Those present: Alan Crankovich, Perry Huston, David Bowen, Shannon Carlson, Julie Kjorsvik, 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</td>
<td>DEBBIE</td>
</tr>
<tr>
<td>PAF &amp; Voucher approval</td>
<td>APPROVED AND SIGNED</td>
<td>JULIE</td>
</tr>
<tr>
<td>Variance Committee---No Interest Expressed</td>
<td>NO ACTION</td>
<td>N/A</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)

<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>AUGER</td>
<td>RAYMOND</td>
<td>A1536</td>
<td>01/09/01</td>
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</tr>
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</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>CIVIL PROC SRV-TRNSPT</td>
<td>5802</td>
<td>87</td>
<td>$14.07</td>
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</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>SHERIFF</td>
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</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. 130030251001</td>
<td>A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/04/05</td>
<td></td>
<td>502</td>
<td>5</td>
<td></td>
<td>05/31/05</td>
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SECTION 3: TYPE OF ACTION

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>NEW HIRED</th>
<th>RE-HIRE</th>
<th>MERIT / STEP</th>
<th>BUDGET CHANGE</th>
<th>TERMINATION</th>
<th>OTHER</th>
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</table>

<table>
<thead>
<tr>
<th>TYPE OF SEPARATION</th>
<th>DISCHARGE (D)</th>
<th>RESIGNATION (Q)</th>
<th>RETIRED (R)</th>
<th>LAID OFF (L)</th>
<th>FAIL PROBATION (P)</th>
<th>OTHER (O)</th>
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</table>

<table>
<thead>
<tr>
<th>REASON FOR SEPARATION</th>
<th>PERFORMANCE (P)</th>
<th>ATTENDANCE (A)</th>
<th>CONDUCT (C)</th>
<th>OTHER EMPLOYMENT (E)</th>
<th>PERSONAL (L)</th>
<th>OTHER (O)</th>
</tr>
</thead>
</table>

| COMMENTS (include work schedule if position is less than full-time): | From Provisional Civil Process Server-Transport Officer to Reserve Deputy. |

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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<tbody>
<tr>
<td>SHERIFF RESERVES</td>
<td>5801</td>
<td>89</td>
<td>$13.50</td>
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<thead>
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<th>OTHER COMP. (describe in &quot;comments&quot;)</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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<tbody>
<tr>
<td>A. 1300251003</td>
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<th>GRADE</th>
<th>STEP (for &quot;step&quot; employees)</th>
<th>PLACEMENT (for &quot;range&quot; employees)</th>
<th>EFFECTIVE DATE</th>
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<tr>
<td>05/31/05</td>
<td></td>
<td>501</td>
<td>2</td>
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</tbody>
</table>

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

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
Kim Dawson

From: Steve Panattoni  
Sent: Tuesday, May 31, 2005 3:36 PM  
To: Kim Dawson  
Subject: Position change

Kim,

Effective today the 31st of May Ray Auger will change from provisional transport to Reserve status.

Sgt. Steve Panattoni  
Admin. Sergeant  
Kittitas County Sheriff’s Office  
205 W. 5th Ave STC/Sheriff 1  
Ellensburg, WA 98926  
(509) 933-8216
**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 (of different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LACH</td>
<td>LISA</td>
<td>B1041</td>
<td>05/06/97</td>
<td>1/1/92</td>
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### SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

<table>
<thead>
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<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
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</thead>
<tbody>
<tr>
<td>SOLID WASTE TECH.</td>
<td>3411</td>
<td>40</td>
<td>$2,692</td>
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</table>

### SECTION 3: TYPE OF ACTION

<table>
<thead>
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<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
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</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>LAYED 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>
<tr>
<td>TERMINATION (Provide Separation Info)</td>
<td>Eligible For Rehire</td>
<td>Ineligible For Rehire</td>
</tr>
<tr>
<td>OTHER (Describe Below)</td>
<td>Provide Details of Separation Below</td>
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</tr>
</tbody>
</table>

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

Appointed Interim Solid Waste Director on 6/2/05 - appointment effective June 13, 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>
</tr>
</thead>
<tbody>
<tr>
<td>INTERIM DIRECTOR</td>
<td>1322</td>
<td>30</td>
<td>$3,120</td>
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</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 - 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>JOHNSON</td>
<td>PATTI</td>
<td>M0219</td>
<td>05/10/93</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>DIRECTOR</td>
<td>1322</td>
<td>30</td>
<td>$4,074</td>
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</table>

**DEPARTMENT NAME**

SOLID WASTE

**BUDGET NUMBER**

A. 401401151001

**PERCENTAGE**

A. 100%

**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 TIME</td>
<td>MERIT / STEP</td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
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<tr>
<td>TEMPORARY (4)</td>
<td>POSITION CHANGE</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
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<tr>
<td>SEASONAL (5)</td>
<td>BUDGET CHANGE</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>PROJECT (7)</td>
<td>TERMINATION</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>VOLUNTEER (9)</td>
<td>OTHER (Describe)</td>
<td>Eligible For Rehire</td>
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</tr>
</tbody>
</table>

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

Appointed Interim Public Works Director on 6/2/05 - appointment effective June 13, 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>
</tr>
</thead>
<tbody>
<tr>
<td>INTERIM DIRECTOR</td>
<td>1318</td>
<td>30</td>
<td>$5,200</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

PUBLIC WORKS

**BUDGET NUMBER**

A. 10654200

**PERCENTAGE**

A. 100%

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Rene L. Hunter</td>
<td>6/13/05</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMAN RESOURCES</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/13/05</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/13/05</td>
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<td>6/13/05</td>
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</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
LEFFERT

FIRST NAME
DAVID

EMPLOYEE #
L0020

HIRE DATE
06/14/76

ADJ. HIRE (if different)

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE
CONSTR. INSPECTOR

OCCUP. CODE
4672

UNION
60

BASE WAGE
$17.69

DEPARTMENT NAME
PUBLIC WORKS

BUDGET NUMBER

A. 106-59500 CONST

PERCENTAGE
A. 60%

B. 106-54300 ENGR

PERCENTAGE
B. 40%

POSITION DATE
01/01/98

WORKWEEK
Standard (Sun - Sat)

GRADE
472

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)

REASON FOR SEPARATION

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

OTHER COMP. (describe in "comments")

LONGEVITY
ALLOWANCE
2ND POSITION
OTHER

FOR HR USE

EMPLOYEE TYPE
FULL-TIME (1)

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

POSITION

DATE
01/01/98

EFFECTIVE DATE
05/31/05

WORKWEEK

PER 7-HOUR DAY
PER 8-HOUR DAY

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%)

$____________________

B.

PER 7-HOUR DAY
PER 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 (IE – ID – S – AA – L) Initial _____
<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>ICHELROY</td>
<td>RENEE</td>
<td>M1731</td>
<td>05/26/05</td>
<td></td>
</tr>
</tbody>
</table>

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

- **Last Name:** IcHELROY
- **First Name:** RENEE
- **Employee #:** M1731
- **Hire Date:** 05/26/05

**JOB TITLE:** VOLUNTEER

- **Department Name:** Commissioner's Office

**Comments:** Renee will be volunteering in the Commissioner's Office during her summer vacation from college. She does not have a "set" schedule.

**SECTION 3: TYPE OF ACTION**

- **Employee Type:** FULL-TIME (1)
- **Employee Action:** NEW HIRE
- **Type of Separation:** DISCHARGE (D)
- **Reason for Separation:** PERFORMANCE (P)

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

Renee will be volunteering in the Commissioner's Office during her summer vacation from college. She does not have a "set" schedule.

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

- **Job Title:** VOLUNTEER
- **Budget Number:** $0-0

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

- **Department Head / Elected Official:**
  - **Date:** 5/31/05
- **Human Resources:**
  - **Date:** 6/1/05
- **Commissioner #2:**
  - **Date:** 6/1/05

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04

FOR HR USE: Eval Date Eval Rating (IE - ID - S - AA - S) Initial
**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>Burtness</td>
<td>Michael</td>
<td>B0102</td>
<td>4/20/88</td>
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**SECTION 2: CURRENT STATUS (COMPLETE IN FULL)**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Plans Examiner</td>
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<td>$3659</td>
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<th>FOR HR USE</th>
<th>OTHER COMP. (describe in comments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS</td>
<td>Pers 1</td>
<td>Pers 3</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
<td>Pers 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leaf 1</td>
<td>Leaf 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Longevity: Allowance</td>
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<td>Stipend: Other</td>
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<tr>
<td></td>
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<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
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<tbody>
<tr>
<td>A. 140151001</td>
<td>A. 100</td>
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<td>$</td>
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**SECTION 3: TYPE OF ACTION**

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<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</td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>BUDGET CHANGE</td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td>LEAVE</td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td>TERMINATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide Details of Separation Below</td>
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<td></td>
</tr>
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**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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<tbody>
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<td>243</td>
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<td>$3661</td>
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<table>
<thead>
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<th>FOR HR USE</th>
<th>FOR HR USE</th>
<th>OTHER COMP. (describe in comments)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS</td>
<td>Pers 1</td>
<td>Pers 3</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>Pers 2</td>
<td>Pers 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leaf 1</td>
<td>Leaf 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td>Longevity: Allowance</td>
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<td>Stipend: Other</td>
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<table>
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<th>BUDGET NUMBER</th>
<th>PERCENTAGE</th>
<th>% OF FULL TIME</th>
<th>FTE WAGE (IF &lt; 100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>A.</td>
<td></td>
<td>$</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COMMISSIONER #2</th>
<th>DATE</th>
<th>COMMISSIONER #3</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/06/04
### SECTION 1: EMPLOYEE (COMPLETE IN FULL)

**LAST NAME:** COX  
**FIRST NAME:** LINDA  
**EMPLOYEE #:** C1548  
**HIRE DATE:** 07/30/03  
**ADJ. HIRE (if different):**

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

**JOB TITLE:** TAX ROLL DEPUTY  
**DEPARTMENT NAME:** TREASURER  
**BUDGET NUMBER:** A. 001-3151001  
**PERCENTAGE:** A. 100%  
**% OF FULL TIME:** 100%  
**BASE WAGE:** $1858.00  
**TREASURER:**

#### Non-Exempt
- Longevity
- Allowance
- 2nd Position

#### Other Compensation
- Longevity
- Other
- Off

### SECTION 3: TYPE OF ACTION

**EMPLOYEE TYPE:** FULL-TIME (1)  
**EMPLOYEE ACTION:** NEW HIRE  
**TYPE OF SEPARATION:** DISCHARGE (D)  
**REASON FOR SEPARATION:** PER FORM (P)  
**Eligible For Rehire:**

Provide Details of Separation Below

**COMMENTS (include work schedule if position is less than full-time):** Linda was offered and accepted the position of Tax Warrant Deputy as of June 1, 2005. This will be for 2½ weeks only; a resignation PAR will follow.

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

**JOB TITLE:** TAX WARRANT DEPUTY  
**DEPARTMENT NAME:** TREASURER  
**BUDGET NUMBER:** A. 001-3151001  
**PERCENTAGE:** A. 100%  
**% OF FULL TIME:** 100%  
**BASE WAGE:** $2093.00  
**PER**:  
**HOUR**:  
**MONTH**:  
**DAY**:  
**7-HOUR DAY**:  
**8-HOUR DAY**:  

### 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>
<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>MILLS</td>
<td>KATRINA</td>
<td>M1609</td>
<td>03/23/05</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>LE CLERK (PROV)</td>
<td>5802</td>
<td>87</td>
<td>$12.47</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

SHERIFF

**BUDGET NUMBER**

A. 13001025001

**POSITION DATE**

03/23/05

**WORKWEEK**

Standard (Sun – Sat)

**GRADE**

502

**STEP (for “step” employees)**

2

**PLACEMENT (for “range” employees)**

FOR HR USE

**TYPE OF ACTION**

NEW HIRE

**TYPE OF SEPARATION**

DISCHARGE (D)

**REASON FOR SEPARATION**

PERFORMANCE (P)

**emple**

**PART-TIME (2)**

LIMITED PART-TIME (3)

**TEMPORARY (4)**

CASUAL (5)

SEASONAL (6)

PROJECT (7)

**WORK STUDY (8)**

VOLUNTEER (9)

**EMPLOYEE TYPE**

FULL-TIME (1)

**EVALUATION**

Eval Date

**COMMENTS** (include work schedule if position is less than full-time): Provisional appointment for a maximum of four months (ending October 1, 2005).

**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>RECEPTIONIST - (PROV)</td>
<td>3872</td>
<td>72</td>
<td>$10.26</td>
</tr>
</tbody>
</table>

**DEPARTMENT NAME**

**BUDGET NUMBER**

A. 1300151001

**POSITION DATE**

06/01/05

**WORKWEEK**

Standard (Sun – Sat)

**GRADE**

382

**STEP (for “step” employees)**

2

**PLACEMENT (for “range” employees)**

**EFFECTIVE DATE**

06/01/05

**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)

LAST NAME: ROSS
FIRST NAME: REBECCA
EMPLOYEE #: R1556
HIRE DATE: 11/18/03

JOBTITLE: RECEPTIONIST
OCCUP. CODE: 3782
UNION: 72
BASE WAGE: $1787

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

DEPARTMENT NAME: SHERIFF

BUDGET NUMBER: A. 1300151001

PERCENTAGE A. 100

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

$ ____________

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):

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

JOB TITLE: LAW ENFORCEMENT CLK
OCCUP. CODE: 5761
UNION: 72
BASE WAGE: $2161

BUDGET NUMBER

PERCENTAGE A. ____________

% OF FULL TIME FTE WAGE (IF < 100%)

$ ____________

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

DEPARTMENT HEAD / ELECTED OFFICIAL

DATE: 06/01/05

BUDGET/PAYROLL

DATE: 06/01/05

HUMAN RESOURCES

DATE: 06/01/05

COMMISSIONER #2

DATE: 06/01/05

COMMISSIONER #3

DATE: 06/01/05

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
Please include in your next regular agenda session and read into the minutes:

**Voucher Approval**

The Kittitas County Board of County Commissioners on **05-31-05** 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 claims warrant #80155286 through 80155296 in the amount of $362.48.

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 5-19-05 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 #81055105 through 81055105 in the amount of $805.04.

Auditing officer's notes: Reissued Warrant

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 5-31-05 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 claims warrant #810155717 through 810155728 in the amount of $177,181.63.

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 __6-19-05__ 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 #810152069 through 810154850 in the amount of $34,472.69.

Auditing officer’s notes:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Commissioner Remarks:

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

Voucher 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 claims warrant # 810165729 through 810165732 in the amount of $ 362.98.

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 06-03-05 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 #810155733 through 810155741 in the amount of $34,500.13.

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 __6-03-05____ 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 #__057456__ through __057501____ in the amount of $__105,148.29______.

Auditing officers notes:

Commissioner Remarks:

G:\account\forms\compyapp
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 6-03-05 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 #057423 through 057455 in the amount of $32,270.96.

Auditing officers notes:

Commissioner Remarks:
<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>05-31-05</td>
<td>Letter from Washington State Parks and Recreation Commission</td>
<td>Faust Road Vacation Comments</td>
<td>Sent copies to BOCC, DPW and Clerk for Public Hearing File</td>
<td>Washington State Parks and Recreation Commission</td>
<td></td>
</tr>
<tr>
<td>05-31-05</td>
<td>Letter from WSU Extension</td>
<td>Linda Kirk Fox was appointed as Dean and director of WSU Extension.</td>
<td>Copy to Each Commissioner</td>
<td>Kittitas County Departments-Cooperative Extension</td>
<td></td>
</tr>
<tr>
<td>05-31-05</td>
<td>Letter from Charter Communications</td>
<td>Changing in Programming</td>
<td>Copy to each Commissioner</td>
<td>Kittitas County Departments-Commissioner</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Postcard From Robert Cousart</td>
<td>Parents Television Council. In Support in the Campaign.</td>
<td></td>
<td>Kittitas County Departments-Commissioners</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Letter from Carel Martin to Amy Mills</td>
<td>Concern over property tax check payment that hasn’t cleared.</td>
<td></td>
<td>Kittitas County Departments- Treasurer</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Newsletter</td>
<td>Kittitas County FSA News Today</td>
<td>Copy to Dave.</td>
<td>Kittitas County Departments-Commissioners</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Letter from WA St. DOT</td>
<td>I-90 Snoqualmie Pass East Public Hearings-June 29th in Ellensburg, June 30th Summit Inn. July 7 Seattle</td>
<td>Copy to the Commissioners</td>
<td>WA. State Department of Transportation</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Letter from Alice Storey to the KCSO</td>
<td>Concerns with Incident that occurred with her</td>
<td>Copy to Each Commissioner</td>
<td>Kittitas County Departments- Sheriff</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Letter from Inland Telephone</td>
<td>Comments on the Non-Exclusive Franchise</td>
<td>Copy to DPW and to the Clerk for the Public Hearing File</td>
<td>Kittitas County Departments- DPW</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Claim for Damages</td>
<td>Shannon Harwood-damage to vehicle while parking in employee parking lot.</td>
<td></td>
<td>Claim for Damages</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Email from Bill Vogler</td>
<td>Gov. Gregoire Appoints CTED Director Creates Global Competitive Council</td>
<td>Forwarded Copy to Each Commissioner</td>
<td>WSAC</td>
<td></td>
</tr>
<tr>
<td>06-02-05</td>
<td>Email from Stacy Stead</td>
<td>Request for county roads to be opened to ORV use based on HB1003.</td>
<td>Forwarded to DPW and Commissioners</td>
<td>Kittitas County Departments-DPW</td>
<td></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>
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</tr>
<tr>
<td>06-02-05</td>
<td>Letter from the City of Kittitas</td>
<td>Issues with the Health Department</td>
<td>Forward Copies to Commissioners</td>
<td>Set up meeting.</td>
<td>City of Kittitas</td>
</tr>
<tr>
<td>06-02-05</td>
<td>Invite from Benton County</td>
<td>June 11th, 2005 10:00 a.m. – 4:00 p.m.</td>
<td></td>
<td></td>
<td>Invite</td>
</tr>
<tr>
<td>06-02-05</td>
<td>Newsletter</td>
<td>FYI- Washington Forest Protection Association</td>
<td>Copy to each Commissioners</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>06-02-05</td>
<td>Email from Andy Dulin</td>
<td>Request for County Roads to Be Opened to ORV Use Based on HB1003</td>
<td>Forwarded to DPW and Commissioners</td>
<td></td>
<td>Kittitas County Departments- DPW</td>
</tr>
<tr>
<td>06-03-05</td>
<td>Email from Les Wigen</td>
<td>Hearing in Clarkston</td>
<td>Forwarded to Commissioners</td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>06-03-05</td>
<td>Email from Bill Vogler</td>
<td>Scholarship to NACo Annual Conference in Hawaii</td>
<td>Forwarded to Commissioners</td>
<td></td>
<td>Kittitas County Departments- Health</td>
</tr>
<tr>
<td>06-03-05</td>
<td>Notification from the State of WA Liquor Control Board</td>
<td>Liquor License Approved for Teanaway Mercantile Inc.</td>
<td></td>
<td></td>
<td>State of WA Liquor Control Board</td>
</tr>
<tr>
<td>06-05-03</td>
<td>Memo from Brian Hovis-WA St. Parks and Recreation Commission</td>
<td>Iron Horse State Park Report</td>
<td>Copy to Al</td>
<td></td>
<td>WA St Parks and Recreation Commission</td>
</tr>
<tr>
<td>06-05-03</td>
<td>Newsletter</td>
<td>About Growth</td>
<td></td>
<td></td>
<td>DCTED</td>
</tr>
</tbody>
</table>