

**Kittitas County, Washington  
IT Study Session Minutes  
BOCC Conference Room, 205 West 5th Room 108, Ellensburg**

**Thursday**

**1:00 PM**

**September 28, 2017**

Board members present: Vice-Chair Laura Osiadacz, Commissioner Obie O'Brien

Board members absent: Chair Paul Jewell

Others: Jim Goeben, IT Director; Doug Fessler, Network Administrator

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**Call to Order: 1:15 PM**

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**Facebook Publisher Accounts**

Mr. Goeben requested the board approve changes to the Kittitas County Technology Policy 14 - Social Media Use in order to comply with the Facebook Terms of Service.

Board direction: Bring this request to the October 23<sup>rd</sup> IT Study Session and ask Deputy Prosecuting Attorneys Hartung and Mitchell to attend and advise the board on public records request implications.

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**Fiber Optic Cable Project**

There was general discussion about the upcoming fiber optic cable project.

Board direction: None.

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**Records Management Training**

Mr. Goeben forwarded a favorable recommendation from the Records Management Committee that the board approve the following records management training plan:

1. Train all staff by 12/31/2017 (DH/EOs should attend training early to support the training effort)
2. The Records Management Committee will conduct 2 trainings per year
3. New employees must attend training within the first year of employment
4. Every 2 years employees must either review the online training materials or attend a training

Board direction: The board approved the recommendation but requires new employees attend the first available training, and training updates be provided as applicable based on state and county records management requirements.

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**Adjourned: 2:15 PM**

  
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Jim Goeben, IT Director

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Paul Jewell, Chair

**APPROVED**  
10-17-17