

**COMMISSIONERS' MINUTES  
KITITITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
SPECIAL MEETING**

**TUESDAY**

**8:00 A.M.**

**MARCH 10, 2020**

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

Others: Taylor Crouch, Deputy Clerk of the Board I; Amy Cziske, Treasurer; Jerry Pettit, Auditor; Judy Pless, Budget and Finance Manager; and Chris Horner, DPA III.

**SPECIAL MEETING**

**BUDGET MANAGEMENT PROCESS**

**COMMISSIONERS**

At 8:00 a.m. Chairman Wachsmith opened a Special Meeting to review and follow-up with the Budget Management process.

There was discussion on the current workload in the Auditor's Office and how the Board could support the workload.

Amy Cziske, Treasurer stated that Heather Seibert, Finance Officer had been working with Staff to gain the Cayenta access. Cayenta access could be substituted with OpenGov functions.

Mrs. Cziske stated that Lisa Murray, Administrative Supervisor was working with Staff on the warrant write-off process. An Ordinance is being drafted for this process. The Treasurer's and Auditor's Offices are working together to transfer surplus sale to the Treasurer's Office and are meeting about the debt process.

Jerry Pettit, Auditor discussed the current year's budget timeline. Mr. Pettit asked for the Board's support in keeping strict deadlines throughout the budget process.

There was discussion on long-term solutions and succession planning.

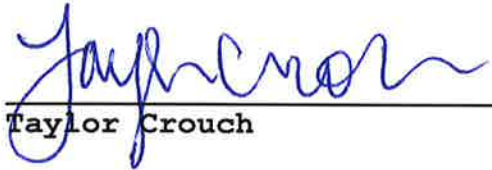
Mr. Pettit stated the Auditor's Office needs more resources as they currently do not have the capacity to keep up with their current workload. Mr. Pettit asked for support with an additional position within his office. This position would support payroll procedures. The Board asked about the timeline of onboarding the new position. Mr. Pettit and Judy Pless, Budget and Finance Manager stated it would be 4-6 weeks to get someone hired, then 6 months to have the position fully trained. The Board was in support of the new position and asked Mr. Pettit to speak with Lisa Young, HR director about the job description and posting of the position.

**APPROVED**  
4/7/2020

There was discussion about internal communication between departments. The Treasurer's Office requests to be involved in conversations that affect the County Finances or other functions of the Treasurer's Office. The Auditor's Office requests that all contracts go through the Consent Agenda process. It becomes a tracking issue when contracts are not signed through this process.

Meeting adjourned at 8:55 a.m.

**DEPUTY CLERK OF THE BOARD I**

  
Taylor Crouch

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Brett Wachsmith, Chairman