

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

**MONDAY**

**9:00 A.M.**

**JANUARY 11, 2016**

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

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

**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. Note there were no PAF's signed on 1-4-2016.

**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 January 08, 2016.

**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.

**LETTER**

**DFW/PLAC**

**COMMISSIONERS**

Commissioner Jewell moved to authorize Board signature on a letter

to Mike Livingston, Regional Director of Washington State Department of Fish and Wildlife regarding the WDFW request for improved service. He stated that the County's Public Lands Advisory Committee drafted the letter and the Board had an opportunity to review and make changes prior to them signing it. Commissioner Berndt seconded. He noted that one of the members from the Public Lands Advisory Committee was not supportive of the letter and was disappointed in the Board for signing it. Motion carried 3-0.

**REQUEST**

**HALLWAY DISPLAY**

**COMMISSIONERS**

Commissioner Jewell explained that James Huckabay, Professor at CWU had approached him regarding the opportunity to have a display case in the Courthouse that would show pottery done by a group of youth offenders he is working with. The Board was supportive of the request noting that the County was not to be left responsible for anything that "may" happen. Commissioner Jewell stated the would work with Mr. Huckabay and proceed.

**EXECUTIVE SESSION**

**COMMISSIONERS**

At 10:29 a.m. Chairman O'Brien opened a Special Meeting and announced the Board would recess into an Executive Session for 10 minutes to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. No action was anticipated.

At 10:39 a.m. the Board reconvened out of Executive Session. Ms. Young was directed to work with the Auditor's Office in processing paperwork.

**DISCUSSION**

**DEPARTMENT HEAD EVAL-FOLLOW UP**

**COMMISSIONERS**

Commissioner Jewell reviewed outstanding Department Head Annual Evaluations and followed up on some that were pending. He stressed that they needed to get them completed as soon as possible.

**LETTER**

**WILLIAM BOYUM-FAIR BOARD**

**COMMISSIONERS**

Commissioner Jewell moved to authorize Board signature on a thank you letter to William Boyum, Fair Board Member, thanking him for 22 years of service. Commissioner Berndt seconded. Commissioner Jewell asked staff to prepare a certificate of appreciation for Mr. Boyum

and noting that they are anticipating some other long term Fair Board members to resign draft those as well. Motion carried 3-0.

**OTHER BUSINESS-N/A**

Meeting adjourned at 10:40 a.m.

**DEPUTY CLERK OF THE BOARD**

  
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Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Obie O'Brien, Chairman