

**COMMISSIONERS' MINUTES
KITTITAS COUNTY, WASHINGTON
COMMISSIONER'S CONFERENCE ROOM
SPECIAL MEETING**

MONDAY

3:30 P.M.

NOVEMBER 20, 2017

Board members present: Chairman Paul Jewell; Vice-Chairman Laura Osiadacz and Commissioner Obie O'Brien.

Others: Mandy Buchholz, Deputy Clerk of the Board; Jim Goeben, IT Director; Jill Scheffer, Event Center Director.

SPECIAL MEETING RECORDS MANAGEMENT RECOMMENDATION COMMISSIONERS

At 3:30 p.m. Chairman Jewell opened a Special Meeting to receive a recommendation from the Records Management Committee relating to Boards, Committees and Commissions E-Mails.

Jim Goeben, IT Director presented a memo reflecting the outcome of the November 8, 2017 Records Management Committee (RMC) meeting and their recommendation to the Board of County Commissioners. He stated that the RMC is suggesting each Public Board/Commission be Clerked by a County employee who serves as its Public Records Officer and Records Officer and that the Board designate how each public Board/Commission manages each and documents; in 1 of the following 2 ways: a.) County provides G Suite (Google Docs for government, \$15/user/month) to each member. Members shall email and manage documents in the G Suite. Members may use their own equipment. Boards/Commissions Handbook in development by the Board describes their records management responsibilities and OPMA requirements/cautions or b.) All email and documents shall be sent from the Clerk to the members. No email containing non-transitory subjects may be sent from any board member.

There was discussion relating to what if any Boards/Committees/Commissions are not already staffed by County employees. Mandy Buchholz, Deputy Clerk of the Board II stated that there are only two Committee's that are not currently staffed by County Employees, those being the Water Conservancy Board and the TV Improvement Dist. She stated that the Fair Board is staffed by a Fair Board member but Fair Board members are treated as "County Employees", so that one is a little different. The Board further discussed and determined Jill Scheffer, Event Center Director would Clerk the Fair Board meetings and or one of her Staff members would be an option. Ms. Scheffer agreed that until she is fully staffed it would be her. Staff agreed to assist Ms. Scheffer in having an Agenderator template created for the Fair Board. Staff was directed to also reach out to the Water Conservancy Board Clerk and TV Dist. Clerk and find out how they are paid and who manages their funding.

APPROVED
12-5-17


The Board directed Jim Goeben, IT Director to work with Doug Mitchell, Deputy Prosecutor to draft a Resolution stating that all County BC&C must be clerked by County Staff & a policy to address "one way communication" between Clerks and the Boards, Committee and Commission members. Mr. Goeben was also tasked with having Doug Mitchel Deputy Prosecutor work with the County Records Management Committee to create OPMA Training for all BC&C members to attend and then arrange with their Clerks to attend and put on the training. Lastly the Board gave direction to Commissioner Osiadacz & Jill Scheffer, Event Center Director to strategize solutions to deal with the Fair Board being subject to the OPMA & their communication methods, noting that they are "technically" a County employee.

The meeting was adjourned at 4:30 p.m.

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

**KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Paul Jewell, Chairman