

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

MONDAY

10:00 AM

MARCH 9, 2026

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

Others: Jodi Larsen, Office Administrator; Zack Dehaven, Budget & Finance Director; Doug Fessler, IT Director; Zane Kinney, Assistant IT Director; Angela Bugni, Paralegal Prosecuting Attorney's Office; Patti Stacey, Facilities Director; Sarah Keith, Superior Court Administrator; Jeanne Kilgore, Human Resources Director; Erin Moore, Deputy Public Health Director; Chelsey Loeffers, Public Health Director; Lisa Murray, Finance Officer; Cody Cupp, Assistant Maintenance Director; Reid Burbank, Finance Manager Public Works; Grant Shimada, Administrative Assistant.

CITIZEN COMMENTS: NONE

SPECIAL MEETING JOINT BOCC & CENTRAL SERVICES COMMITTEE UPDATE

At 10:00 A.M. Chairman Wright opened a Special Meeting with the Central Services Committee (CSC).

Zack Dehaven, Budget and Finance Director, gave a summary of the Committee. The CSC acts as an advisory body to the Board and Management Team to provide updates, analysis, and recommendations on projects and issues that impact departments. It was agreed that there will be 2 joint meetings per year to update the Board and ensure work being accomplished aligns with their priorities and is relevant to the CSC.

Doug Fessler, IT Director, presented CSC's Project Management framework consisting of 5 simple steps: Kickoff, Scope, Assign Project Management, Cadence, and Rescope. It is being kept intentionally minimal so that it is easy to adopt and difficult to object to.

Zack Dehaven, Budget and Finance Director, on behalf of the CSC requested approval and a budget amendment to conduct a focused, countywide assessment of external communications. The Board approved a partnership with Kittitas County Public Health's subject matter expert and authorized a proposed amendment of \$12,000 to better define organizational needs and clarify future direction.

Zane Kinney Assistant IT Director, requested Board approval on a new form of newsletter. The intention is to consolidate all business

emails into one single document that will be sent to all County Staff daily in an effort to increase County awareness. The Board authorized the implementation of the County daily email digest.

Angela Bugni, Paralegal, and Zack Dehaven Budget and Finance Director, reviewed and requested Board approval of a 45-month contract with OpenGov for a contract management solution totaling approximately \$124,065. The contract management solution will create a standardized, centralized framework for routing, reviewing, and approving contracts across all County Departments. The Board approved moving forward and a formal contract will be presented at the next Board Agenda Session.

The CSC reviewed some of the items that have been submitted to the Committee that have not yet been prioritized including but not limited to: Consolidation of PR Requests, A Centralized Purchasing Officer, Grants Management, Space Optimization, Internal Cost Allocation, and Ransomware. The items are being advanced by other groups that may be more aligned with the subject matter.

OTHER BUSINESS - NONE

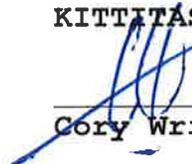
The meeting concluded at 10:53 a.m.

ADMINISTRATIVE ASSISTANT



Jodi Larsen

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Cory Wright, Chairman