

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

MONDAY

9:00 A.M.

AUGUST 22, 2022

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

Others: Julie Kjorsvik, Clerk of the Board; Mandy Buchholz, Administrative Supervisor; Brian Carlson, Budget and Finance Director; Emily Smith, Administrative Assistant.

REGULAR MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Chairman Osiadacz 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 August 19, 2022.

SIGNATURE

WCRP - EXCESS LIABILITY PY2023

COMMISSIONERS

Vice-Chairman Wright moved to approve and authorize Chair signature on a letter to Washington County Risk Pool Excess Liability PY2023. Commissioner Wachsmith seconded. Motion carried 3-0.

APPOINTMENT

KILLGORE - HR DIRECTOR

COMMISSIONERS

Commissioner Wright moved to appoint Jeanne Killgore, HR Representative to the position of Kittitas County HR Director effective immediately and authorized Chair signature on a letter to Ms. Killgore. Commissioner Wachsmith seconded. Motion carried 3-0.

REAPPOINTMENT

UTLEY - BOARD OF HEALTH

COMMISSIONERS

Commissioner Wright moved to reappoint Dede Utley to the Board of

Health for a 3 year term effective 9/1/2022 and ending 9/1/2025. Commissioner Wachsmith seconded. Motion carried 3-0.

DISCUSSION **BOCC FRONT OFFICE STAFFING** **COMMISSIONERS**

The Board and Staff discussed options and planning for how to move forward with the vacant front office position. Staff was asked to work with HR to place the topic on their Study Session for discussion about a possible joint position and for now the plan pending that conversation was to wait until after the first of the year to evaluate how the busy times went for Emily Smith, Admin Assistant, The Board directed Staff to work on updating Ms. Smith's Job Description to reflect the changes they settle on.

DISCUSSION **FACEBOOK WEEKLY POSTS** **COMMISSIONERS**

The Board determined that for the week of August 22, 2022, they would share the Daily Record article about CDS working to streamline and speed up the building plan approvals; Thank You to Mr. Bruce Tabb for his time as Mayor and on the Ellensburg City Council; A post promoting the Rodeo Concert; and share the Press Release regarding the Coal Mines Trail Parking.

UPDATE **BOCC/ DEPARTMENT HEAD REPORTS** **COMMISSIONERS**

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis for the year. The assignments for 2022 were determined at the Board of County Commissioners Office Admin meeting earlier on and they will continue to provide updates at future meetings.

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 questioned if the Board would like to have Jeanne Killgore, HR Director and David Ohl, Airport Director to sign up for consideration of being selected for the Class of 2023 Leadership Kittitas County.

The Board indicated that they would like them both to sign up. Staff stated they would work with Ms. Killgore and Mr. Ohl to get them signed up for consideration.

Meeting concluded at 10:00 a.m.

ADMINISTRATIVE SUPERVISOR



Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON



Laura Osiadacz, Chairman