>
<td>UNION</td>
<td>86</td>
</tr>
<tr>
<td>BASE WAGE</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

<table>
<thead>
<tr>
<th>Noxious Weed</th>
</tr>
</thead>
</table>

**BUDGET NUMBER**

| A. | 123 |
| B. | |

**PERCENTAGE**

| A. | 100 |
| B. | |

**FOR HR USE**

| POSITION DATE | 04/01/04 |
| GRADE | 252 |
| STEP (for "step" employees) | 3 |

**SECTION 3: TYPE OF ACTION**

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

- Eligible For Rehire
- Ineligible For Rehire

**COMMENTS** (include work schedule if position is less than full-time): Seasonal employment from April October 2004

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

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

| DEPARTMENT NAME | |
| BUDGET NUMBER | A. |
| PERCENTAGE | A. |

| EFFECTIVE DATE | 10/15/04 |
| POSITION DATE | |
| GRADE | |
| STEP (for "step" employees) | |
| PLACEMENT (for "range" employees) | |

**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: 03/01/04

FOR HR USE: Eval Date ____ Eval Rating (IE - ID - S - AA - S) Initial ____
<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>10-18-04</td>
<td>Email from Lynne Imamshah</td>
<td>Public Hearing Request for the consideration of the consolidation of the two boards</td>
<td>Forward email to Huston for reply.</td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Email from Bill Vogler</td>
<td>WASC 2005 Legislative Priorities</td>
<td>Copy sent to each Commissioner</td>
<td></td>
<td>WSAC</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Invoice</td>
<td>Pacific Legal Foundation</td>
<td>Copy to Judy Pless</td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Letter from Gregory McElroy to Department of Ecology</td>
<td>Arson Fire on Alberg Property</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Letter from Hal Lindstrom</td>
<td>Comments on Gladmar Park and Road Vacation</td>
<td>Copy to Clerk for Public Hearing and Copy to Public Works</td>
<td></td>
<td>Kittitas County Departments- Public Works</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Letter to Mayor Glondo from DCTED</td>
<td>Proposed Amendments to the Comp Plan Grading Ordinance</td>
<td>Copy to Jan Sharar and Clerk for Public Hearing</td>
<td></td>
<td>State of WA Department of Community Trade and Economic Development</td>
</tr>
<tr>
<td>10-18-04</td>
<td>City Council Agenda</td>
<td>Ellensburg City Council</td>
<td></td>
<td>Front Counter</td>
<td></td>
</tr>
<tr>
<td>10-18-04</td>
<td>Deer Haven Short Plat Appeal</td>
<td>Letter from Clerk Appeal Receipt of Payment</td>
<td>Forward to CDS</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Letter from PSE</td>
<td>Representative from Bourke and Company will be in contact to conduct a survey. (Perry)</td>
<td></td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Letter from US Department of Commerce</td>
<td>PSE Snoqualmie Falls FERC Project Service List Address Correction</td>
<td></td>
<td></td>
<td>Kittitas County Commissioners</td>
</tr>
<tr>
<td>10-18-04</td>
<td>Fax from Steve Willard</td>
<td>Airport Lease issues</td>
<td>Copy to each Commissioners Letter was originated to Paul</td>
<td></td>
<td>Kittitas County Departments- Public Works</td>
</tr>
<tr>
<td>10-19-04</td>
<td>Letter from the City of Ellensburg</td>
<td>City Council Comp. Plan Recommendations</td>
<td>Copy to Clerk for Public Hearings and to Jan Sharar</td>
<td></td>
<td>City of Ellensburg</td>
</tr>
<tr>
<td>10-19-04</td>
<td>Letter from the Sheriff</td>
<td>County Road Diversion Funds</td>
<td>Copy to each Commissioner</td>
<td></td>
<td>Kittitas County Departments- Sheriff</td>
</tr>
<tr>
<td>10-20-04</td>
<td>Notice from the State of WA</td>
<td>Gas Pipeline Safety Rule making</td>
<td></td>
<td></td>
<td>State of WA Utility and</td>
</tr>
<tr>
<td>DATE RECEIVED</td>
<td>ITEM</td>
<td>SUBJECT</td>
<td>ACTION</td>
<td>FOLLOW UP</td>
<td>FILE REFERENCE</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
<td>---------</td>
<td>--------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>10-20-04</td>
<td>Fax from Claude Oliver Benton County</td>
<td>Central Region Office Water Resource Program’s New ACQ Procedure</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Transportation Commission</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Fax from the City of Ellensburg</td>
<td>City/County Breakfast October 29th, At the Palace</td>
<td>Placed on the Calendar</td>
<td></td>
<td>City of Ellensburg</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Email from Kelly Carlson</td>
<td>Follow up from Memo with Regard to Certificate of Insurance from the City of Kittitas</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Public Works</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Information from Pacific Legal Foundation</td>
<td>For Your information Washington State Grange v. Evans</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Letter from Susan Remer</td>
<td>Management Letter Ref: County Audit</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>State Auditors File</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Letter from Jim Denison to Joe Sheridan-Public Works Department</td>
<td>Oak Tree Estates</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Public Works</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Minutes</td>
<td>Kittitas County Housing Authority</td>
<td></td>
<td></td>
<td>Boards and Committees Binder</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Letter from Court of Appeals</td>
<td>State of Washington County of Kittitas v. Palmer Burris</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>10-21-04</td>
<td>Comments noted by reference</td>
<td>Emails from Edward Littlefield, Cindy Slape, Randy Fischer, Darlene Young, Tom Conner, Suzanne and Leonard Scheele, Rick &amp; Joanne Wakefield, Rosemary Monaghan, Emilia Burdyshaw, and Chris Duncan</td>
<td>Copy to CDS</td>
<td></td>
<td>Wind Farm Comment Folder</td>
</tr>
</tbody>
</table>