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CLARK COUNTY  
WASHINGTON

## Minutes: CLARK COUNTY CIVIL SERVICE MEETING

### IN ATTENDANCE

- COMMISSIONER MARLA LUDOLPH-HEIKKALA (CHAIR)
- COMMISSIONER RITA PAKENEN (VICE-CHAIR)
- COMMISSIONER JAMES SENESCU
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JANE LARKIN
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE: JULY 21, 2015                      REGULAR MEETING   
MEETING TIME: 3:30 P.M.                              SPECIAL MEETING

LOCATION:                       CONF RM. 511       CONF RM. 523       CONF RM. 678  
    CONF RM. 623       TELECONFERENCE (360)397-2029

### **EXECUTIVE SESSION:**

Commission discussed issues covered by RCW 42.30.110(I)(g) with members of the Sheriff's office Command staff, including HR Manager Bre Nelson.

### **REGULAR SESSION:**

1. Commission took action on the following background investigations:

- Carolee Arkills, Property Technician - **Certified**
- Cullen Armstrong, Property Technician **Certified**
- Daniel Bostwick, Food Service Coordinator - **PENDING** discussion at August Mtg.
- Holly Soloai, Sheriff's Support Specialist II **Certified**
- PJ Thompson, Sheriff's Support Specialist II; Property Technician - **Certified**

2. Commission reviewed and took action on the following eligibility lists, now certified for one year or until exhausted:

- Assistant Human Resources Representative – IRC14545 – Approved/Certified

3. Commission reviewed and took action on the following meeting minutes:

- May 19, 2015 - Approved
- July 2, 2015 (Special Meeting) - Approved

June 16<sup>th</sup> meeting was canceled due to lack of quorum

#### 4. Business to come before the Commission

- a. Review of current recruitments – Secretary Harrington Smith shared with the group a summary of the status of all of the current eligibility lists with information about how many vacancies for each classification plus how many hires had been made up to the date of the meeting. This prompted the query from Chair Ludolph-Heikkala about how the commission could assist the Sheriff's office with the background process. The Sheriff's office representatives briefly discussed a previous attempt to use online software program but it was found to not meet their requirements. In addition the Sheriff's Office struggles with public disclosure issues when technology is utilized in the background process.
- b. Commission vacancy press release was shared by the Secretary and the commission was brought up to speed on the number of interested parties, which was (0) at the time of the meeting. Sheriff's office guests suggested that the Secretary send the press release to the Sheriff's Office Public information officer for getting the word out.
- c. Any other business
  - i. The commission accepted the revised Criminal Conduct Guidelines and the Applicant Drug Use Disqualification Table, as submitted and that the guidelines would be applied as of the present meeting.
  - ii. Chief Chapman and HR Manger Nelson requested that the commission support posting an internal-only (CCSO) recruitment for entry-level Deputy, which would create an internal only eligibility list. The question came up about whether or not there would have to be any changes to the Civil Service Rules to allow for the Sheriff to choose from a particular eligibility list before another list, i.e., a Lateral Deputy list or an external Deputy list. The only possible change that HR Manager Nelson pointed out might be an addition to shorten the certification of internal eligibility list to 6 months. It was agreed by all that the Sheriff does have the latitude to Request candidates from any certified eligibility list. The Sheriff's Office guests did not think the Deputy Sheriff's Guild would have any objections to an internal only career track to enforcement.
  - iii. In addition to the internal only recruitment, the Undersheriff made a request for the Chief Examiner to begin a **Continuous external recruitment process for entry level Deputies** in order to provide the Sheriff's Office with more candidates, more often by using the testing agency Public Safety Testing. Secretary Harrington Smith agreed that it would bring in more candidates, but there would need to be a strategy to hold interviews on a regular basis, and how to handle constantly expanding eligibility list. She agreed to meet separately with HR to work out the details.

5. Next regular meeting is scheduled for August 18, 2015. (3<sup>rd</sup> Tuesday in the month)

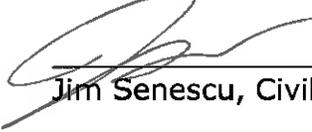
Date: 8-18-15



Marla Ludolph-Heikkala, Chairperson



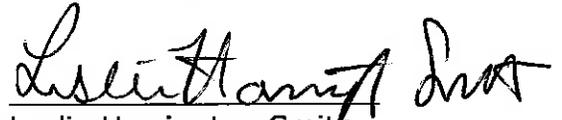
Rita Pakenen, Civil Service Vice-Chairperson



Jim Senescu, Civil Service Commissioner

Jane Larkin, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner

  
Leslie Harrington Smith,  
Chief Examiner/Secretary

