

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

WEDNESDAY

2:00 P.M.

MAY 10, 2023

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

Others: Mandy Buchholz, Office Administrator; Dan Carlson, CDS Director; Mark Cook, Public Works Director; Chelsey Loeffers, Public Health Administrator; Amy Cziske, Treasurer; Bryan Elliott, Auditor; and Brian Carlson, Budget & Finance Director; Eric Johnson, WSAC Facilitator and 4 members of the public.

SPECIAL MEETING

COUNTY ADMINISTRATOR PRESENTATION

PROSECUTOR

At 2:00 p.m. Chairman Wright opened a Special Meeting to receive a presentation of the Executive Management Advisory Committee Findings.

Eric Johnson, WSAC Facilitator provided a handout (Kittitas County Executive Management Analysis) and reviewed a PowerPoint that covered the work of the Committee tasked with making a recommendation to the Board of County Commissioners.

He reviewed with the Board the process they used for developing the recommendation. He stated that the group met with a total of 8 County Commissioners, some that have an Administrator structure in place as well as those who don't, which allowed them to make recommendations on the role and authorities of a County Administrator type position to provide supervision for the County functions and operations overseen by the Board. He reviewed organizational chart for the County functions and operations overseen by the Board; strategic financial management and budget planning structure with oversight of process under County Administrator; and a position description for a County Administrator. Mr. Johnson stated that the group had been meeting since October of 2022 and the meetings were 4 hours long. They included interviews with Staff, Elected Officials and others. He stated that they were very thoughtful in working through alternatives, ideas and options, and then solidified their recommendation in April.

He reviewed what prompted the Board's interest in looking at options. He stated that there is an increase in BoCC External Engagement and Representation; a desire to allow the BoCC to Focus on Strategy, Policy, and Implementation Oversight; BoCC Emphasis on Developing and Guiding Mission and not Day to Day Management

Activities; Improving BoCC Communication Internally and Externally; Improve Professional Public Administration; and to Reduce the Number of Direct BoCC Reports.

He reviewed the goals for Administrative Organizational Structure Criteria explaining that it would be to provide professional public administration, leadership and management; increase efficiency and effectiveness; assist in providing strategic direction; intentional communication; support external opportunities for BoCC; improve personnel management.

He discussed the importance of creating a inter-departmental finance team agreement to stipulate responsibilities between the County Auditor's Office, BoCC and the County Administrator with a Budget and Finance Manger Team Lead. He provided tips for success when implementing a new executive position and stated that they can't expect perfection, and they need to do lots of preparation, planning, communication, managing, and leading in the transition is essential. He stated they will need to evaluate and modify as necessary, and they would be wise to create a system to implement modifications while creating efficiencies and improving effectiveness.

He stated that the recommendation for the Board is to establish a County Administrator Position; Clear Separation for the BoCC to focus on leadership, legislative functions, policy, internal and external collaboration; County Administrator to oversee day to day management and departmental supervisory functions; Additional restructuring of departments reporting to the County Administrator. He stated that the CEMAC recommends the Board take the following actions as soon as possible: Proceed with authorizing the creation of a County Administrator Position; and appoint persons to develop a transition plan to implement County Administrator structure to be presented to the BoCC by August 15, 2023.

The Board heard from members present of the CEMAC with their support of the proposal.

Chairman Wright directed Staff to set up a follow up meeting for approximately 3 weeks out for the Board to give direction.

Commissioner Osiadacz stated that she would like a meeting with the Board prior to any formal decision to discuss further as she had questions that there were not time for today. She also felt she would like to get an opinion or feedback from the County Management Team, all prior to a Board meeting.

The Board thanked Eric and those present from the CEMAC for all the work and thought they put into the report.

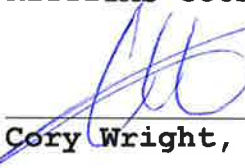
The meeting concluded at 2:50 p.m.

OFFICE ADMINISTRATOR



Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**



Cory Wright, Chairman