

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

**MONDAY**

**9:00 A.M.**

**MAY 06, 2013**

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

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

<b>REGULAR MEETING</b>	<b>OFFICE STAFF MEETING</b>	<b>COMMISSIONERS</b>
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At 9:00 a.m. Chairman O'Brien opened the Office Administration meeting.

<b>CALENDAR</b>	<b>WEEK AT A GLANCE</b>	<b>COMMISSIONERS</b>
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The Board of County Commissioners reviewed their weekly calendar.

<b>PAF/VOUCHERS</b>	<b>REVIEW OF PAF'S &amp; VOUCHERS</b>	<b>COMMISSIONERS</b>
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The Board of County Commissioners approved and signed County Employee Personnel Action forms and vouchers.

<b>CORRESPONDENCE LOG</b>	<b>REVIEW OF CORRESPONDENCE LOG</b>	<b>COMMISSIONERS</b>
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The Board of County Commissioners reviewed the weekly Correspondence Log, a listing of all incoming mail and correspondence for the week ending May 3, 2013.

<b>UPDATE</b>	<b>BOCC/ DEPARTMENT HEAD REPORTS</b>	<b>COMMISSIONERS</b>
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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 - NONE**

**APPROVED**  
5/21/2013

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD

  
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Mandy Robinson

KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
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Chairman Obie O'Brien