

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
CONF. ROOM
SPECIAL MEETING**

TUESDAY

9:00 A.M.

JANUARY 3, 2023

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

Others: Mandy Buchholz, Office Administrator; Julie Kjorsvik, Clerk of the Board; Debbie Stanavich, Admin. Assistant; Emily Smith, Admin. Assistant.

SPECIAL MEETING

OFFICE STAFF MEETING

COMMISSIONERS

At 9:00 a.m. Commissioner 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 December 30, 2022.

DISCUSSION

2023 CHAMBER FUNDING

COMMISSIONERS

Emily Smith, Administrative Assistant presented the Board with Chamber of Commerce Exhibit A Scope of Work and discussed the changes being proposed. She stated if the Board had no objection she would proceed with putting an Agreement through to the Prosecutor's Office and bring it forward for the Board to consider at a later date.

Commissioner Wright asked a few questions. The Board then gave approval to route an Agreement to the Prosecutor's Office for drafting.

DISCUSSION

COUNTY FACEBOOK

COMMISSIONERS

APPROVED

1-17-23

The Board determined that for the week of January 2, 2023 they would post the following on their Facebook page: Bowling Alley Contract; USPS Letter; COG Awards.

UPDATE

BOCC/ DEPARTMENT HEAD REPORTS

COMMISSIONERS

Each Commissioner was assigned three different Department Heads to meet with on a weekly basis. The assignments for 2022 were determined at the Board of County Commissioners Office Admin meeting on 1-10-2022.

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.

The Board reviewed a letter drafted by Commissioner Osiadacz to the United States Postal Service and asked that some formatting changes be made but that they would sign on to it during a later meeting.

Commissioner Wright presented a proposal from Cheryl Brown for the Board to look over and see if they would like to meet with her to discuss management of their Facebook page.

Meeting adjourned at 9:27 a.m.

OFFICE ADMINISTRATOR


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Laura Osiadacz, Commissioner