

**COMMISSIONERS' MINUTES
KITITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
SPECIAL MEETING**

TUESDAY

9:00 A.M.

MAY 31, 2011

Board members present: Chairman Paul Jewell; Commissioner Obie O'Brien. Excused- Vice-Chairman Alan Crankovich.

Others: Mandy Robinson, Deputy Clerk of the Board; Catherine Dunn, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board.

REGULAR MEETING OFFICE STAFF MEETING COMMISSIONERS

At 9:00 a.m. Chairman Jewell opened the Office Administration meeting.

CALENDAR WEEK AT A GLANCE COMMISSIONERS

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS REVIEW OF PAF'S & VOUCHERS COMMISSIONERS

The Board of County Commissioners approved and signed County Employee Personnel Action forms and vouchers.

CORRESPONDENCE LOG REVIEW OF CORRESPONDENCE LOG COMMISSIONERS

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending May 27, 2011.

UPDATE BOCC/ DEPARTMENT HEAD REPORTS COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. This was determined at a Special Meeting with the Board of County Commissioners held on June 18, 2009. Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings. *On January 3, 2011 the Board determined it would be beneficial to alternate Commissioners that will oversee the different Department Head's on an annual basis.*


OTHER BUSINESS- NONE

Meeting adjourned at 9:30 a.m.

APPROVED
6/17/2011

KITITITAS COUNTY COMMISSIONERS

DEPUTY CLERK OF THE BOARD



Mandy Robinson

KITITAS COUNTY, WASHINGTON



Paul Jewell, Chairman