

proud past, promising future

CLARK COUNTY
WASHINGTON

Minutes: CLARK COUNTY CIVIL SERVICE MEETING

IN ATTENDANCE

- COMMISSIONER MARLA LUDOLPH-HEIKKALA (CHAIR)
- COMMISSIONER JANE LARKIN – N/A – PROXY VOTE PROVIDED
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU
- COMMISSIONER CRYSTAL KROELLER
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE: NOVEMBER 17, 2015 REGULAR MEETING
MEETING TIME: 3:30 P.M. SPECIAL MEETING

LOCATION: CONF RM. 511 CONF RM. 523 CONF RM. 678
 CONF RM. 623 SHERIFF'S OFFICE

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:

- Nancy Alleyn, Accounting Specialist II - **Certified**
- Donald Bryant*, Jail Industries Coordinator - **Certified**
- Heidi Cooper, Accounting Specialist II - **Certified**
- Miriam Dodge, Sheriff's Support Specialist II (*late addition*) - **Certified**
- Brent Lewis, Sheriff's Support Specialist II (*late addition*) - **Certified**
- Jennifer Newell, Sheriff's Support Specialist II (*late addition*) - **Certified**
- Ben Semaia, Jail Industries Coordinator - **Certified**
- Brenden Stetler, Jail Industries Coordinator - **Certified**

*Commissioner Kroeller recused herself from voting on the background certification for Donald Bryant due to a current association.

2. Commission reviewed and took action on the following meeting minutes.
Commissioners reviewed minutes via email previous to the meeting, but Secretary Harrington Smith did not supply copies of the minutes for signature.

- October 20, 2015 – **Approved** (*signatures to follow*)
- November 10, 2015 Special Meeting – **Approved** (*signatures to follow*)

3. Business to come before the Commission

- a. Welcome new Commissioner Crystal Kroeller – Commissioners welcomed their new commissioner and discussed the process by which she was selected.
- b. Recruitment update – Secretary Harrington Smith handed out the latest update outlining the current recruitments and eligibility list status for current and recently expired lists/processes. It was pointed out that the total number of hires so far in 2015 is twice as many positions that were hired in 2014.
- c. Review position changes Secretary Harrington Smith shared the updated version of the Sheriff's Office 2015 Staff Composition list. There were several changes that Secretary Harrington Smith shared, and some of the post offer process steps were discussed. It was suggested that the Secretary check in with CCSO to ensure the list is accurate.
- d. Start planning for 2016 – Schedule and Goals – The Secretary confirmed that it would be acceptable to change the meeting start time in 2016. Starting in January 2016 meetings will start at 3PM, ½ hour earlier.

The Secretary initiated a discussion about goals the commission would like to set for 2016. In the recent past the commission completed a revision of the civil service rules, including updating the language to encompass email communication and allowed for telephonic meetings when the need arises.

Chair Ludolph-Heikkala suggested that the commission get acquainted with the Sheriff's command staff, with Commanders, and managers to talk with them about the positions that they have in their branches. These conversations will help the commission understand the individual positions, and could yield additional ideas for how to improve outreach.

There will also be opportunities to tour the jail, go on ride alongs with deputies, tour the evidence warehouse, the records department, and the different precincts. Secretary Harrington Smith shared the sign-up sheets for ride alongs, as cursory background checks are required.

4. Next regular meeting is scheduled for December 15, 2015 at 3:30 PM. Commissioner Presthus will be out of town but will be available via telephone.

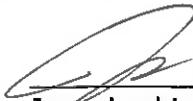
*The 2016 meeting calendar is set, with meetings beginning at 3PM instead of 3:30PM.

Date: 12-15-15

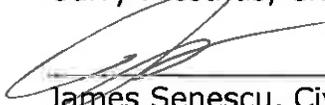
Marla Ludolph-Heikkala
Marla Ludolph-Heikkala, Chairperson

Crystal Kroeller
Crystal Kroeller, Civil Service Commissioner

Leslie Harrington Smith
Leslie Harrington Smith,
Chief Examiner/Secretary

 SENESCU FOR TELEPHONE
Jane Larkin, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner

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James Senescu, Civil Service Commissioner

