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

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

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

The Board of County Commissioners reviewed their weekly calendar.

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

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending August 26, 2011.

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.

Commissioner O’Brien stated that he had been approached by Deanna Panattoni, Treasurer. He explained that she was expressing concerns about how their office was notified of the evacuation of her wing in
the Courthouse due to the Jail Project. He reminded her that it was being done as a safety precaution for the whole wing since there will be heavy equipment being lifted overhead. Ms. Johnson indicated that she gave the affected portion of Courthouse and Jail a weeks’ notice and since the last evacuation was handled in the same manner she was not aware that she needed to do anything different. The Board agreed that it is still most appropriate for Ms. Johnson to notify affected departments, however they would like her to do a press release noting that there will be lunch time closures. She was also directed to place some signs around the building.

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD  
Mandy Robinson  

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON  

Paul Jewell, Chairman