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

Others: Mandy Buchholz, Deputy Clerk of the Board; Julie Kjorsvik, Clerk of the Board; Lisa Young, HR Director.

REGULAR MEETING

At 9:00 a.m. Chairman Jewell 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 February 14, 2014.

UPDATE BOCC-DEPARTMENT HEAD REPORTS/GENERAL UPDATES

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. They determined at the end of 2013 they would review the various committees they participate in and provide beneficial updates to the Board.

REQUEST BARBRA BENSON/ALL CO. TRAINING RECORDS MANAGEMENT

Julie Kjorsvik, Clerk of the Board requested the Board consider...
authorizing an all-County training on records management "protecting your organization". She stated that she was first introduced to Ms. Benson (trainer) during the PD II training she attended last spring and felt she would have a great deal of information the County as a whole could benefit from. She stated that she has spoken with HR and the County Records Management Committee and they were supportive of the request. She stated that when she contacted Ms. Benson she stated there would be no charge for the training, but only for mileage and meals. She also indicated that she may bring her boss along if they end up doing a 2 day training and that would require lodging be paid for. The Board approved the request as presented. Lisa Young, HR Director stated that they were looking at setting up multiple basic sessions and then a few focus group sessions for the staff that is more involved with records management. Julie Kjorsvik, Clerk of the Board requested that the Board make the training mandatory for Department Heads and strongly encouraged for Elected Officials. The Board agreed with Ms. Kjorsvik's proposal.

OTHER BUSINESS-N/A

Meeting adjourned at 9:47 a.m.

DEPUTY CLERK OF THE BOARD

Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON

Paul Jewell, Chairman
1. Call to Order
2. Review Commissioners Calendar
3. PAF/Vouchers
4. Review Weekly Correspondence Log
5. General Updates/Department Head Reports
6. Request Permission to Authorize Barbra Benson from UW to put on an all County Training for Records Management: Protecting your Organization.
7. Other business
8. Adjourn
### Monday, February 17

- **Holiday Office Closed**
- **9:00am - 9:30am** CANCELLED-BOCC/Office Administration Meeting (Conference Room) - Commissioners Calendar 2008
- **9:40am - 10:30am** CANCELLED-BOCC/Dept. Head Meetings (Conference Room) - Commissioners Calendar 2008
- **10:30am - 11:00am** CANCELLED-BOCC/Agenda Study Session (Auditorium) - Commissioners Calendar 2008
- **1:00pm - 2:00pm** Mandy Lunch - Commissioners Calendar 2008
- **2:00pm - 3:00pm** Debbie - Lunch - Commissioners Calendar 2008
- **3:30pm - 4:30pm** Obie - Weekly Public Health Meeting with Robin Read/Public Health (Robin's Office - Public Health Dept.) - Commissioners Calendar 2008
- **3:30pm - 4:00pm** Commissioner Berndt / Jim G. Department Head Meeting (Gary's Office) - Commissioners Calendar 2008

### Tuesday, February 18

- **8:00am - 8:30am** Paul-Public Works Staff Meeting (Public Works) - Commissioners Calendar 2008
- **9:00am - 9:50am** BoCC/Special Meeting Office Admin (BoCC Conference Room) - Commissioners Calendar 2008
- **10:00am - 12:00pm** BoCC/Agenda (Auditorium) - Commissioners Calendar 2008
- **12:00pm - 12:30pm** Obie - Hospice board (401 E Mountain View Suite 3)
- **1:00pm - 2:00pm** Mandy Lunch - Commissioners Calendar 2008
- **2:00pm - 3:00pm** Debbie - Lunch - Commissioners Calendar 2008
- **2:00pm - 2:30pm** CANCELLED-Public Hearings (Auditorium) - Commissioners Calendar 2008
- **3:00pm - 5:00pm** Water Conservancy Board (Conference Room)

### Wednesday, February 19

- **8:00am - 9:00am** Law & Justice (Auditorium)
- **9:30am - 11:00am** Obie/YTAP (KCCD-Ellensburg) - Commissioners Calendar 2008
- **9:30am - 10:30am** CANCELLED-Policy Committee (BoCC Conference Room) - Commissioners Calendar 2008
- **11:00am - 8:00pm** Paul - WSAC Meeting (Olympia)
- **12:00pm - 1:00pm** WW at Work Meeting (BoCC Conference Room)
- **1:00pm - 2:00pm** Mandy Lunch - Commissioners Calendar 2008
- **2:00pm - 3:00pm** Debbie - Lunch - Commissioners Calendar 2008
- **4:00pm - 6:00pm** Paul - WSAC Rural Domestic Water Meeting (Olympia)
- **6:00pm - 8:00pm** WUIC Update (TBD)

### Thursday, February 20

- **Paul - WSAC (Olympia)**
- **8:00am - 5:00pm** Gary/LEAN - Commissioners Calendar 2008
- **10:00am - 12:00pm** CANCELLED-BOCC/Board of Health Meeting (Auditorium) - Bill Hinkle
- **1:00pm - 2:00pm** Mandy Lunch - Commissioners Calendar 2008
- **1:30pm - 2:30pm** BoCC/ Monthly Finance Meeting (BoCC Conference Room) - Commissioners Calendar 2008
- **2:00pm - 3:00pm** Debbie - Lunch - Commissioners Calendar 2008

### Friday, February 21

- **7:00am - 5:00pm** Paul - Updated Invitation: Yakima Integrated Plan Update - BLM @ Fri Feb 21, 2014 9:30am - 10:30am (gchristensen@usbr.gov) (Portland - BLM office) - Gwendolyn Christensen
- **9:00am - 11:00am** Lower District Court (Auditorium) - Commissioners Calendar 2008
- **11:00am - 11:30am** BoCC/Special Meeting - Wi-Fi at Armory, Add SW Scale House to MAN & MAN Agreement (Conference Room) - Commissioners Calendar 2008
- **12:00pm - 12:30pm** E-mail Mike Johnston Monday Agenda, Department Head Agenda & Next week's Board Calendar - Commissioners Calendar 2008
- **1:00pm - 2:00pm** Mandy Lunch - Commissioners Calendar 2008
- **2:00pm - 3:00pm** Debbie - Lunch - Commissioners Calendar 2008
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

**SECTION 1: EMPLOYEE DATA**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>MiFLIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td>Steph</td>
</tr>
<tr>
<td>EMPLOYEE #</td>
<td>M1615</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>02/17/2014</td>
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**SECTION 2: TYPE OF ACTION**

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
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</thead>
<tbody>
<tr>
<td>[ ] FULL-TIME (1)</td>
<td>[ ] NEW HIRE</td>
<td>[ ] DISCHARGE (D)</td>
<td>[ ] PERFORMANCE (P)</td>
</tr>
<tr>
<td>[ ] PART-TIME (2)</td>
<td>[ ] RE-HIRE</td>
<td>[ ] RESIGNATION (Q)</td>
<td>[ ] ATTENDANCE (A)</td>
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<tr>
<td>[ ] LIMITED PART-TIME (3)</td>
<td>[ ] MERIT / STEP</td>
<td>[ ] RETIRED (R)</td>
<td>[ ] CONDUCT (C)</td>
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<tr>
<td>[ ] TEMPORARY (4)</td>
<td>[ ] POSITION CHANGE (Describe Below)</td>
<td>[ ] LAID OFF (L)</td>
<td>[ ] OTHER EMPLOYMENT (E)</td>
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<tr>
<td>[ ] CASUAL (5)</td>
<td>[ ] BUDGET CHANGE (Describe Below)</td>
<td>[ ] FAIL PROBATION (P)</td>
<td>[ ] PERSONAL (L)</td>
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<td>[ ] SEASONAL (6)</td>
<td>[ ] LEAVE (List Type Below)</td>
<td>[ ] OTHER (O)</td>
<td>[ ] OTHER (O)</td>
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<tr>
<td>[ ] PROJECT (7)</td>
<td>[ ] TERMINATION (Provide Separation Info)</td>
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<tr>
<td>[ ] WORK STUDY (8)</td>
<td>[ ] OTHER (Describe Below)</td>
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<td></td>
</tr>
<tr>
<td>[ ] VOLUNTEER (9)</td>
<td></td>
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</tr>
</tbody>
</table>

**COMMENTS:** Promotion to Senior Permit Tech. 5% increase per policy.

**SECTION 3: POSITION DATA**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>PERMIT TECHNICIAN</th>
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<td>FLSA STATUS</td>
<td>Non-Exempt (X) Exempt ( ) Not Covered ( )</td>
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<tr>
<td>DRS STATUS</td>
<td>Ineligible (X) PERS ( ) LEOFF ( ) PSERS ( ) Other ( )</td>
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<td>PAYMENT METHOD</td>
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<tr>
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<td>A. 402 00000104201051001</td>
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<tr>
<td>WORKWEEK</td>
<td>Standard (X) ALT/1st Friday off:__ ( ) 207(k)</td>
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</table>

**To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".**

| ALLOWANCE (Detail in Comments Section) | $0.00 |
| STIPEND (Detail in Comments Section) | $0.00 |
| OTHER (Detail in Comments Section) | $0.00 |

**SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)**

<table>
<thead>
<tr>
<th>DEPARTMENT HEAD / ELECTED OFFICIAL</th>
<th>DATE</th>
<th>BUDGET/PAYROLL</th>
<th>DATE</th>
<th>COMMISSIONER #1</th>
<th>DATE</th>
<th>COMMISSIONER #2</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN RESOURCE</td>
<td>2/12/14</td>
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<tr>
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<tr>
<td>COMMISSIONER #2</td>
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Updated: 04/08/11 FOR HR USE: NT Update Eval Date Eval Rating (IE – ID – S – AA – S) Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

### SECTION 1: EMPLOYEE DATA

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMPLOYEE #</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Larson</td>
<td>Mark</td>
<td>L1866</td>
<td>2/7/2014</td>
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### SECTION 2: TYPE OF ACTION

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**COMMENTS:**

- Eligible For Rehire
- Ineligible For Rehire

### SECTION 3: POSITION DATA

**JOB TITLE:** HEALTH OFFICER

- **OCCUPATION CODE:** 1351
- **UNION CODE:** 32
- **PAY GRADE:** 151
- **STEP / POSITION:** 1
- **FLSA STATUS:**
  - Non-Exempt
  - Exempt
  - Not Covered
- **DRS STATUS:**
  - Ineligible
  - PERS
  - LEOFF
  - PSERS
  - Other
- **HIRE DATE:** 7/1/2006
- **ADJ HIRE DATE:** 7/1/2006
- **POSITION DATE:** 7/1/2006
- **LAST RAISE DATE:**
- **BASE WAGE:** $2,720.00
- **LONGEVTY:** $0.00
- **FTE:**
  - 100%
  - 80%
  - 75%
  - 60%
  - 50%
- **FTE WAGE:** $13,600.00
- **PAYMENT METHOD:**
  - Hourly
  - Monthly
- **DEPARTMENT:** PUBLIC HEALTH
- **BUDGET NUMBER:**
  - A. 116 0000000000611551011 %: 75.00
  - B. 116 000000061239251001 %: 25.00
  - A. 11600000000061551011 %: 50.00
  - B. 116000000061251011 %: 50.00
- **WORKWEEK:**
  - Standard
  - ALT/1st Friday off: ______
- **ALLOWANCE:** $0.00
- **STIPEND:** $0.00
- **OTHER:** $0.00

### SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**HUMAN RESOURCE**

**COMMISSIONER #1**

**COMMISSIONER #2**

**DATE:** 2/7/14

**DATE:** 2/18/14

**DATE:** 2/18/14

**DATE:** 2/18/14

### RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/08/11 FOR HR USE:

- NT Update
- Eval Date
- Eval Rating (IE − ID − S − AA − S)
- Initial
**KITTITAS COUNTY PERSONNEL ACTION FORM (PAF)**

### SECTION 1: EMPLOYEE DATA

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<tbody>
<tr>
<td>FIRST NAME</td>
<td>Amber</td>
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<tr>
<td>EMPLOYEE #</td>
<td>T2481</td>
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<tr>
<td>EFFECTIVE DATE</td>
<td>2/13/2014</td>
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</table>

### SECTION 2: TYPE OF ACTION

- [ ] FULL-TIME (1)
- [ ] PART-TIME (2)
- [ ] LIMITED PART-TIME (3)
- [ ] TEMPORARY (4)
- [ ] CASUAL (5)
- [ ] SEASONAL (6)
- [ ] PROJECT (7)
- [ ] WORK STUDY (8)
- [x] VOLUNTEER (9)

**Employee Action:**
- [ ] NEW HIRE
- [ ] RE-HIRE
- [ ] MERIT / STEP
- [ ] POSITION CHANGE (Describe Below)
- [ ] BUDGET CHANGE (Describe Below)
- [ ] LEAVE (List Type Below)
- [ ] TERMINATION (Provide Separation Info)
- [ ] OTHER (Describe Below)

**Type of Separation:**
- [ ] DISCHARGE (D)
- [ ] RESIGNATION (Q)
- [ ] RETIRED (R)
- [ ] LAID OFF (L)
- [ ] FAIL PROBATION (P)
- [ ] OTHER (O)

**Reason for Separation:**
- [ ] Eligible For Rehire
- [ ] Ineligible For Rehire

**Comments:** End of needed hours

### SECTION 3: POSITION DATA

<table>
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<th>Enter existing data from CAMAS Wage Data Report</th>
<th>Enter new data</th>
</tr>
</thead>
<tbody>
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<td><strong>STEP / POSITION</strong></td>
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<td><strong>FLSA STATUS</strong></td>
<td>[ ] Non-Exempt [ ] Exempt [ ] Not Covered</td>
</tr>
<tr>
<td><strong>DRS STATUS</strong></td>
<td>[ ] Ineligible [ ] PERS [ ] LEOFF [ ] PSERS [ ] Other</td>
</tr>
<tr>
<td><strong>HIRE DATE</strong></td>
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<tr>
<td><strong>ADJ HIRE DATE</strong></td>
<td>11/5/2013</td>
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<tr>
<td><strong>POSITION DATE</strong></td>
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<tr>
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<tr>
<td><strong>BASE WAGE</strong></td>
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<tr>
<td><strong>LONGEVITY</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td>[ ] 100% [ ] 80% [ ] 75% [ ] 60% [ ] 50%</td>
</tr>
<tr>
<td><strong>FTE WAGE</strong></td>
<td>$</td>
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<tr>
<td><strong>PAYMENT METHOD</strong></td>
<td>[ ] HOURLY [ ] MONTHLY</td>
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<tr>
<td><strong>DEPARTMENT</strong></td>
<td>FAIRGROUNDS</td>
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<tr>
<td><strong>BUDGET NUMBER</strong></td>
<td>A__ ______ %: _____ A__ ______ %: _____</td>
</tr>
<tr>
<td><strong>WORKWEEK</strong></td>
<td>[ ] Standard [ ] ALT/1st Friday off: _ _ _ _</td>
</tr>
</tbody>
</table>

To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".

**ALLOWANCE (Detail in Comments Section)** | $0.00 |
| **STIPEND (Detail in Comments Section)** | $0.00 |
| **OTHER (Detail in Comments Section)** | $0.00 |

### SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

**DEPARTMENT HEAD / ELECTED OFFICIAL**

**BUDGET/PAYROLL**

**HUMAN RESOURCES**

**COMMISSIONER #1**

**COMMISSIONER #2**

**RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION**

Updated: 04/08/11 FOR HR USE: NT Update _____ Eval Date _____ Eval Rating (IE – ID – S – AA – S) Initial _____
### SECTION 1: EMPLOYEE DATA

**LAST NAME** | Demory  
---|---  
**FIRST NAME** | Kristen  
**EMPLOYEE #** | D1613  
**EFFECTIVE DATE** | 02/21/14

### SECTION 2: TYPE OF ACTION

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE</th>
<th>EMPLOYEE ACTION</th>
<th>TYPE OF SEPARATION</th>
<th>REASON FOR SEPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ FULL-TIME (1)</td>
<td>☐ NEW HIRE</td>
<td>☐ DISCHARGE (D)</td>
<td>☐ PERFORMANCE (P)</td>
</tr>
<tr>
<td>☐ PART-TIME (2)</td>
<td>☒ RE-HIRE</td>
<td>☐ RESIGNATION (Q)</td>
<td>☐ ATTENDANCE (A)</td>
</tr>
<tr>
<td>☐ LIMITED PART-TIME (3)</td>
<td>☐ MERIT / STEP</td>
<td>☐ RETIRED (R)</td>
<td>☐ CONDUCT (C)</td>
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<tr>
<td>☑ TEMPORARY (4)</td>
<td>☐ POSITION CHANGE (Describe Below)</td>
<td>☐ LAID OFF (L)</td>
<td>☐ OTHER EMPLOYMENT (E)</td>
</tr>
<tr>
<td>☐ CASUAL (5)</td>
<td>☐ BUDGET CHANGE (Describe Below)</td>
<td>☐ FAIL PROBATION (P)</td>
<td>☐ PERSONAL (L)</td>
</tr>
<tr>
<td>☐ SEASONAL (6)</td>
<td>☐ LEAVE (List Type Below)</td>
<td>☐ OTHER (O)</td>
<td>☐ OTHER (O)</td>
</tr>
<tr>
<td>☐ PROJECT (7)</td>
<td>☐ TERMINATION (Provide Separation Info)</td>
<td>☐ Eligible For Rehire</td>
<td>☐ Ineligible For Rehire</td>
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<tr>
<td>☐ WORK STUDY (8)</td>
<td>☐ OTHER (Describe Below)</td>
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<td>☐ VOLUNTEER (9)</td>
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</tr>
</tbody>
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COMMENTS: Temp. to assist training new Records Clerk for 3 various days. Approved by BOCC on 2/10/14.

### SECTION 3: POSITION DATA

| JOB TITLE | Temp Office Worker  
---|---  
**OCCUPATION CODE** | 3801  
**UNION CODE** | 84  
**PAY GRADE** | 301  
**STEP / POSITION** | 13  
**FLSA STATUS** | ☐ Non-Exempt ☐ Exempt ☐ Not Covered  
**DRS STATUS** | ☐ Ineligible ☐ PERS ☐ LEOFF ☐ PSERS ☐ Other  
**HIRE DATE** | 02/21/14  
**ADJ HIRE DATE** | 02/21/14  
**POSITION DATE** | 02/21/14  
**LAST RAISE DATE** | NA  
**BASE WAGE** | $  
**LONGEVITY** | $0  
**FTE** | ☐ 100% ☐ 80% ☐ 75% ☐ 60% ☐ 50%  
**FTE WAGE** | $12.25  
**PAYMENT METHOD** | ☐ HOURLY ☐ MONTHLY  
**DEPARTMENT** | Commissioners  
**BUDGET NUMBER** | A.001 4551001  
**WORKWEEK** | ☐ Standard ☐ ALT/1st Friday off: ___ ☐ 207(k)  

To continue any allowance, stipend, or other, it must be listed in both columns for audit purposes or the amount will default to "0".

| ALLOWANCE (Detail in Comments Section) | $  
---|---  
| STIPEND (Detail in Comments Section) | $0  
| OTHER (Detail in Comments Section) | $0

### SECTION 4: SIGNATURES (MUST BE SIGNED IN BLUE INK)

**DEPARTMENT HEAD / ELECTED OFFICIAL**  
**DATE** | 2/18/14  
**BUDGET/PAYROLL**  
**DATE** | 2/18/14  

**HUMAN RESOURCE**  
**DATE** | 2/18/14  
**COMMISSIONER #1**  
**DATE** | 2/21/14  
**COMMISSIONER #2**  
**DATE** | 2/21/14

RETURN FORM TO HUMAN RESOURCES FOR DISTRIBUTION

Updated: 04/08/11 FOR HR USE: NT Update _____ Eval Date _____ Eval Rating (IE - ID - S - AA - S) Initial _____
Please include in your next regular agenda session and read into the minutes:

**Voucher Approval**

The Kittitas County Board of County Commissioners on _February 18, 2014_ approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant # _810272780_ through # _810272889_ in the amount of $ _216,097.64.

Auditing officer’s notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Commissioner Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Kittitas County
Board of County Commissioners

Please include in your next regular agenda session and read into the minutes:

Voucher Approval

The Kittitas County Board of County Commissioners on February 11, 2014 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include claims warrant #_810272588_ through #_810272612_ in the amount of $908.97.

Auditing officer’s notes:

__________________________________________________________________________

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Commissioner Remarks:

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Electronic Payment Approval

The Kittitas County Board of County Commissioners on February 18, 2014 approved the vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, which has been recorded on a listing and made available to the Board which include electronic payments for payroll in the amount of $534,915.63.

Auditing officer’s notes: The attached listing is for all electronic payments sent to vendors for the payroll processing.

Commissioner Remarks:
<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION</th>
<th>FOLLOW UP</th>
<th>FILE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-6-14</td>
<td>Notice of marijuana license applications (3) from WA ST LCB</td>
<td>BOCC, CDS, PA, SO</td>
<td>Comment file</td>
<td>WA ST Liquor Control Board</td>
</tr>
<tr>
<td>2-6-14</td>
<td>Notice of marijuana license applications (2) from WA ST LCB</td>
<td>BOCC, CDS, PA, SO</td>
<td>Comment file</td>
<td>WA ST Liquor Control Board</td>
</tr>
<tr>
<td>2-6-14</td>
<td>Email from Shawna, Roslyn City Planner</td>
<td>BOCC, DPW</td>
<td></td>
<td>City of Roslyn</td>
</tr>
<tr>
<td>2-7-14</td>
<td>Email from Hugh Milburn</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-7-14</td>
<td>Email from Melissa McCool</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-7-14</td>
<td>Email from Stephen Miller</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-7-14</td>
<td>Notice of marijuana license application from WA ST LCB</td>
<td>BOCC, CDS, PA, SO</td>
<td>Comment file</td>
<td>WA ST Liquor Control Board</td>
</tr>
<tr>
<td>2-7-14</td>
<td>Email from Ralph Nettles, Sr.</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-7-14</td>
<td>Email from Joseph Cucinotta</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-7-14</td>
<td>Email from Marina Heilman</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-7-14</td>
<td>Email from Tonya Clark</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-8-14</td>
<td>Email from Robert Phillips</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-8-14</td>
<td>Email from Lawrence Sangder</td>
<td>BOCC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-10-14</td>
<td>Liquor license renewal application notices from WA ST LCB</td>
<td>BOCC</td>
<td>Comment file</td>
<td>WA ST Liquor Control Board</td>
</tr>
<tr>
<td>2-11-14</td>
<td>Letter from Gene Dana, Kittitas County Sheriff</td>
<td>BOCC, CDS, PA</td>
<td>Comment file</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Source</td>
<td>Description</td>
<td>Recipients</td>
<td>Notes</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>2-11-14</td>
<td>Letters from Gene Dana, Kittitas County Sheriff</td>
<td>Has no information on following marijuana license applications: Life Gardens 1, 2, 3; Cascade Growers A, B; Orchardview West; Herbal Urbal</td>
<td>BOCC, CDS, PA</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-11-14</td>
<td>Email from Mike Graham, Natural Mystic Farms</td>
<td>I-502 comments</td>
<td>BOCC, CDS, PA, SO</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-12-14</td>
<td>Email from USDA Forest Service</td>
<td>Okanogan-Wenatchee National Forest Recreation Report</td>
<td>BOCC, DPW</td>
<td>USDA Forest Service</td>
</tr>
<tr>
<td>2-13-14</td>
<td>City of Ellensburg Council Agenda</td>
<td>For February 18, 2014 in City Hall Council Chambers @ 7:00 p.m.</td>
<td>BOCC</td>
<td>City of Ellensburg</td>
</tr>
<tr>
<td>2-14-14</td>
<td>Notice of marijuana license application from WA ST LCB</td>
<td>Jam Box Inc. 270 Mission Rd, Thorp, William Boatman, David &amp; Pamela Otto, William Whelan &amp; Cynthia Withrow for marijuana producer tier 3 &amp; marijuana processor</td>
<td>BOCC, SO, PA, CDS</td>
<td>Comment file</td>
</tr>
<tr>
<td>2-14-14</td>
<td>Noise ordinance variance request from Beryl Kelley</td>
<td>For private party w/approximately 30 adults with live music @1391 Reecer Creek Rd on 3-22, 11-1, 12-31</td>
<td>BOCC, Sheriff</td>
<td>BOCC</td>
</tr>
<tr>
<td>2-14-14</td>
<td>Letters from Gene Dana, Kittitas County Sheriff</td>
<td>Re: marijuana license application for Hydro Light Suite A &amp; Suite B, Cle Elum</td>
<td>BOCC, CDS, PA</td>
<td>Comment file</td>
</tr>
</tbody>
</table>
BARBARA BENSON

SHORT BIOGRAPHY

Barbara Benson received her Masters Degree in History/Archival and Records Management from New York University. She has worked as either Archivist or Records Manager for such diverse organizations as Chemical Bank; Trinity Church; New York City Department of Records and Information Services; Seton Hall University/Archdiocese of Newark; New York State Archives and Records Administration. Since 1992 she has been the Director of Records Management Services at the University of Washington.

Ms. Benson is currently a regular speaker at the ARMA (Association of Records Managers and Administrators) annual conference, seminars, and chapter meetings. She has presented seminars and workshops on Records Management for such diverse organizations as NAGARA (National Association of Government Archivists and Records Administrators), the Association of Contingency Planners, and the American Payroll Association.

Ms. Benson has been a member of the ARMA (Association of Records Managers and Administrators) International Publications Editorial Board since 1996. She is currently a board member of the UW Certificate Program in Electronic Records Discovery in Litigation.

Formerly Ms. Benson was President of Seattle Area Archivists, Greater Seattle Chapter, Association of Records Managers and Administrators (ARMA) Chapter Member of the Year 1995, a board member of the University of Washington Certificate Program in Information and Records Management, a board member of the University of Washington Certificate Program in Content Management, and a Member of the Oversight Board of ARMA’s Information Management Journal.