

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

MONDAY

9:00 A.M.

AUGUST 26, 2013

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

Others: Mandy Buchholz, Deputy Clerk of the Board; Kristen Demory, Records Clerk.

SPECIAL MEETING OFFICE STAFF MEETING COMMISSIONERS

At 9:00 a.m. Chairman Obie 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 August 23, 2013.

DISCUSSION BoCC ESCAPE TIRES REPLACEMENT COMMISSIONERS

Mandy Buchholz, Deputy Clerk of the Board explained that after the BoCC Ford Escape was serviced at Kelleher Motors we received notice that the tires required attention. Chairman O'Brien indicated that he would take the Escape to Les Schwab and Ellensburg Tire to get second opinions and report back on how to proceed.

DISCUSSION RECORDS MGMT HOURS COMMISSIONERS

Kristen Demory, Records Clerk explained that she has had inquiries from Public Works, Sheriff, Fair and the Treasurer's Office about whether or not her hours could be extended to allow more time for her to work with their departments. She explained that she is currently working with Treasurer but there are some limitations on how much she can do until one of their staff members is able to be more physically involved. She stated that IT had her do a project

and that the Fair is extremely busy with putting on the Fair right now and doesn't have the time to meet, but they would like to have her come if her hours could be extended. She stated that Public Works has a lot for her to do and the delay was due to her waiting for Jan Ollivier, Transportation Manager to return from vacation. She stated that some of the holdup was also due to Union issues being worked out to allow her to do non-union work in departments and or offices with union staff.

The Board approved a 60 day extension on Ms. Demory's Records Management additional hours and directed staff to prepare a PAF.

UPDATE GENERAL UPDATES/ 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 reviews discussions held with their respective departments and exchanges 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, overtime the Board has found it beneficial to report on the various committees they participate on.

OTHER BUSINESS-N/A

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Chairman Obie O'Brien