

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS AUDITORIUM  
SPECIAL MEETING**

**MONDAY**

**11:00 A.M.**

**MARCH 26, 2012**

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

Others: Mandy Robinson, Deputy Clerk of the Board; Jerry Pettit, Auditor; Lisa Young, HR Director; Maria Canfield, Public Health Administrator;

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**SPECIAL MEETING**

**DD COORDINATOR**

**COMMISSIONERS**

At 11:00 a.m. Chairman Crankovich opened a Special Meeting to discuss with staff the DD Coordinator position & functions.

Commissioner Jewell explained that there has been some different discussions going on regarding what the expectations and functions of the DD Coordinator. He wanted to get everyone in the same room so that there is one clear message being heard or to determine if there was additional duties to be considered and possibly added to the current job description. He explained that there has been separate discussions taking place that are indicating there is a desire to possibly add duties that the Auditor's office has been doing for ADDS. He stated that if the desire is to add ADDS duties they need to clarify what exactly and then get the currently posted job description updated. Judy Pless, Budget and Finance Manager stated that the proposal was stemming from discussions she had with Karen Hamel, Public Health Accountant.

There was discussion on where the ADDS duties & needs are best fit and who is currently covering them for ADDS now.

Maria Canfield, Public Health Administrator felt the duties and concerns discussed could be handled by her. She explained that her former background and work experience would equip her with the abilities to handle the tasks for ADDS and taking that off of the Auditor's Office, as well as it would keep the DD Coordinator position separate. There was discussion on how billing to ADDS currently takes place and what types of tracking programs could be created for in-house use to track the work done for ADDS etc.

There was discussion on who monitors contracts and discussion on how contracts are by-passing the Auditor's office & HR.

Lisa Young, HR Director indicated that she would work on drafting an e-mail for the Board to review to outline contract review policy.

Meeting adjourned at 11:30 a.m.

DEPUTY CLERK OF THE BOARD

  
Mandy Robinson

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Alan Crankovich, Chairman