

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
AUDITORIUM  
SPECIAL MEETING**

**MONDAY**

**10:00 A.M.**

**MAY 30, 2023**

Board members present: Chairman Cory Wright; Vice-Chairman Brett Wachsmith and Commissioner Laura Osiadacz.

Others: Julie Kjorsvik, Clerk of the Board; Doug Mitchell, Deputy Prosecutor III; Chris Horner, Deputy Prosecutor III; Neil Caulkins, Chief Civil Deputy Prosecutor; Stephanie Hartung, Deputy Prosecutor III; and Greg Zempel, Prosecutor.

**SPECIAL MEETING**

**PROSECUTOR CIVIL TEAM**

**COMMISSIONERS**

Chairman Wright opened a Special Meeting with the Prosecutor and his Civil team to discuss ways to better communicate, collaborate, and determine what the Board's needs, wants, and expectations are. He said the Board understands how the Prosecutors are being pulled in all different directions and acknowledges how it can be a challenge. The Board asked what a process would look like to be able to have the Prosecutors office check in and stay on top of issues.

Greg Zempel, Prosecutor, explained how it's easier to work with Department Heads individually than the Board due to the OPMA requirements for discussing County business. For example, the Commissioners cannot all be included in CAMAS service requests but rather only one to ensure there's no communication going on between them. He asked the Commissioners to involve their office from the beginning of projects, instead of being asked for assistance in the middle of something. He said they would like to be more proactive but would also like to know where the Board wants to go in the next 6-12 months so they can all be on the same page.

There was a suggestion to have a quarterly Executive Sessions relating to litigation matters. Neil Caulkins, Chief Civil Deputy, explained how he sits in various meetings with the Board, as well as he meets individually with Department Heads.

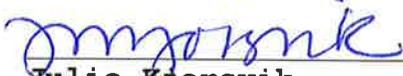
Chairman Wright said the Board understands how the Prosecutor's time is valuable, and communication is extremely important. He asked what they should do if there's an urgent matter that comes up. Mr. Zempel encouraged the Board to reach out to the Legal Assistants by either email and/or phone if they can't get ahold of the Prosecutor assigned to them, they can triage the issue and give them information on the next steps. He reiterated how important it was to get their office involved early on so they can plan and allocate time so it's more productive for everyone.

The action plan at the end of the meeting was to establish a Study Session between the Commissioners and the Prosecutor's office to provide monthly updates on litigation, risk management, as well as other issues to assist everyone in being more proactive and collaborative.

The meeting was concluded at 11:05 a.m.

**CLERK OF THE BOARD**

**KITTITAS COUNTY, WASHINGTON**

  
\_\_\_\_\_  
Julie Kjorsvik

  
\_\_\_\_\_  
Cory Wright, Chairman