

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
COMMISSIONER'S CONFERENCE ROOM
SPECIAL MEETING**

TUESDAY

10:00 A.M.

NOVEMBER 29, 2011

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

Others: Mandy Robinson, Deputy Clerk of the Board; Lisa Young, Human Resource Director; Marsha Weyand, Assessor; and two members of the public.

SPECIAL MEETING

BUDGET/STAFFING DISCUSSION

COMMISSIONERS

At 10:00 a.m. Chairman Jewell opened a Special Meeting to discuss budget concerns and staffing with the County Assessor. He explained that there will be a series of similar meetings taking place over the next few weeks with different departments. He stated that the Board supports her filling the vacancies of the two Appraisers she recently posted for, however he would like to discuss the potential possibility of cutting a position on the administrative part of her office. Marsha Weyand, Assessor discussed job expectations for the Appraisers and the additional work that the Appraisers will be taking on once the County adopts a Public Benefit Rating System (PBR) and/or an audit process. She stated that it was her understanding her most senior staff member will be retiring by the end of 2012. She explained that she has been considering not filling the position and currently the administrative part of the office is working hard on misc. projects hoping to have them cleaned up before her senior staff member retires with the hope that the staff she has left can absorb the "retiree's" duties. She presented a draft of the recent audit performed by the Department of Revenue (DOR). She indicated that the County did well however, they were strongly encouraging an annual audit process be implemented. There was discussion on how the audit process would be conducted. Commissioner Jewell questioned whether or not the County would contract out for that work or if it would be done internally with County staff. He questioned if the County could implement a fee attached to the audit process. There was discussion on ways to handle the implementation of the PBR or an annual audit as well as a timeline for it to become active.

Commissioner Jewell stated that he felt alright knowing that as of 1/1/2013 the Assessor will lose a position. He encouraged Marsha to have an internal discussion with staff to see if anyone potentially would step up and sacrifice their position earlier than planned, knowing that it would be saving another staff members position. He cautioned her with regards to using tact when approaching her staff

about potentially losing their position. He directed her to have staff prepare to begin work on the PBR and audit process beginning January 1, 2012. There was discussion on whether or not any recent discussion had taken place with the City of Ellensburg about infusing departments such as Public Works and Information Services. Commissioner O'Brien stated he would take the lead on the possibility of County and City infusing like departments and what cost saving there may be if it's possible.

Staff was directed to schedule a series of meetings over the next few weeks with the County Prosecutor, County Auditor and Lower District Court.

The meeting was adjourned at 10:55 a.m.

DEPUTY CLERK OF THE BOARD



Mandy Robinson

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Paul Jewell, Chairman