MONDAY 9:00 A.M.  MARCH 11, 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; Lisa Young, HR Director; Greg Zempel; Matt Anderson, Facilities Maintenance Director.

SPECIAL MEETING

At 9:00 a.m. Chairman O’Brien opened the Office Administration meeting.

CALENDAR

The Board of County Commissioners reviewed their weekly calendar.

PAF/VOUCHERS

The Board of County Commissioners approved and signed County Employee Personnel Action forms and vouchers.

CORRESPONDENCE LOG

The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending March 8, 2013.

EXECUTIVE SESSION

At 9:15 a.m. Commissioner O’Brien announced the Board would recess into an Executive Session for 15 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action was anticipated.

At 9:30 a.m. the Board reconvened out of Executive Session. No action was taken.

03/11/2013 MINUTES 1

APPROVED 3/19/2013
At 9:30 a.m. Chairman O’Brien announced the Board would recess into Executive Session for 10 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140 (4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action was anticipated.

At 9:40 a.m. the Board reconvened out of Executive Session. Commissioner Jewell moved to direct staff to prepare a letter of disciplinary action to be placed in the employee’s personnel file. He stated that it would reference that the current suspension without pay would be converted into the 10-days of leave without pay. He stated that the letter would remain in the employees file throughout their employment at the County and then be retained for the six year retention after they leave employment with Kittitas County. He stated that if any additional instances, similar in nature occur there would be an immediate termination. Commissioner Berndt seconded. Motion carried 3-0.

LETTER WDFW-MIKE LIVINGSTON COMMISSIONERS
Commissioner Jewell moved authorize Board signature on a letter to Mike Livingston, Regional Director, Washington Department of Fish & Wildlife, thanking him for the presentation done at the Public Works Study Session on 2/25/2013 at 1:30 p.m. as well as addressing the Boards concerns and opposition regarding the implementation of seasonal winter closure in the Whiskey Dick/ Skookumchuck/ Quilomene Range area. Commissioner Berndt seconded. Motion carried 3-0.

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.

OTHER BUSINESS- N/A
Meeting adjourned at 10:00 a.m.