



proud past, promising future

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: APRIL 21, 2015 REGULAR MEETING
 MEETING TIME: 3:00 P.M. SPECIAL MEETING

LOCATION: CONF RM. 511 CONF RM. 523 CONF RM. 678
 CONF RM. 623 TELECONFERENCE

SPECIAL LOCATION: SHERIFF'S OFFICE ADMIN CONFERENCE ROOM

EXECUTIVE SESSION:

There was no executive session.

REGULAR SESSION:

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

- March 17, 2015 - **Approved**
- March 24, 2015 Special Meeting - **Approved**

2. **AMENDMENT:** Commission reviewed and certified this list for one year or until exhausted:

- Jail Industries Coordinator – IRC14500 - **Certified**

3. Business to come before the Commission

- a. A discussion about the background process took place with the CCSO Command staff members who were present, and the Commissioners. The Commission emphasized that their role is to confirm that every candidate is treated fairly and consistently, whether or not the background reports are complete, whether or not there might be an error in the report(s) and to ensure that the standards as set forth by the Sheriff, are being met.

The commission also clarified that candidate appeals will only be considered if the candidates can cite a violation of a civil service rule.

The Sheriff's Office is testing a new online background tracking system, and will work with Secretary Harrington Smith to figure out how to give online access to the Commissioners so that Civil Service does not have to print out and mail or email copies of the background report and/or the candidates' PHS.

b. Classification Title Changes - Commission made a motion that was approved to allow for the following classification title changes:

- i. Custody Officer = Corrections Deputy
- ii. Custody Sergeant = Corrections Sergeant

c. Recruitment Update for April 2015 - Secretary Harrington Smith shared an update with the Commission and CCSO Command staff that was present.

The Secretary shared with the commission that the command staff will be meeting with a testing agency vendor soon to evaluate the testing process for use on the Lateral Deputy recruitment.

d. The Sheriff talked with the Commission about the fact that per RCW 41.14.070, he has the ability to appoint two (2) additional positions. More discussion will follow in subsequent meetings.

4. Next regular meeting is scheduled for May 19, 2015. (3rd Tuesday in the month) Commissioner Presthus will be out of town May through July but may be available via phone if needed.

May 19, 2015

Marla Ludwigh-Heikkala

[Signature] JAMES D. SENESEU

[Signature] JANE LARKIN

[Signature] FOR GARRY PRESTHUS