

**COMMISSIONERS' MINUTES  
KITITAS COUNTY, WASHINGTON  
WEBEX/CONF. ROOM  
REGULAR MEETING**

**MONDAY**

**9:00 A.M.**

**DECEMBER 6, 2021**

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

Others: Mandy Buchholz, Administrative Supervisor; Julie Kjorsvik, Clerk of the Board; Carly Brettmann, Communications Director; Kristine Foreman, HR Director and two members of the public.

**SPECIAL MEETING                      OFFICE STAFF MEETING                      COMMISSIONERS**

At 9:00 a.m. Chairman Wachsmith 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.

**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 December 3, 2021.

**DISCUSSION                                      WELLNESS FUND                                      COMMISSIONERS**

There was discussion to have a hot cocoa bar for County Employees with a raffle of some Chamber Bucks gift cards. The Board indicated that they would like to take turns assisting HR in passing out the hot cocoa. Director Foreman stated she would work with Staff to get it going.

**UPDATE    COMMUNICATIONS DIRECTOR    COMMISSIONERS**

Carly Brettmann, Communications Director provided updates and received recommendations from the Board on what they felt was a priority focus for her. The Board discussed Facebook posts for the week they wanted to be published.

**UPDATE    BOCC/ DEPARTMENT HEAD REPORTS    COMMISSIONERS**

**APPROVED**  
12/21/21

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. The assignments for 2021 were determined at the Board of County Commissioners Office Admin meeting on 1-11-2021.

Each Commissioner reviewed discussions held with their respective departments and exchanged details of those meetings.

**OTHER BUSINESS/GENERAL UPDATES**

There were general updates on meetings & conversations that the Board participated in, individually over the past week.

Mandy Buchholz, Administrative Supervisor updated the Board on an email received from the publisher of the Northern County Tribune (County's Official Newspaper) stating that they did not publish the second notice of the County's Mental Health Tax Public Hearing. She stated that she put in a SR with the Prosecutor first thing this morning to get legal advice and opinion. She stated she would keep them updated throughout the day.

Ms. Buchholz also updated the Board that the new carpet was going to be installed next week and that if they were comfortable with it Staff would work on messaging and move everything for the week to remote so they were all out of the way. The Board supported going virtual for the week.

Ms. Buchholz asked the Board if they would be able to have someone in addition to Chairman Wachsmith attend Monday December 27, 2021, for the BoCC Admin Meeting at 9:00 a.m. Commissioner Wright stated he would attend with Commissioner Wachsmith since the office is closed that week. He asked that Commissioner Osiadacz be available for any last-minute urgent meeting requests. She stated that she would be for any emergencies.

Meeting adjourned at 10:00 a.m.

**ADMINISTRATIVE SUPERVISOR**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Brett Wachsmith, Chairman