

**Commissioners' Minutes  
Kittitas County, Washington  
Commissioners' Conference Room  
Regular Meeting**

**Monday**

**11:00 AM**

**March 22, 2021**

Board members present: Vice-Chair Laura Osiadacz, and Commissioner Cory Wright

Board members absent: Chair Brett Wachsmith

Others: IT Director Jim Goeben

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**Regular Meeting**

**Information Technology**

Meeting called to order at 11:00 AM.

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**Webex Equipment Rotation**

There was discussion about funding replacement Webex equipment and if it should be included in the Computer Replacement Internal Services fund. Commissioner Wright asked Mr. Goeben to get input from the Management Team and report back regarding their plans for future use of the equipment.

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**IT Project Acceptance and Scheduling**

Mr. Goeben, chair of the IT Committee (ITC), asked if the board was in favor of the ITC reviewing large IT projects for acceptance and prioritization. As the ITC is advisory to the board, the board would have final prioritization authority. Both commissioners were in favor. Commissioner Wright asked that the process include project submission as part of the budget process and there be an appeal process over which the board has final authority.

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**Emergency Medical Services (EMS) Council Software**

There was discussion about IT providing Microsoft O365 licenses for the 2 county employee administrators of the EMS. Both commissioners were in favor. Commissioner Wright asked that the employees receive the proper county provided training. [During the meeting Mr. Goeben referred to the Emergency Medical Services Council as the Emergency Management Council, and for that he apologizes.]

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**Other Business**

Mr. Goeben updated the board:

- IT service request system, 'also notify' feature – the ITC determined it was important for IT to continue to include other offices, using the also notify feature, on requests that will affect the operation of the other office.
- IT service request system, 'urgency' options – the ITC determined the urgency descriptions—the number of users affected and availability of a work-around—along with the ability to set a due date and add a description were clear and sufficient; however the terms (hindrance,

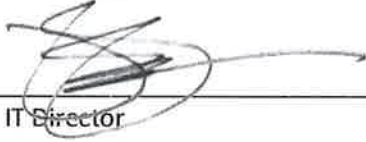
optimization, etc.) were subjective and might cause confusion. IT will make a recommendation to the ITC on changes to the options.

- The IT annual satisfaction survey summaries were published on the IT CAMAS (intranet) page and a summary of the results, including changes IT will make, were sent via email to all staff.

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**Meeting adjourned at 11:21 AM.**

Information Technology Director



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Jim Goeben, IT Director

Kittitas County Commissioners  
Kittitas County, Washington



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Brett Wachsmith, Chair