



What are we asking for?
 Why is it important?
 Is it realistic?

August 17, 2005 MINUTES
 BOARD OF COMMISSIONERS – MANAGEMENT TEAM
 WORK/STUDY SESSION
 PUBLIC WORKS 3RD FLOOR CONFERENCE ROOM 8:30 AM

DRAFT NUMBER: 1 (Subject to Change)

Anticipated Time

Present were Commissioner Chris Endresen, Chair; Commissioner Patty Lent; Administrator Cris Gears; Ben Holland, Director, Administrative Services; Cindy Baker, Director, Community Development; Bud Harris, Director, Information Services; Bert Furuta, Director, Personnel and Human Services; John Brand representing Public Works; Lisa Holmer Public Information Officer; Nancy Wilson, Juvenile; Elizabeth Scott, Homebuilders Association; Vivian Henderson, Kitsap Alliance of Property Owners; and Don Burger Administrative Coordinator.

1. APPROVE MINUTES of August 10, 2005 WORK/STUDY 8:30-8:40
 - Minutes approved as modified.
2. BOCC Agenda Review for August 22, 2005 8:40-9:25
 - Item 10-A (Speed Limit on Southworth Drive) Commissioner Lent asked for staff presentation. Steve Johnson will represent the County for this item.
 - Item 4B – (Alpine Evergreen exchanging isolated tax title properties) Cris Gears will ask Joseph Coppo to be available for comment.
 - Board discussed budget presentation by Ben Holland (with Russ Hauge).

1 3. INFORMATION SHARING

9:25-10:30

2
3 Ben Holland (Department of Administrative Services)

- 4 • Thurston County has a good Meth program that Kitsap County may be able to use as a
5 template.
6

7 Eric Baker (Department of Community Development)

- 8 • Discussed permit processing improvements that are being reviewed with a consultant (Anna
9 Nelson).
10 • Staff appreciated the positive emails that were received after last week's Critical Areas
11 Ordinance meeting.
12 • Department processed \$6.8 million worth of permits last week.
13

14 Lisa Holmer (Public Information Office)

- 15 • Discussed BOCC public meeting regarding constituent comments on ISC/NASCAR scheduled
16 for September 6, 2005.
17 • Discussed screening the anti-meth film "Iowa." Commissioner Endresen and Commissioner
18 Lent suggested that the Educational Services District and School Boards be involved with this
19 program.
20 • Discussed the Long Lake dedication to Senator Bob Oke currently planned for September 26,
21 2005.
22 • Discussed the NIKE Re-Use-A-Shoe dedication planned on September 24, 2005.
23

24 Bud Harris (Information Services)

- 25 • The U.S. has been hit with the Zotob Virus, a Worm that is attacking computer networks, i.e.,
26 Boeing, New York Times, ABC Television, etc. Kitsap County has not been affected at this
27 point.
28 • FYI, Out-bound Telephone service and access to Voice Mail from County offices was not
29 working properly Sunday August 14th. Qwest had a Central Office issue that was resolved by
30 late Sunday evening.
31 • Central Kitsap Community Center Web update completed.
32 • Law & Justice (I/Leads) annual upgrade in July had resulted in some response-time issues for
33 Sheriff and City Police. This has been resolved.
34 • Discussed the jail inmate phone system RFP process. Kitsap County is collaborating with
35 Thurston and Yakima counties in reviewing vendor options.
36

37 Bert Furuta (Personnel and Human Services)

- 38 • Discussed the status of the Recovery Center and food service contracts.
39

40 John Brand (Public Works)

- 41 • Updated the status on the following projects:
42 Newbury Hill Project
43 Rumble Strip Project
44 • Commissioner Lent requested an update on the Anderson Hill Road project.
45 • Commissioner Endresen requested an update on the Barber Cutoff.
46

47 Cris Gears (Administrator)

- 1 • Over 50 candidates have applied for the position of Facilities, Parks, and Recreation Director.
- 2 • Discussed the Visitors and Convention Bureau and Sports Counsel funding request – Board
- 3 agreed to the funding discussed at the last Work Study session after commitments from other
- 4 participants have been verified.
- 5 • Discussed the Long Lake dedication on Monday September 26, 2005. Board agreed that
- 6 ceremony at Long Lake should begin at 12:30 p.m. (1:00 p.m. alternate).
- 7 • Board discussed whether or not to have BKAT video tape the NASCAR/ISC meeting
- 8 scheduled for September 6, 2005. Board agreed that video taping will not be necessary, but an
- 9 audio tape of the meeting will be made. Commissioner Endresen wanted to make sure that
- 10 guidelines for the meeting will be clearly advertised prior to the meeting.

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12 **Commissioner Lent (District 3)**

- 13 • Mentioned that Jim Trainor would like to make a presentation at K RCC.
- 14 • Commissioner Lent plans to attend RADM Herring's change of command.
- 15 • Commissioner Lent plans to attend the PSNBA reception for RADM French.
- 16 • Discussed COMP time issues for departments with extended work hours/requirements.
- 17 • Discussed a Public Disclosure Act lawsuit that is currently taking place in Seattle.
- 18 • Will be participating in a conference call with the Olympic consortium.
- 19 • Will attend a Central Kitsap Coordinating Counsel meeting this evening
- 20 • Discussed the Water Quality Association conference attended in Chicago.
- 21 • Commissioner Lent will not be in the area November 2-4 nor November 21-23.

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23 **Commissioner Endresen (District 1)**

- 24
- 25 • Asked Ben Holland to review the Health District's budget.
- 26 • Asked whether the Health District has provided information for unfunded mandates paid by
- 27 health district. Health District has not provided that information in the past.
- 28 • Asked Ben Holland about library funding in Poulsbo.
- 29 • Discussed traffic calming and whether or not all streets which are effected are in the current
- 30 plan.

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32
33 **4. Work Session**

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35 **Department Directors Performance Evaluations (Bert Furuta)**

10:35-11:00

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- 37 • Continuation of discussion that the Board conducted with the Directors during the
- 38 previous BOCC retreat (refer to Handout)
- 39 • Bert Furuta and Cris Gears discussed proposed procedures and evaluation process.
- 40 • Commissioner Endresen: Board would like to receive feedback from the Directors.
- 41 • Board discussed parameters for default standard scores:
- 42 5.0 – Director's actions and departmental effectiveness above and beyond
- 43 expectations.
- 44 4.0 – Excellent performance (Department working well on a daily basis -
- 45 Standard Score)
- 46 3.0 – Acceptable performance.
- 47 • Agreed that Board and Department Directors will meet, as required, for reviews.

- Board discussed methods to measure performance. (“Art” verses “Science”)
- Board, Administrator and Directors need to know expectations in order to meet them.
- Discussed quantifiable areas to measure performance: budget, work plans, customer service were potential areas that were discussed.
- Board agreed to try the proposed evaluation procedures.
- Board discussed the requirement that County employees have current evaluations.

5. FUTURE WORK/STUDY SESSIONS

August 24, 2005 – 8:30 a.m.

Information Sharing (BOCC/Department Directors)

August 31, 2005 – 8:30 a.m.

Information Sharing (BOCC/Department Directors)

September 7, 2005 – 8:30 a.m.

BOCC Agenda Review for BOCC Special Meeting September 14, 2005

Information Sharing

September 14, 2005 – 8:30-9:45 a.m. (BOCC Chambers)

Information Sharing

September 21, 2005 – No Meeting Scheduled – Board attending WASC Conference

September 28, 2005 – 8:30 a.m.

Information Sharing

6. RECAP

APPROVED