



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) APPOINTMENT EXPIRED~~
- ~~COMMISSIONER JAMES SENESCU APPOINTMENT EXPIRED~~
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JANE LARKIN
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE:           OCTOBER 20, 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 reviewed background investigations with respect to RCW 42.30.110(1)(g).

### **REGULAR SESSION:**

1. Commission took action on the following background investigations:

- Toni Marie Baker, Jail Industries Coordinator - **Certified**
- Olga I Dacy, HR Assistant - **Certified**
- Amber Mary Davis, Sheriff's Support Specialist II- **Certified**
- Carol Deen Harris, Sheriff's Support Specialist II - **Certified**
- Katina Nichole Lackey, HR Assistant - **Certified**
- Sara Elaine Sloss, HR Assistant - **Certified**
- Alysha Nicole Vian, Jail Industries Coordinator - **Certified with reservation**

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

- September 15, 2015 - **Approved**
- October 2, 2015 Special Meeting - **Approved**

3. Business that came before the Commission

- a. Update on commission vacancies – The BOCC chose to re-appoint James Senescu to another term and also appointed Crystal Kroeller to the commission. Their appointments are effective November 1, 2015.

b. Any other business:

- i. Secretary Harrington Smith shared information about 4 recent reclass studies that had been completed that will add a new classification to the Support Guild: Program Assistant, reclassifying 2 Sheriff's Support Specialist II's to Program Assistants, 1 Sheriff's Support Specialist II to a Sheriff's Support Specialist III, and a vacant Sheriff's Support Specialist Supervisor to Program Coordinator I.
- ii. HR Manager Nelson shared with the commission that CCSO is finalizing the contract with ESOPH, online software for backgrounds. She anticipates that the system will be up and running by the first part of December.
- iii. She also shared that there will be 10 new Sheriff's Office employees starting work on 10/27/15.

4. Next regular meeting is scheduled for November 17, 2015. (3<sup>rd</sup> Tuesday in the month)

**This meeting will take place over at the Sheriff's Office**

Date: 12-15-15

Marla Ludolph Heikkala  
Marla Ludolph-Heikkala, Chairperson

Leslie Harrington Smith  
Leslie Harrington Smith,  
Chief Examiner/Secretary

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Vacant

Jane Larkin by Marla Heikkala proxy  
Jane Larkin, Civil Service Commissioner

Garry Presthus by Marla Heikkala proxy  
Garry Presthus, Civil Service Commissioner

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Vacant