

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

MONDAY

2:00 P.M.

MARCH 30, 2020

Board members present: By Phone - Chairman Brett Wachsmith & Vice Chairman Laura Osiadacz. Commissioner Cory Wright - In Person.

Others via phone: Mandy Buchholz, Deputy Clerk of the Board II; Neil Caulkins, Chief DPA; Dan Carlson, CDS Director; Chris Horner, DPA.

In Person: Lisa Young, HR Director.

SPECIAL MEETING

CDS OPERATIONS COVID-19

COMMISSIONERS

At 2:03 p.m. Chairman Wachsmith opened a Special Meeting to discuss CDS Operations during COVID-19.

Chairman Wachsmith stated that this was a follow up to the meeting he had with Director Carlson & Director Cook on March 26, 2020, where it was brought to his attention that CDS had walked away from work on Monday the 23rd after the Stay at Home Order was enacted and didn't put plans in place for the phone, mail, or other day to day services CDS provides.

Director Carlson discussed coverage of the phones and email options he had been considering, since that phone call as well as lock boxes that they have in place. He discussed who he currently has listed as essential staff, who is at home working, and what they are able to process from home.

There was input and discussion from the County Prosecutor and HR Director for options of what is and is not considered essential duties during COVID-19.

DIRECTION:

Commissioner Osiadacz and Director Carlson would work on a plan for essential Staff in CDS and it get copy to the Board for their consideration.

Chief Deputy Prosecutor Neil Caulkins would reach out to the Governor's Office for clarification on the classification of Permit Tech.'s and other CDS Staff.


Meeting adjourned at 2:39 p.m.

APPROVED
4/21/2020

DEPUTY CLERK OF THE BOARD


Mandy Buchholz

KITTITAS COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON


Brett Wachsmith, Chairman