

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

**WEDNESDAY**

**8:00 A.M.**

**DECEMBER 6, 2023**

Board members present: Chairman Cory Wright (left at 8:10 a.m.); Vice-Chairman Brett Wachsmith; Commissioner, Laura Osiadacz.

Others: Mandy Buchholz, Office Administrator; Chelsey Loeffers, Public Health Director; Bryan Elliott, Auditor; Mark Cook, Public Works/CDS Director (left at 8:07 a.m.); Julie Kjorsvik, Clerk of the Board.

**SPECIAL MEETING**

**CLERKING DUTIES**

**COMMISSIONERS**

At 8:00 a.m. Chairman Wright opened a Special Meeting to discuss with Director Loeffers, Director Cook and Auditor Elliott Clerking duties for several Boards, Committee's and Commissions.

Chairman Wright stated that they needed to fill the clerking duties of Public Lands Advisory Committee (PLAC); Homelessness & Affordable Housing Committee (HAHC); and Loding Tax Advisory Committee (LTAC). He said they are not be filling the vacant Administrative Assistant role in the BoCC Office, but Staff is still absorbing other duties left by that position's vacancy. He stated that the ask is for Public Health to take on HAHC; Public Works/CDS to take on PLAC and the Auditor's Office to take on LTAC. He stated that LTAC and HAHC comes with its own funding.

Commissioner Osiadacz explained the duties of the LTAC & HAHC Clerk and the Chairman Wright stated he plans to reduce the PLAC meetings going into the New Year and doing them once every two months.

Director Cook stated he would take on PLAC and left the meeting.

Director Loeffers stated that they would work HAHC into the duties of one of her Staff.

Auditor Elliott stated he has briefly met with his team and asked them to look at how they can get to yes, and take LTAC on. He indicated that they will take it.

The Board encouraged the Auditor, Director Cook and Director Loeffers to work with the BoCC Staff for the transition of materials and filling in the blanks on those roles.

The Board expressed their appreciation to the Departments/Offices for assisting them with these duties.

Auditor Elliott stated this is part of the goal to reduce overhead and look at ways to consolidate when it makes sense.

Meeting adjourned at 8:25 a.m.

**OFFICE ADMINISTRATOR**

  
Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

  
Cory Wright, Chairman