MONDAY
9:00 A.M.
JULY 25, 2011

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

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

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

CALENDAR
WEEK AT A GLANCE

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS
REVIEW OF PAF’S & VOUCHERS

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

CORRESPONDENCE LOG
REVIEW OF CORRESPONDENCE LOG

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending July 22, 2011.

UPDATE
BOCC/ DEPARTMENT HEAD REPORTS

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-

Commissioner O’Brien presented a draft memo for the Boards consideration. He questioned the Board to see if they had anything to add or take away from the memo as well as what their thoughts were regarding what level of staff should receive the e-mail notice.

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The Board supported the e-mail and felt that the most appropriate way to distribute the e-mail would be to send it to Management Team and allow them to discuss it with their staff.

Julie Kjorsvik, Clerk of the Board advised the Board of potential impacts to levels of service starting Monday August 1, 2011. She explained that once the office is down the second Deputy Clerk of the Board position there will possibly be times of office closures due to staff taking leave of any kind. She explained that staff will be placing a sign on the door explaining to citizens and other County staff of why the office is closed. She questioned if the BoCC would like her to send out some type of notification so people are prepared for possible inconveniences. Commissioner Jewell felt that there shouldn’t be too many instances that the office should have to be closed but if and when that happens we could possibly see about HR sitting at the front desk taking phone calls and assisting citizens that come into the office. He indicated that if it becomes too much of a problem than other options will need to be looked at.

Commissioner Crankovich reminded the Board that a letter needed to be sent to the City of Cle Elum for the use of the County Upper District Court facility, reminding them of the obligation for rent subsidy in the amount of approximately $160,320.00. He indicated that beginning August 1, 2011 they will be paying the full rate for the square footage ($1.00 per sq. ft.) until December 2011, along with the prorated utilities for the portion of the building they are using. Commissioner Crankovich moved to approve Chair signature on a letter notifying the City of Cle Elum of their financial obligations due to the County for the use of space they are leasing from the County at the County’s Upper District Court facility.

Commissioner Crankovich reminded the Board that the County still needs to formally comment on the Wenatchee/Okanogan Forest Plan. He stated that he believes the deadline is August 11, 2011. Commissioner Crankovich was asked to provide the first draft for the Board to consider and review.

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD
Mandy Robinson

KITITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON
Paul Jewell, Chairman

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