

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

MONDAY

9:00 A.M.

JANUARY 14, 2013

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

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

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman O'Brien 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 January 11, 2013. (Staff was directed to draft a letter to the Roslyn Theater in response to their letter submitted January 8, 2013).

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.

REVIEW

DEPARTMENT HEAD ASSIGNMENTS

COMMISSIONERS

The Board reviewed the current department's they are overseeing and then made proposals for the 2013 Department Head assignments.

APPROVED
1/23/2013

Chairman O'Brien will oversee Fire Marshal, Human Resources & WSU Extension. Commissioner Berndt will oversee Solid Waste, Public Works & Fair/Maintenance. Vice-Chairman Jewell will oversee Public Health, CDS & IT.

REVIEW

COMMISSIONER COMMITTEE' S

COMMISSIONERS

Staff provided copies of the current committees that the Commissioners serve on. The Board reviewed them and made changes for 2013, some of which follow Chairmanship or that are no longer something Kittitas County participates in.

Meeting adjourned at 10:25 a.m.

DEPUTY CLERK OF THE BOARD



Mandy Robinson

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Chairman Obie O'Brien