

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

MONDAY

9:00 A.M.

OCTOBER 22, 2012

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

Others: Mandy Robinson, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board; Lisa Young, HR Director.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Crankovich 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 October 19, 2012.

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.

HOLIDAY SCHEDULE

DECEMBER 2012

COMMISSIONERS

Staff requested direction from the Board on whether they wanted to offer this year a full-day closure on Christmas Eve (using the employee vacation) instead of the ½ day that is currently scheduled, noting it would be at the Department's discretion. Lisa Young, HR

APPROVED
11/6/2012

Director stated that in years past this has been done and that HR compiles a list of offices/departments that will be closed and send's a notice to the Daily Record. She indicated that HR typically does a sign for departments and offices to post in their office to make the public aware of potential impacts in advance. The Board authorized department's full day closure at the Department Heads discretion for 12/24/12, noting that employees would need to use a ½ day of vacation or comp-time.

Staff requested additional direction on how the Board wanted to handle New Year's Eve. The Board stated that there would be no closure unless an employee requested to through their Supervisor but the County was to remain open on 12/31/2012.

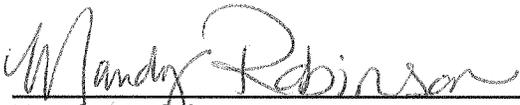
Staff brought to the attention of the Board of County Commissioners that January 1, 2013 is the first Tuesday of the month and would be an Agenda day, however that is a Holiday and the County is closed. They requested direction on how the Board wanted to handle the Agenda session for the 1/1/2013. The Board directed staff to change the Agenda to take place on 1/2/2013 and noted they will still hold the regular Agenda study session on 12/31/2012.

OTHER BUSINESS

Chairman Crankovich questioned the Board on who would want to take over his spot for the County at the Washington Counties Insurance Fund (WCIF) so that he could let them know at his next meeting who would be stepping forward for Kittitas County. Commissioner O'Brien stated that he would take the role.

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Alan Crankovich, Chairman