

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONER'S CONFERENCE ROOM  
SPECIAL MEETING**

**WEDNESDAY**

**9:00 A.M.**

**MARCH 15, 2017**

Board members present: Chairman Paul Jewell; Vice-Chairman Laura Osiadacz and Commissioner Obie O'Brien.

Others: Julie Kjorsvik, Clerk of the Board; Jim Goeben, IT Director; Mandy Buchholz, Deputy Clerk of the Board; Lisa Young, Human Resource Director; and Stephanie Hartung, Deputy Prosecutor.

**SPECIAL MEETING                      RECORDS MANAGEMENT SUB-COMMITTEE                      COMMISSIONERS**

At 9:00 a.m. Chairman Jewell opened a Special Meeting to receive an update from the Records Management Sub-Committee relating to Boards, Committees and Commissions.

Jim Goeben, IT Director explained how the Records Management Committee had formed a sub-committee to review and recommend solutions relating to email and public records requests, as well as the Open Public Meetings Act and how it relates to Boards, Committees and Commission volunteers. He indicated that after the sub-committee met a couple of times it became evident that it was going to be a larger issue and scope than originally thought. They were looking for direction from the Board of Commissioners before getting to far into their review.

One of the options discussed was to issue each volunteer a County email address to use for all of their communication so it is easily accessible for public disclosure requests. Stephanie Hartung, Deputy Prosecutor said she had been tasked by Prosecutor Zempel with review of what Boards, Committees & Commissions fall under Open Public Meetings Act. Doug Mitchell, Deputy Prosecutor was tasked with how they relate to the Public Records Act. They are both to report back by April with their findings.

The Board asked for the Prosecutors office to provide a legal opinion on which Board, Committee & Commission is subject to the Open Public Meetings Act. Julie Kjorsvik, Clerk of the Board will begin working on a handbook for volunteers. Lisa Young, Human Resource Director said she could look at possibly coming up with a specific category for those types of volunteers if the Board were to choose to provide them with a County email address because they would then have access to the network. The need for training was also discussed for anyone who has access to the County network.

The Records Management Committee has also been reviewing the subject of voicemail and how it relates to the Public Records Act. They will be providing a recommendation after their review has been complete.

The meeting was adjourned at 9:40 a.m.

**CLERK OF THE BOARD**

  
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Julie Kjorsvik

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Paul Jewell, Chairman