

**COMMISSIONERS' MINUTES
KITITAS COUNTY, WASHINGTON
COMMISSIONERS CONFERENCE ROOM
REGULAR MEETING**

MONDAY

9:00 A.M.

DECEMBER 5, 2011

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

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

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 December 2, 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.

LETTER

ELECTED CANDIDATES

COMMISSIONERS

Commissioner Jewell read a draft letter to recently elected candidates in the County. He stated that it was for Board signature and was a result of a request from a previous Office Administration Meeting held on November 28, 2011.

APPROVED
12/20/11

Commissioner O'Brien moved to authorize Board signature on letters to recently elected candidates throughout Kittitas County. Commissioner Crankovich seconded. Motion carried 3-0.

OTHER BUSINESS-

Commissioner O'Brien gave an update to the Board on his follow up with Tony Nicholas (citizen) that took place last week.


Meeting adjourned at 9:35 a.m.

DEPUTY CLERK OF THE BOARD



Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Paul Jewell, Chairman