

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
COMMISSIONERS CONFERENCE ROOM  
EMERGENCY SPECIAL MEETING**

**THURSDAY**

**8:30 A.M.**

**MARCH 19, 2020**

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

Others: Julie Kjorsvik, Clerk of the Board; Patti Johnson, Solid Waste Director/Interim Maintenance Director/Project Manager; Jerry Pettit, Auditor; and Lisa Young, Human Resources Director.

**EMERGENCY SPECIAL**

**COVID-19**

**COMMISSIONERS**

At 8:30 a.m. Chairman Wachsmith opened an Emergency Special Meeting to discuss issues relating to the COVID-19 situation.

There was discussion on the Public Health Officer's press release and what the difference was of his recommendation to "shelter in place" versus it being required and its effect to County employees. Some other issues that were discussed included essential employees versus non-essential; authorized signatures; cell phone stipends; and identifying department contacts as well as their backups. Some other items brought up were key functions of the County including legislative, sanitation, infrastructure, public safety/health, justice system, finance/payroll, IT, legal, and employees.

The Board indicated how they'd like to obtain further information and continue the meeting until 1:30 p.m. in the Commissioners Auditorium and to invite other key personnel to attend.

Meeting was recessed at 8:58 a.m.

The Emergency Special Meeting was reconvened at 1:30 p.m. in the Commissioners Auditorium.

Board members present: Chairman Brett Wachsmith and Commissioner Cory Wright.

Those present: Julie Kjorsvik, Clerk of the Board; Jim Goeben, IT Director; Lisa Murray, Administrative Supervisor; Patti Johnson, Solid Waste Director/Interim Maintenance Director/Project Manager; Darren Higashiyama, Chief Operations; Amy Cziske, Treasurer; and on the phone was Mandy Buchholz, Deputy Clerk of the Board II; Judy Pless, Budget & Finance Manager; and Neil Caulkins, Deputy Prosecutor.

**APPROVED**  
4/7/2020

There was discussion on key functions if a mandatory Shelter in Place was issued and what essential versus non-essential would entail; paid sick leave, etc. Commissioner Wright, Judy Pless, and Lisa Young agreed to work on a policy regarding pay and how it is to be handled. Dr. Mark Larson provided an update on some important issues that the County may face due to the Coronavirus outbreak.

**OTHER BUSINESS**

**EXECUTIVE SESSION**

At 2:41 p.m. Chairman Wachsmith announced the Board would recess into Executive Session for 10 minutes with Neil Caulkins, Deputy Prosecutor and Jerry Pettit, Auditor; Lisa Young, Human Resource Director, to consider to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Potential action anticipated.

At 2:51 p.m. the Board recessed out of Executive Session. The Board directed Staff to place the employee on paid Administrative Leave for no longer than April 8<sup>th</sup> and to direct legal and Human Resources to look into the matters further.

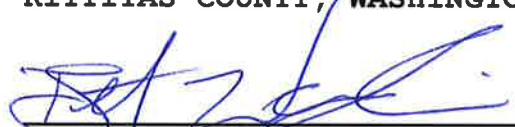
The Board also asked Ms. Young to reach out to the candidates for the PIO position and let them know they are delaying hiring due to the issues facing the County relating to COVID-19.

The meeting was adjourned at 2:52 p.m.

**CLERK OF THE BOARD**

  
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Julie Kjorsvik

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
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Brett Wachsmith, Chairman