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CLARK COUNTY
WASHINGTON

Minutes: CLARK COUNTY CIVIL SERVICE MEETING

IN ATTENDANCE

- COMMISSIONER MARLA LUDOLPH-HEIKKALA (CHAIR) VIA PHONE
- COMMISSIONER JANE LARKIN
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU (VICE-CHAIR)
- COMMISSIONER CRYSTAL KROELLER
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE: FEBRUARY 16, 2016

REGULAR MEETING

MEETING TIME: 3:00 P.M.

SPECIAL MEETING

LOCATION:

CONF RM. 511
 CONF RM. 623

CONF RM. 523

CONF RM. 678

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:

- Shane Joachim – Deputy Sheriff (DS 2014-2) (follow up from January) **Certified**
- Lanny Kipp – Deputy Sheriff (Internal IRC14616/14684) (follow up from January) **Certified**
- Craig Murray – Deputy Sheriff (Internal IRC14616/14684) **Certified**
- Joshua Troyer – Deputy Sheriff (Internal IRC14616/14684) **Certified**
- Ronald Wiger* – Food Service Coordinator (IRC14771)

*The online background system ESOPH was unavailable for the commission to access the background report for Ronald Wiger; deferred to March meeting.

2. Commission reviewed and certified the following eligibility lists:

- Deputy Sheriff DS Dec 2015 **Certified**
- Program Coordinator I – Public Disclosure Unit IRC14764 **Certified**
- Sheriff's Support Specialist II IRC14721 **Certified**

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

- December 15, 2015 Meeting - **Approved**
- January 19, 2016 Meeting - **Approved**

4. Business to come before the Commission

- a. Recruitment update – the secretary shared a quick update of the current vacancies at the Sheriff's Office, and the commission discussed the background process, reiterating their desire to help improve and speed up the hiring process. The secretary also shared information about a recent job fair event that she attended along with a Corrections Deputy (Women in Law Enforcement Job Fair).
- b. Additional Agenda item: Backgrounds - the commissioners discussed the changes that are coming into view due to the new online background system, and the necessity for reviewing prior background reports that the commission had not previously reviewed. The Commission Chair ultimately shared the following points in an email message:

If there is a past background and only an update is happening, then the commission must see the prior background; especially since there are now backgrounds that the Commission did not approve when the backgrounds were completed post-offer.

In addition to that, the commission does not approve cadets or some other Sheriff's office employee categories (e.g., volunteers, medical staff) so this is our initial scrutiny of the candidates.

Consistency is the commission's approach. This is crucial for certification to a list.

If there is no prior background available (destroyed or can't be found), then is it not an update, it is a complete background that is necessary.

5. Next regular meeting is scheduled for March 15, 2016 at 3PM.

Commissioners to confirm attendance:

- COMMISSIONER MARLA LUDOLPH-HEIKKALA VIA PHONE
- COMMISSIONER JANE LARKIN
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU
- COMMISSIONER CRYSTAL KROELLER

Date: 3-15-2016

Tel. approved by James Senescu

Maria Ludolph-Heikkala, Chairperson

[Signature]

Crystal Kroeller, Civil Service Commissioner

[Signature]

Jane Larkin, Civil Service Commissioner

[Signature]

Garry Presthus, Civil Service Commissioner

[Signature]

James Senescu, Vice Chair, Civil Service Commissioner

[Signature]

Leslie Harrington Smith,
Chief Examiner/Secretary

