

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

**TUESDAY**

**10:00 AM**

**AUGUST 27, 2013**

Board members present: Obie O'Brien, Paul Jewell, Gary Berndt

**Others: Lisa Young, Kirk Holmes, Clay Myers**

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**REGULAR MEETING**

**COMMISSIONERS**

Called to Order at 10:02 AM

**Staffing Discussion:**

**PUBLIC WORKS:** Public Works Director Holmes requested the ability to fill their Equipment Operator vacancy. The Board approved the request, 3:0.

**SHERIFF:** Undersheriff Myers requested the ability to hire a 4<sup>th</sup> Security Officer who would primarily be stationed at the Upper District Court, but also augment Courthouse security when necessary. They had planned to request the position for 2014; however, a recent issue spurred them to make the request now. The Undersheriff said they already received support from the Three-Tenths Committee. They anticipate a slight increase in fuel cost unless the new employee is from the Upper County; the Board suggested that they make the UDC the site of employment/assignment to reduce cost. The Board asked if the funding had been confirmed by Budget & Finance Manager Pless, and he said it had. The Board approved the request, 3:0.

**Risk Management Audit:**

HR Director Young provided some background information regarding the Risk Management Audit, highlighting the areas of recommended improvement. These included adoption of a Risk Management policy, a Claims Management policy, a Vehicle Maintenance policy, and an update to our Vehicle Use policy to address driver abstracts and use of personal vehicles for business purposes. She explained that the County has not had a formal risk management program in the past, which is the reason we have not had a policy in place. Now that it is beginning to develop and grow, she will draft policy language to bring back to the

**APPROVED**  
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Board. She recently found out that a committee had been formed to create a Claims Management policy. The Board asked who created the committee, as they were not aware of it. Director Young said she did not know, nor could she remember who all the members were, but she knew that the Auditor's office was involved. She stated that DPA Michael Nigrey was working with the committee to draft policy language and he thought they would have something to review in the near future. She was not asked to participate on the committee but would like a chance to review the policy as Risk Manager. Auditor Pettit happened to walk by at that moment so the Board called him in to ask if he was aware of who started the committee. He stated he thought it just came together as a result of contract discussions that had been occurring, but he would speak with Budget & Finance Manager Pless.

**HR Closure - September 12:**

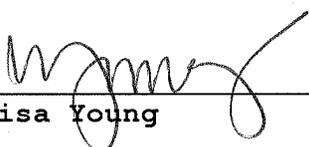
HR Director Young stated she would like to close the office on September 12 so that she and her staff could attend a Risk Management workshop. She was able to obtain scholarships to cover the cost of registration for HR and for DPA Nigrey. The Board approved the closure.

**Other:**

Commissioner O'Brien and HR Director Young provided a brief overview of the upcoming benefit changes. Director Young stated she would be attending the WCIF IAC meeting to learn more details and would report back to the Board.

Meeting adjourned at 10:50 AM

KITTITAS COUNTY  
COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
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Lisa Young

  
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Obie O'Brien, Chairman