Those present: Alan Crankovich, Perry Huston, David Bowen, Shannon Carlson, and 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>SHANNON</td>
</tr>
<tr>
<td>PAF/Voucher approval</td>
<td>APPROVED AND SIGNED</td>
<td>SHANNON</td>
</tr>
<tr>
<td>Judy's Study Session for Thursday the 18th</td>
<td>STUDY SESSION RE-SCHEDULED FOR AUGUST 25th</td>
<td>SHANNON</td>
</tr>
<tr>
<td>- STAFF NOTIFIED PAPER OF CHANGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WSAC Annual Conference agenda change</td>
<td>DAVID AND AL TO ARRIVE ON TUESDAY EVENING.</td>
<td>DEBBIE</td>
</tr>
<tr>
<td>- STAFF NOTIFIED PAPER OF CHANGE</td>
<td>PERRY TO STAY OVER IN SHELTON.</td>
<td></td>
</tr>
<tr>
<td>Change Hotel Arrival Dates?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vending Machine and Solicitors in County Buildings</td>
<td>BOARD HAD DISCUSSION OF CONCERNS FROM STAFF.</td>
<td>DAVID</td>
</tr>
<tr>
<td>Review Correspondence Log</td>
<td>REVIEWED</td>
<td>SHANNON</td>
</tr>
</tbody>
</table>
2nd Revised DRAFT AGENDA

"WORKING TOGETHER TO BUILD A BETTER FUTURE"

WSAC Annual Conference 2005
Hilton Vancouver Conference Center
Clark County

Tuesday, September 20, 2005

8:30 a.m.             Golf Tournament/Tri Mountain Golf Course
8:30 a.m. - 3:30 p.m. Certified Public Official Training
                     "Communicating with Generations"
                     • Mimi Welch, Transition Dynamics
3:30 p.m. - 5:30 p.m. Board of Directors Meeting
Dinner on your own

Wednesday, September 21, 2005

7:30 a.m.            Breakfast Buffet
8:00 - 8:30 a.m.   Opening Ceremonies
                   • Color Guard and Pledge of Allegiance:
                     Columbia River Detachment of the Marine Corp League
   Welcome:
                   • Betty Sue Morris, President and Clark County Board of County
                     Commission Chair
                   • Royce Pollard, Mayor, City of Vancouver (To be invited)
                   Introduction of officers and guests
8:30 a.m. - 9:30 a.m. Kickoff Plenary Session: “Surviving Challenges through Humor in the
                     Workplace”
                     Dr. Patt Schwab, FUNdamentallySpeaking (Confirmed)
9:45 a.m. - 11:30 a.m. Roundtable Discussion
                   Innovations in Government (tentative - Jan Angel, Kitsap County
                   Commissioner)
11:45 a.m. - 1:15 p.m.  Lunch
  • Bruce Vincent, Provider Pals (confirmed)
    "Introducing Urban America to Agriculture and Natural Resources"
  • Exhibitor Golf Card Process Explanation

1:30 p.m. - 4:00 p.m.  Exhibitor Set-up Time

1:30 p.m. - 2:00 p.m.  WSAC Business Meeting
  • Nominations for WSAC Secretary-Treasurer
  • Introduction of WSAC Legislative Package
    Ron Walter, Co-Chair, LSC and Chelan County Commissioner
    Eric Johnson, Co-Chair, LSC and Lewis County Commissioner
  • WSAC Polls Open for Secretary-Treasurer

2:00 p.m. - 3:30 p.m.  Plenary Session: "No Bill before its Time or How to be Successful as a Legislative Advocate"
  • Enid Layes, Consultant (Confirmed)
  • Sen. Mike Hewitt (invited)
  • Sen. Mark Doumit (invited)

3:30 p.m. - 5:45 p.m.  Legislative Steering Committee

4:30 p.m.  Exhibitor Fair Opens

6:00 p.m. - 10:00 p.m.  • President’s Welcoming Reception – Heavy hors d’oeuvres & No Host Bar (6:00 - 7:00 p.m.)
  • Introduction of Exhibitors (6:00 - 7:00 p.m.)
  • Clerk’s Silent & Live Auction (7:00 p.m. - 10:00 p.m.) No Host Bar

Thursday, September 22, 2005

6:00 a.m.  Washington Association of County Commission Clerk’s (WACCC’s) Sponsored Walk/Run

8:00 a.m. - 9:00 a.m.  Breakfast Buffet

8:00 a.m. - 11:00 a.m.  Exhibitor Fair Open

9:00 a.m. - 10:30 a.m.  Concurrent Interactive Workshops
  1a. Jail Challenges and Solutions
    Jim Thatcher, Out of State and Jail Facilities Administrators, Washington State Department of Corrections
    Bill Weiss, Jail Administrator, Cowlitz County (tentative)
    Michael Piper, Director, Community Services and Corrections, Clark County (tentative)
  1b. Where the Planner Meets the Parent and Teacher - Urban Growth Area Boundaries and Needs for Schools
  1c. What I’ve Learned in My First Six Months as a Commissioner
    Lynda Ring-Erickson, Mason County Commissioner

Updated 8/8/2005 & 11:27 AM
10:30 a.m. - 11:00 a.m.  Break in exhibitor area - prize drawings for attendees

11:00 a.m.  Exhibitor Fair Closes

11:00 a.m. - 12:30 p.m.  Eastern & Western District Meetings  
  • Business Meeting  
  • Election of officers  
  • Roundtable discussion  
  • Implementing the 211 Statewide social services referral number  
    Cathy Wolfe, Thurston County Commissioner

12:30 p.m. - 1:30 p.m.  Lunch  
  • Robin Arnold-Williams, Secretary, DSHS (confirmed)  
  • WSAC Board of Directors Legislators of the Year Awards (tentative)

1:30 p.m. - 2:45 p.m.  Concurrent Interactive Workshops  
  2a.  “Court funding: New Funding, Now What?”  
      Joanne Moore, Director, Office of the Public Defense  
  2b.  “How did Counties Get the Way They Are Today”  
      Hugh Spitzer, Gates, Ellis & Thorgimson  
  2c.  “How to use the Northwest Economic Indicators Program”  
      Ray Faini, President, Washington State University Cooperative Extension Affiliate

2:45 p.m. - 3:00 p.m.  Break

3:00 p.m. - 4:15 p.m.  Concurrent Interactive Workshops  
  3a.  Legal Ethics  
      Tom Fitzpatrick, Snohomish County Executive’s Office  
  3b.  Building Safer Roads: Roadway Accident Statistics/Liabilities/Legal Issues  
      Dale Rancour, County Engineers Affiliate  
      Tom Ballard, former Pierce County Engineer

4:30 p.m.  WSAC polls close

5:30 p.m.  Reception and Dinner Event at Pearson Air Museum  
  “The Big Band Era” (Music by Swing D.C.)

**Friday, September 23, 2005**

8:00 a.m.  Breakfast (plated)  
  Breakout Urban Caucus and Rural Issues Subcommittee for breakfast

9:00 a.m. - 10:30 a.m.  Business meeting chaired by outgoing WSAC president and incoming president  
  • Selection of WSAC Secretary-Treasurer  
  • Adoption of WSAC Legislative Package  
  • Comments: Outgoing and incoming WSAC President
• Year in Review: WSAC Executive Director
• Resolutions
• Affiliate Reports: WSEMA, Planning Directors, Engineers, ACHS, WSALPHO, WSU Coop Ext., Clerks, Administrative Officers
• Bill Hansell, NACo President
  Initiatives for His Presidency: The Fight Against Methamphetamine and the Need for Court-Appointed Special Advocates for Children
• Courthouse Restoration Grant Program
  Greg Griffith, Department of Archaeology & Historical Preservation

10:45 a.m. - 11:00 a.m.  Break

11:15 a.m. - 12:30 p.m.  Concurrent Interactive Workshops –
3A.  HB 2163: County Requirements for Reducing Homelessness by 50% in 10 Years (Jean Wessman to organize)
  Stephen Buxbaum, Assistant Director, Housing Division, Department of Community, Trade & Economic Development
  Tedd Kelleher, CTED or John Epler, Finding Community Solutions
  Two local plans – medium and smaller-sized counties
3B.  Implementing Priorities of Government at the Local Level: The Thurston County Experience (Ray F., WSU Coop Ext.)
3C.  Northwest Area Foundation – rural economic development – reducing poverty in rural Washington (Jean Wessman)
  Chris Endresen, Commissioner, Kitsap County
  David Harrison, Senior Lecturer, University of Washington Daniel J. Evans School of Public Affairs

12:30 p.m.  Bonus Prize Drawing for those present (registration area)
12:45 p.m.  Adjournment

Written Updates:
• DSHS General Terms & Conditions (Jean Wessman)
• TPEAC update (Maureen Morris)
AFFILIATE SCHEDULE

Monday, September 19, 2005
8:30 a.m. - 12:00 p.m.  Washington State Association of Local Public Health Officials (WSALPHO) Board Meeting
12:00 p.m. - 5:00 p.m.  Public Health Improvement Plan (PHIP) Steering Committee Meeting

Tuesday, September 20, 2005
8:30 a.m. - 5:00 p.m.  WSALPHO General Meeting
4:00 p.m. - 5:00 p.m.  Washington Association of County Commission Clerks (WACCC's) Executive Committee Meeting
4:30 p.m. - 6:30 p.m.  Washington State Association of County Engineers (WSACE) Board Meeting

Wednesday, September 21, 2005
8:00 a.m. - 5:00 p.m.  Public Health Nursing Directors (PHND's) Meeting
8:30 a.m. - 5:00 p.m.  WACCC's Business Meeting
8:30 a.m. - 5:30 p.m.  Washington State University Cooperative Extension (WSU) General Meeting
9:00 a.m. - 12:00 p.m.  WSACE Business Meeting - Part 1
9:00 a.m. - 4:00 p.m.  Association of County Human Services (ACHS) Chemical Dependency Section Meeting
1:30 p.m. - 4:30 p.m.  WSACE Technical Sessions
6:00 p.m. - 8:00 p.m.  PHND's Forum Dinner Meeting

Thursday, September 22, 2005
8:00 a.m. - 2:00 p.m.  PHND's and Association of Oregon Public Health Nursing Directors (AOPHND's)
8:30 a.m. - 5:00 p.m.  WACCC's Business Meeting
9:00 a.m. - 12:00 p.m.  Washington Counties Administrators (WCAA) Work Session
9:00 a.m. - 10:30 a.m.  WSACE Business Meeting - Part 2

9:00 a.m. - 4:00 p.m.  ACHS Developmental Disabilities Section Meeting
11:30  Discussion with DSHS:
   Robin Arnold-Williams, Secretary, DSHS
   Blake Chard, Deputy Secretary, DSHS

10:45 a.m. - 5:00 p.m.  WSACE Technical Session

2:00 p.m. - 5:00 p.m.  PHND's Meeting

**Friday, September 23, 2005**

9:00 a.m. - 10:00 a.m.  WACCC’s Executive Committee Meeting

9:00 a.m. - 12:00 p.m.  Municipal Research & Services Center (MRSC) Board Meeting

9:00 a.m. - 4:00 p.m.  ACHS Mental Health Section Meeting

**List of Upcoming Events:**

ACHS meeting in Ellensburg, November 16 – 18, 2005; WSAC District meetings in Spring 2006; WSAC Annual Conference Fall 2006, Road & Street Maintenance Supervisors Conference (Eastside Spokane October 4 - 6, 2005 & Westside in SeaTac December 6 - 8, 2005; WSALPHO meetings, November 30, 2005 in SeaTac & June 1, 2006 in Spokane.
<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>08-08-05</td>
<td>Notice from the State of WA Utilities and Transportation Commission</td>
<td>Notice of Opportunity to File Written Comments Rulemaking to Consider Possible Correction and Changes to Selected Rules in Chap. 480-93 WAC, Gas Companies-Safety</td>
<td></td>
<td></td>
<td>Kittitas County Departments- Commissioners</td>
</tr>
<tr>
<td>08-08-05</td>
<td>Letter from the Washington Finance Officers Association</td>
<td>Recognition of Judy Pless for earning the Professional Finance Officer Award</td>
<td>Placed on Agenda for Acknowledgment and Copy to J. Pettit</td>
<td></td>
<td>Kittitas County Departments- Auditors</td>
</tr>
<tr>
<td>08-08-05</td>
<td>Newsletter</td>
<td>Puget Sounds Regional Council At Work</td>
<td></td>
<td></td>
<td>Puget Sound Regional Council</td>
</tr>
<tr>
<td>08-08-05</td>
<td>Public Notice</td>
<td>WA State Department of Ecology Water Quality Funding Programs Workshops</td>
<td></td>
<td>Placed on Calendar</td>
<td>Department of Ecology</td>
</tr>
<tr>
<td>08-08-05</td>
<td>Memo from CRAB</td>
<td>Proposed Changes to the WAC 136-11 for Maintenance Management</td>
<td></td>
<td>Copy to Al</td>
<td>CRAB</td>
</tr>
<tr>
<td>08-08-05</td>
<td>Memo from CDS-Graham Simon Planner II</td>
<td>Application for an 14-lot Cluster Plat Nelson Development Group located east of Salmon La Sac Road South of Morgan Creek</td>
<td></td>
<td>Copy to Al</td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-09-05</td>
<td>Memo from CDS-Joanna Valencia</td>
<td>Notice of Application Forest Practices Application Conversion for LT Ventures</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-09-05</td>
<td>Memo from CDS-Joanna Valencia</td>
<td>Application for CUP JH Properties one year extension for ECP Temp. Batch Plant</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-09-05</td>
<td>Memo from CDS-Graham Simon</td>
<td>Notice of Application Crowe Rezone Ag-20 to Ag-3</td>
<td></td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-10-05</td>
<td>Notice from US Department of Ag-Forest Service</td>
<td>Cle Elum Ranger Dist. Staff analyzing commercial thinning project in Yakima River Drainage in Cle Elum</td>
<td></td>
<td>Copy to Al</td>
<td>US Department of Ag-Forest Service</td>
</tr>
<tr>
<td>08-11-05</td>
<td>Memo from Graham Simon</td>
<td>HMIC Rezone Application Error</td>
<td></td>
<td></td>
<td>Kittitas County</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>08-11-05</td>
<td>Letter to Joanna Valencia from Judy Tokarsyck</td>
<td>in parcel number</td>
<td></td>
<td>Copy to Al</td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-11-05</td>
<td>Claim for Damages</td>
<td>James Gillis-Co. Employee Hit his dog. Asking for $603.01</td>
<td></td>
<td></td>
<td>Claim for Damages</td>
</tr>
<tr>
<td>08-11-05</td>
<td>Email from Clint Perry</td>
<td>Clarification of County Road vs. Private Road</td>
<td>Copy to Clerk, Commissioners, Joy Potter, and CDS</td>
<td></td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-11-05</td>
<td>Letter from State Auditors</td>
<td>Exit Conference Wednesday August 17, 2005 at 9:30 a.m.</td>
<td>Copy to Each Commissioner</td>
<td></td>
<td>State Auditors Office</td>
</tr>
<tr>
<td>08-11-05</td>
<td>Letter from Ken Ratliff</td>
<td>Letter to the State Board of Registration</td>
<td>Copy to Each Commissioner and Darryl Piercy</td>
<td>Copy to Clerk for Public Hearing Folder</td>
<td>Kittitas County Departments- CDS</td>
</tr>
<tr>
<td>08-12-05</td>
<td>Memo from the US Dept. of Ag-Forest Service</td>
<td>Forest Service has Extended the date from August 15th to September 29th for Public to Review and submit suggestions for changing roadless area boundaries.</td>
<td></td>
<td></td>
<td>US Dept. of Ag-Forest Service</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 __8-09-05_______ 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 #_M00087_ through_M00087_____ in the amount of $ 682.98 _________.

Auditing officers notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________.

Commissioner Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________.

G:\account\forms\compyapp
## 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>Adams</td>
<td>Joel</td>
<td>A1673</td>
<td>11/18/04</td>
<td></td>
</tr>
</tbody>
</table>

### JOB TITLE

| Intern |

### BUDGET NUMBER

| A. |

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

School intern project ended

## SECTION 3: TYPE OF ACTION

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

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

### JOB TITLE

| Intern |

### BUDGET NUMBER

| A. |

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

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

DEPARTMENT HEAD / ELECTED OFFICIAL: [Signature]

DATE: [01-01-05]

BUDGET/PAYROLL: [Signature]

DATE: [03-31-05]
**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>Roylene</td>
<td></td>
<td>C1763</td>
<td>6/21/05</td>
<td></td>
</tr>
</tbody>
</table>

**JOB TITLE**
Board of Directors

**DEPARTMENT NAME**
109 Fair

**BUDGET NUMBER**
A. 109251003

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

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>109 Fair</td>
<td></td>
<td>2803</td>
<td>85</td>
<td>$715.00</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>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td></td>
<td>RE-HIRE</td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
</tbody>
</table>

**COMMENTS**
Bylaws of the Kittitas County Fair Board were approved 6/21/05. They are to receive as compensation $715.00 annually, payable during the fourth quarter of each year. Additionally, for the year 2005 only, a sum of $300.00 shall be paid to each Fair Board member (for 2004 compensation not paid as a result of contract approved late).

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

<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>FOR HR USE</th>
<th>OCCUP. CODE</th>
<th>UNION</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></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>
</tr>
</thead>
<tbody>
<tr>
<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 NID NS NAA NS) Initial ______
KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)

SECTION 1: EMPLOYEE (COMPLETE IN FULL)

LAST NAME: SODERSTROM
FIRST NAME: LISA
EMPLOYEE #: S0059
HIRE DATE: 08/17/83

SECTION 2: CURRENT STATUS (COMPLETE IN FULL)

JOB TITLE: LEGAL PROCESS COORDIN
OCCUP. CODE: 3239
UNION: 20
BASE WAGE: $2274

DEPARTMENT NAME: FOR HR USE:
- Pers 1
- Pers 2
- Pers 3
- Leoff 1
- Leoff 2
- Ineligible
- 90-Day Period
- Non-Exempt
- Exempt
- Other

OTHER COMP. (describe in "comments"): % OF FULL TIME: $2274

BUDGET NUMBER:
A. PER HOUR
B. MONTH

POSITION DATE: 08/01/94
WORKWEEK:
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) exception

GRADE: 331
STEP (for "step" employees): 9
PLACEMENT (for "range" employees): FOR HR USE:

SECTION 3: TYPE OF ACTION

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

EMPLOYEE ACTION:
- NEW HIRE
- RE-HIRE
- DISCHARGE (D)
- RESIGNATION (Q)
- PERFORMANCE (P)
- ATTENDANCE (A)
- RETIRED (R)
- FAIL PROBATION (F)
- CONDUCT (C)
- OTHER EMPLOYMENT (E)
- PERSONAL (L)
- OTHER (O)

TYPE OF SEPARATION:
- POSITION CHANGE (Describe Below)
- BUDGET CHANGE (Describe Below)
- LEAVE (List Type Below)
- TERMINATION (Provide Separation Info)
- OTHER (Describe Below)

REASON FOR SEPARATION:

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

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

JOB TITLE: LEGAL PROCESS COORDIN
OCCUP. CODE: 3239
UNION: 20
BASE WAGE: $2331

DEPARTMENT NAME:
FOR HR USE:
- Pers 1
- Pers 2
- Pers 3
- Leoff 1
- Leoff 2
- Ineligible
- 90-Day Period
- Non-Exempt
- Exempt
- Other

OTHER COMP. (describe in "comments"): % OF FULL TIME: $2331

BUDGET NUMBER:
A. PER HOUR
B. MONTH

POSITION DATE: 08/01/94
WORKWEEK:
- Standard (Sun - Sat)
- Alternate (Fri Noon - Fri Noon)
- 207(k) exception

GRADE: 331
STEP (for "step" employees): 9
PLACEMENT (for "range" employees): FOR HR USE:

EFFECTIVE DATE: 08/01/05

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

DEPARTMENT HEAD / ELECTED OFFICIAL:
DATE: 8/1/05
BUDGET/PAYROLL:
DATE:

HUMAN RESOURCES:
DATE:

COMMISSIONER #1:
DATE: 8/15/05

COMMISSIONER #2:
DATE: 8/15/05

COMMISSIONER #3:
DATE: 8/15/05

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/06/04
FOR HR USE: Eval Date 10/
Eval Rating (IE - ID - S - AA) (1)
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>Adams</td>
<td>Joel</td>
<td>A1673</td>
<td>11/18/04</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>Intern</td>
<td></td>
<td>920</td>
<td>$00</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A.  

**PERCENTAGE**

A.

**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>NEW HIRE</td>
<td>DISCHARGE (D)</td>
<td>PERFORMANCE (P)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RESIGNATION (Q)</td>
<td>ATTENDANCE (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RETIRED (R)</td>
<td>CONDUCT (C)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAID OFF (L)</td>
<td>OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FAIL PROBATION (P)</td>
<td>PERSONAL (L)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHER (O)</td>
<td>OTHER (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ELIGIBLE FOR REHIRE</td>
<td>INELIGIBLE FOR REHIRE</td>
</tr>
</tbody>
</table>

**COMMENTS** (Include work schedule if position is less than full-time): School intern project ended

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

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>OCCUP. CODE</th>
<th>BASE WAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$00</td>
</tr>
</tbody>
</table>

**BUDGET NUMBER**

A.  

**PERCENTAGE**

A.

**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></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>
<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 ____