Those present: Alan Crankovich, David Bowen, Julie Kjorsvik, Shannon Carlson, Debbie Myers

<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>DEBBIE</td>
</tr>
<tr>
<td>PAF &amp; Voucher approval</td>
<td>APPROVED &amp; 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:

Payroll Approval

The Kittitas County Board of County Commissioners on 5-31-05 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 #057194 through 057422 in the amount of $465,713.87.

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 5-27-05 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 #155582 through 810155707 in the amount of $5728.26.

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:

Voucher Approval

The Kittitas County Board of County Commissioners on 5-27-05 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 #810155708 through 810155709 in the amount of $657.56.

Auditing officer’s 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>Jeer</td>
<td>Michael</td>
<td>N0675</td>
<td>06/19/95</td>
<td>06/1/96</td>
</tr>
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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>GIS Manager</td>
<td>2413</td>
<td>40</td>
<td>$3347</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 &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS</td>
<td>Pers 1</td>
<td>Non-Exempt</td>
<td>Longevity</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
<td>Exempt</td>
<td>Allowance</td>
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<td>Pers 3</td>
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<td>Other</td>
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<tr>
<td></td>
<td>30-Day Period</td>
<td></td>
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</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. 140151001</td>
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<td>B.</td>
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<thead>
<tr>
<th>WORKWEEK</th>
<th>GRADE</th>
<th>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>213</td>
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<td>W</td>
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</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</td>
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<td>PART-TIME</td>
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<tr>
<td>LEAVE (List Type Below)</td>
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<tr>
<td>TERMINATION (Provide Separation Info)</td>
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<tr>
<th>COMMENTS (include work schedule if position is less than full-time):</th>
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SECTION 4: NEW STATUS (ENTER ONLY DATA TO BE CHANGED)

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<td>213</td>
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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>
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<table>
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<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
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<table>
<thead>
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<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
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<tbody>
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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**: Castillo
- **FIRST NAME**: Maria
- **EMPLOYEE #**: 1749
- **HIRE DATE**: 5/24/05
- **ADJ. HIRE (if different)**

**JOB TITLE**: Interpreter

**OCCUP. CODE**: 2061

**UNION**: 85

**BASE WAGE**: $25.00

**DEPARTMENT NAME**: Juvenile Court Services

**BUDGET NUMBER**: 1220151006

**PERCENTAGE**: 100%

**FOR HR USE**: $25.00

**PER 7-HOUR DAY**: $25.00

**FOR 8-HOUR DAY**: $25.00

**EFFECTIVE DATE**: 5/24/05

**COMMENTS (include work schedule if position is less than full-time)**: Juvenile Court Services Department needs interpreters to meet statutory obligations. There is an insufficient pool to meet all of the various courts' needs. She will work as an independent interpreter in qualifying situations.

**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)**

- **NEW HIRE**
- **RE-HIRE**
- **MEET / STEP**
- **POSITION CHANGE (Describe Below)**
- **BUDGET CHANGE (Describe Below)**
- **LEAVE (List Type 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

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

- **JOB TITLE**: Interpreter
- **OCCUP. CODE**: 2061
- **UNION**: 85
- **BASE WAGE**: $25.00

- **DEPARTMENT NAME**: Juvenile Court Services

- **BUDGET NUMBER**: 1220151006

- **PERCENTAGE**: 100%

- **FOR HR USE**: $25.00

- **PER 7-HOUR DAY**: $25.00

- **PER 8-HOUR DAY**: $25.00

- **EFFECTIVE DATE**: 5/24/05

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**
**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>JAHL</td>
<td>LINDA</td>
<td>147</td>
<td>06/07/05</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>FLAGGER</td>
<td>4801</td>
<td>86</td>
<td>$11.00</td>
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</table>

**DEPARTMENT NAME**
PUBLIC WORKS

**BUDGET NUMBER**
A. 106-54200

### 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 (I)
  - OTHER (O)

- **Eligible For Rehire**
- **Ineligible For Rehire**

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

HIRE AS TEMPORARY SEASONAL FLAGGER. THIS IS A NON-UNION POSITION. EMPLOYEE WILL REPORT TO THE LOWER COUNTY MAINTENANCE SHOP BEGINNING ON JUNE 7, 2005. EMPLOYMENT IS EXPECTED TO END ON OR ABOUT SEPT 30, 2005.

### 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>
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</thead>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**
A. 106-54200

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

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

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>
</tr>
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<tbody>
<tr>
<td>VESTBROOK</td>
<td>LEA ANN</td>
<td>W1711</td>
<td>04/05/05</td>
<td></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>
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</thead>
<tbody>
<tr>
<td>FLAGGER</td>
<td>4801</td>
<td>86</td>
<td>$11.00</td>
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</table>

**DEPARTMENT NAME:**
PUBLIC WORKS

**BUDGET NUMBER:**

- A. 106-54200

**PERCENTAGE:**

- A. 100

**% OF FULL TIME:**

- $ 1.00

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

**PER ** MONTH ** DAY**

**PER ** MONTH ** DAY**

**POSITION DATE**

- 04/05/05

**WORKWEEK**

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

**GRADE**

- 401

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

- 3

**PLACEMENT** (for "range" employees)

- For HR Use

**EFFECTIVE DATE**

- 06/01/05

### SECTION 3: TYPE OF ACTION

**EMPLOYEE TYPE**

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

**EMPLOYEE ACTION**

- New Hire
- Re-Hire
- Position Change (Describe Below)
- Leave (List Type Below)
- Other (Describe Below)

**TYPE OF SEPARATION**

- Discharge (D)
- Resignation (Q)
- Retirement (R)
- Layoff (L)
- Failure 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):**

Hired as temporary seasonal flagger. She has demonstrated the skills and experience necessary to act as a lead flagger. It is recommended that she be promoted to lead flagger for the lower county seasonal flagger crew.

### 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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<tbody>
<tr>
<td></td>
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<td>$12.00</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**
PUBLIC WORKS

**BUDGET NUMBER**

- A.

**PERCENTAGE**

- A.

**% OF FULL TIME**

- $ 1.00

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

**PER ** MONTH ** DAY**

**PER ** MONTH ** DAY**

**POSITION DATE**

- 04/05/05

**WORKWEEK**

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

**GRADE**

- 401

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

- 5

**PLACEMENT** (for "range" employees)

- For HR Use

**EFFECTIVE DATE**

- 06/01/05

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

**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)

LAST NAME: T. LUISE
FIRST NAME: ROBERT
EMPLOYEE #: S0087
HIRE DATE: 11/03/86

JOB TITLE: EQUIPMENT OPERATOR
OCCUP. CODE: 4641
UNION: 60
BASE WAGE: $16.57

DEPARTMENT NAME: PUBLIC WORKS
BUDGET NUMBER: A. 106-54200

JOB TITLE: EQUIPMENT OPERATOR
OCCUP. CODE: 4641
UNION: 60
BASE WAGE: $16.57

apiro: BOSS
EMPLOYEE # HIRE DATE ADJ. HIRE (if different)

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

CURRENT STATUS

JOB TITLE: EQUIPMENT OPERATOR
OCCUP. CODE: 4641
UNION: 60
BASE WAGE: $16.57

DEPARTMENT NAME: PUBLIC WORKS
BUDGET NUMBER: A. 106-54200

POSITION DATE: 02/02/88

WORK WEEK

GRADES

STEPS (for "step" employees)

PLACEMENT (for "range" employees)

FOR HR USE

Jos EDR

PERCENTAGE

% OF FULL TIME

FTE WAGE (IF < 100%)

SECCTION 3: TYPE OF ACTION

EMPLOYEE TYPE

EMPLOYEE ACTION

TYPE OF SEPARATION

REASON FOR SEPARATION

FULL-TIME (1)

NEW HIRE

DISCHARGE (D)

PERFORMANCE (P)

PART-TIME (2)

RE-HIRE

RE-SIGNATION (Q)

ATTENDANCE (A)

LIMITED PART-TIME (3)

MERIT / STEP

RETIRRED (R)

CONDUCT (C)

TEMPORARY (4)

POSITION CHANGE (Describe Below)

LAID OFF (L)

OTHER EMPLOYMENT (E)

CASUAL (5)

BUDGET CHANGE (Describe Below)

FAIL PROBATION (P)

PERSONAL (L)

SEASONAL (6)

LEAVE (List Type Below)

OTHER (O)

OTHER (O)

PROJECT (7)

TERMINATION (Provide Separation Info)

OTHER (Describe Below)

OTHER (Describe Below)

VOLUNTARY RESIGNATION PER EMPLOYEE SETTLEMENT AGREEMENT EFFECTIVE MAY 27, 2005.

COMMENTS (include work schedule if position is less than full-time): VOLUNTARY RESIGNATION PER EMPLOYEE SETTLEMENT AGREEMENT EFFECTIVE MAY 27, 2005.

$ 9.46/hr longevity

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

JOB TITLE

OCCUP. CODE

UNION

BASE WAGE

DEPARTMENT NAME

FOR HR USE

PERCENTAGE

% OF FULL TIME

FTE WAGE (IF < 100%)

BUDGET NUMBER

A.

B.

WORK WEEK

GRADE

STEPS (for "step" employees)

PLACEMENT (for "range" employees)

EFFECTIVE DATE

05/27/05

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

HUMAN RESOURCES

COMMISSIONER

COMMISSIONER #2

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04

FOR HR USE: Eval Date ______ Eval Rating (IE IA - S - AA - S) Initial ______
**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>Denton</td>
<td>Carolyn</td>
<td>D1173</td>
<td>5-18-98</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE:** Legal Secretary III

**DEPARTMENT NAME:** Prosecuting Attorney

**BUDGET NUMBER:** 1290151001

**PERCENTAGE:** 100%

**COMMENTS:** Carolyn is going to the alternate work week.

**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>Legal Secretary III</td>
<td>343</td>
<td>43</td>
<td>$2355.</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME:** Prosecuting Attorney

**BUDGET NUMBER:** 1290151001

**PERCENTAGE:** 100%

**COMMENTS:** Carolyn is going to the alternate work week.

**SECTION 3: TYPE OF ACTION**

<table>
<thead>
<tr>
<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>NEW HIRE</td>
<td>RE-HIRE</td>
<td>MERIT / STEP</td>
<td>POSITION CHANGE</td>
<td>BUDGET CHANGE</td>
<td>LEAVE (List Type Below)</td>
<td>TERMINATION (Provide Separation Info)</td>
<td>OTHER (Describe Below)</td>
<td></td>
</tr>
</tbody>
</table>

**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)

**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>Legal Secretary III</td>
<td>343</td>
<td>43</td>
<td>$2355.</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME:** Prosecuting Attorney

**BUDGET NUMBER:** 1290151001

**PERCENTAGE:** 100%

**COMMENTS:** Carolyn is going to the alternate work week.

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

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**DATE:** 05-27-05

**BUDGET/PAYROLL**

**DATE:** 05-31-05

**HUMAN RESOURCES**

**DATE:** 05-17-05

**COMMISSIONER #1**

**DATE:** 05-31-05

**COMMISSIONER #2**

**DATE:** 05-31-05

**COMMISSIONER #3**

**DATE:** 05-31-05

**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>Philipp</td>
<td>Kristina</td>
<td>P1730</td>
<td>5/25/05</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>Intern/Temp Help</td>
<td>3877</td>
<td>88</td>
<td>$7.35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in comments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>109 Fair</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. 109251003</td>
<td>A. 100</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SECTION 3: TYPE OF ACTION**

<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>

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

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

**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 (IE NID NS NAA NS) Initial _____
### SECTION 1: EMPLOYEE (COMPLETE IN FULL)

- **LAST NAME**: Harar
- **FIRST NAME**: Janice
- **EMPLOYEE #**: S1047
- **HIRE DATE**: 6/4/1997

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

- **JOB TITLE**: Planner II
- **OCCUP. CODE**: 2410
- **UNION**: 40
- **BASE WAGE**: $3,056.00

### 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></td>
<td></td>
</tr>
<tr>
<td>☐ VOLUNTEER (9)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS**: No longer charged to Suncadia.

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

- **JOB TITLE**: Planner II
- **OCCUP. CODE**: 2410
- **UNION**: 40
- **BASE WAGE**: $3,218.00

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

- **DEPARTMENT HEAD/ELECTED OFFICIAL**: [Signature]
  - Date: 5/26/05
- **HUMAN RESOURCES**: [Signature]
  - Date: 5/27/05
- **COMMISSIONER #1**: [Signature]
  - Date: 5/1/05
- **COMMISSIONER #2**: [Signature]
  - Date: 5/1/05
- **COMMISSIONER #3**: [Signature]
  - Date: 5/1/05

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

**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
[Valencia]
FIRST NAME
[Joanna]
EMPLOYEE #
[V1670]
HIRE DATE
[11/17/04]
ADJ. HIRE (if different)

JOB TITLE
[Planner I]
OCCUP. CODE
[2412]
UNION
[40]
BASE WAGE
[$2687]

DEPARTMENT NAME
[CDS]

BUDGET NUMBER
[A. 140651001]

PERCENTAGE
[A. 100]
% OF FULL TIME
[100]
FTE WAGE (IF < 100%)
[$]

WORK WEEK
[7-HOUR DAY]

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

POSITION DATE
[11/17/04]
GRADE
[2]

SECTION 3: TYPE OF ACTION

EMPLOYEE TYPE
[FULL-TIME (1)]

EMPLOYEE ACTION
[NEW HIRE]

TYPE OF SEPARATION
[DISCHARGE (D)]

REASON FOR SEPARATION
[PERFORMANCE (P)]

OFFICE USE

Provide Details of Separation Below

COMMENTS
[Bill wages to Suncadia.]

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

JOB TITLE

OCCUP. CODE
[2412]
UNION
[40]
BASE WAGE
[$]

DEPARTMENT NAME
[CDS]

BUDGET NUMBER
[A. 140651001]

PERCENTAGE
[A. 100]
% OF FULL TIME
[100]
FTE WAGE (IF < 100%)
[$]

WORK WEEK
[7-HOUR DAY]

POSITION DATE
[11/17/04]
GRADE
[2]

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

DEPARTMENT HEAD / ELECTED OFFICIAL
[Signature]
DATE
[7/26/05]
BUDGET/PAYROLL
[Signature]
DATE
[7/26/05]

HUMAN RESOURCES
[Signature]
DATE
[7/11/05]
COMMISSIONER #1
[Signature]
DATE
[5/31/05]

COMMISSIONER #2
[Signature]
DATE
[5/31/05]
COMMISSIONER #3
[Signature]
DATE
[5/31/05]

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>Graham</td>
<td></td>
<td>S1727</td>
<td>05/02/05</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**

Planner II

**DEPARTMENT NAME**

CDS

**OCCUP. CODE**

2410

**UNION**

40

**BASE WAGE**

$3300.00

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

<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. 140651001</td>
<td>A. 100</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
  - 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): Bill wages to Suncadia.

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

**JOB TITLE**

<table>
<thead>
<tr>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<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 &quot;comments&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pers 1</td>
<td>Pers 2</td>
<td>Pers 3</td>
</tr>
<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>

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

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

- **PLACEMENT**
  - (for "range" employees)

- **EFFECTIVE DATE**
  - Standard (Sun - Sat)
  - Alternate (Fri Noon - Fri Noon)
  - 207(k) exception

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

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04
<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>05-23-05</td>
<td>Letter from Lila Hanson</td>
<td>Comments relating to Vote by Mail for Swauk Precinct</td>
<td>Copy for Public Hearing Folders and Copy to Auditor</td>
<td></td>
<td>Kittitas County Departments- Auditors</td>
</tr>
<tr>
<td>05-23-05</td>
<td>Invoice</td>
<td>Pacific Legal Foundation</td>
<td>Copy to Judy</td>
<td></td>
<td>Pacific Legal Foundation</td>
</tr>
<tr>
<td>05-23-05</td>
<td>Email from Steve Lathrop</td>
<td>Winston Bridge Road</td>
<td>Copy to Kelly</td>
<td></td>
<td>Kittitas County Departments- Public Works</td>
</tr>
<tr>
<td>05-23-05</td>
<td>Agenda and Registration</td>
<td>Association of Labor Relations Agencies Presents Advocates Day July 11th</td>
<td>Copy to Al</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>05-23-05</td>
<td>Memo from CDS-Jan Sharar</td>
<td>Game Farm Cluster Preliminary Plat SEPA Notice of Action</td>
<td>Copy to Al</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>05-23-05</td>
<td>Notice from Washington State Parks and Recreation Commission</td>
<td>South Cle Elum Trailhead Approval of Uses-Report</td>
<td>Copy sent to Al</td>
<td></td>
<td>Washington State Parks and Recreation Commission</td>
</tr>
<tr>
<td>05-24-05</td>
<td>Letter from the Chamber</td>
<td>Fourth of July in the Park Request for $400.00</td>
<td>Placed on the Agenda</td>
<td></td>
<td>Ellensburg Chamber</td>
</tr>
<tr>
<td>05-24-05</td>
<td>Letter from the Kittitas County Conservation District</td>
<td>5-Year Plan</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Conservation District</td>
</tr>
<tr>
<td>05-24-05</td>
<td>Invitation</td>
<td>Suncadia Celebrates the Rope Rider June 7th 2005</td>
<td>Placed on Calendar. Each Commissioner Received Invite</td>
<td></td>
<td>Events</td>
</tr>
<tr>
<td>05-25-05</td>
<td>Email from Kelly Wicker</td>
<td>Drought Town Hall Meeting-June 14th Yakima</td>
<td>Forwarded to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>05-25-05</td>
<td>Memo from CDS-Graham Simon Planner II</td>
<td>Application for Conditional Use Permit –Puget Sound Energy Upgrade existing Transmission Line</td>
<td>Copy to Al</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>05-26-05</td>
<td>Email from Ryan Hopkins</td>
<td>Critical Areas Shoreline Master Program Update Project</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>05-26-05</td>
<td>Email from Ryan Hopkins</td>
<td>Changes to the Yakima County Planning Commission Schedule</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>05-26-05</td>
<td>Email from Janet Carlson</td>
<td>Training for Boards and County</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>Water Conservancy</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>
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<td>--------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>05-26-05</td>
<td>Memo from CDS-Joanna Valencia Staff Planner</td>
<td>Notice of Extended Comment Period and Reschedule of Public Hearing for Conditional Use Permit</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>05-26-05</td>
<td>Memo from Public Works</td>
<td>QuadCo Regional Transportation Planning Organization-Info need for meeting.</td>
<td>Copy to each Commissioner</td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>05-27-05</td>
<td>Email from Ryan Hopkins</td>
<td>Documents to be reviewed at the June 1, 2005 Planning Commission Study Session/Comments received from Yakima County's May 11th Roundtable Meeting</td>
<td>Copy forwarded to the BOCC</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>05-27-05</td>
<td>Memo from the Boundary Review Board</td>
<td>Fire District #7 Suncadia Annexation BRB 05-01</td>
<td>Copy to Al</td>
<td></td>
<td>Kittitas County Boundary Review Board</td>
</tr>
<tr>
<td>05-27-05</td>
<td>Memo from CDS-Jan Sharar</td>
<td>Notice of Decision Summit Park Planned Unit Development</td>
<td>Copy to Al</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
</tbody>
</table>