

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

MONDAY

9:50 A.M.

NOVEMBER 5, 2018

Board members present: Chairman Laura Osiadacz; Vice-Chairman Obie O'Brien & Commissioner Cory Wright.

Others: Mandy Buchholz, Deputy Clerk of the Board II; Lisa Young, HR Director/Interim Event Center Director.

REGULAR MEETING

DEPARTMENT HEAD

HUMAN RESOURCES

Lisa Young, HR Director/Interim Event Center Director presented the Board with a draft redline copy of the Event Center Director Job Description.

The Board approved the proposed Job Description as presented and directed Ms. Young to get the job posted ASAP.

POLICY

ID CARD PROCESSING

HUMAN RESOURCES

Ms. Young presented the Board with an HR Department Policy to allow for them to do ID Cards and process them. She stated that with Tim Egan, Facilities Maintenance Director going out for a few weeks for surgery they need to be able to keep processing ID Cards and this will allow for that. She stated that they are CJIS approved which is a major part of being authorized in doing the ID Cards. The Board approved the Policy as presented.

OFFICE CLOSURE

12/24 VOLUNTARY CLOSURE

HUMAN RESOURCES

Ms. Young requested the Board allow Department Heads and Elected Officials to do a half day closure on 12/24/18. She stated that they have done this in the past when Christmas Eve falls on a week day and HR sends notice to paper of all closures as well as does flyers that departments can post. She stated some Departments/Elected Officials won't participate but it would ultimately be their authority allowing the closure.

The Board approved the request as presented.

Meeting adjourned at 10:00 a.m.

DEPUTY CLERK OF THE BOARD

**KITITAS COUNTY COMMISSIONERS
KITITAS COUNTY, WASHINGTON**

APPROVED
11/20/18


Mandy Buchholz


Laura Osiadacz, Chairman