

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

MONDAY

9:00 A.M.

SEPTEMBER 21, 2015

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

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

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Berndt 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 September 18, 2015.

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. They determined at the end of 2013 they would review the various committees they participate in and provide beneficial updates to the Board as needed during this time as well.

DISCUSS

MYLAR/SOP

COMMISSIONERS

Chairman Berndt presented a draft of the Mylar SOP's being worked on. He asked the Board to review it and get any feedback to him by

APPROVED

10-6-2015

the end of the week.

REVIEW

STATE AUDITOR EXIT CONF. LETTER

COMMISSIONERS

Chairman Berndt provided a copy of a draft letter being considered at the 9/22/2015 Special Meeting with the State Auditor for the exit conference. He wanted them to review, prior to signature.

OTHER BUSINESS-N/A

Meeting adjourned at 9:40 a.m.

DEPUTY CLERK OF THE BOARD

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Mandy Buchholz


Gary Berndt, Chairman