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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 VIA PHONE
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU (VICE-CHAIR) NOT AVAILABLE
- COMMISSIONER CRYSTAL KROELLER
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE: APRIL 19, 2016

REGULAR MEETING

MEETING TIME: 3:00 P.M.

SPECIAL MEETING

LOCATION:

CONF RM. 511

CONF RM. 523

CONF RM. 678

CONF RM. 623

### **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:

- Koglin, Julia Anne - Corrections Deputy IRC14548 (3) **Certified**
- Leffler, Sarah Gray- Program Coordinator I IRC14764 (1) **Certified**
- Tuipulotu, Francis - Corrections Deputy IRC14548 (3) **Certified**
- \*Wildman, Savannah - Corrections Deputy IRC14548 (17) Certified**

\*last minute addition to the agenda

- a. In addition to the certified backgrounds, the commission reviewed (2) Background Removals

2. Commission reviewed and certified the following eligibility lists:

- Deputy Sheriff DS March 2016 **Certified**
- Food Service Coordinator IRC14791 **Certified**

3. Commission review and approved the following meeting minutes:

- March 15, 2016 Meeting **Approved**

#### 4. Business that came before the Commission

- a. Provisional Appointments (Revision to Civil Service Rule 10.13):  
The commission approved the changes as edited. The section now reads:

10.13 PROVISIONAL APPOINTMENT. Where there is no suitable eligible register from which certification can be made, the Secretary may allow the appointing authority to make a provisional appointment. A provisional appointment may be made for a period of up to four months, and may only be extended an additional 60 days with approval from the Civil Service Commission. No person shall receive more than one temporary appointment in any twelve-month period. All provisional employment in a class shall cease at the earliest possible date and shall not exceed thirty (30) days from date of notice that a proper eligible register for such class is available; provided, an extension may be granted by the Civil Service Commission.

- b. Recruitment Updates – Secretary Harrington Smith gave the commission a verbal update on the status of several ongoing recruitments.
- c. Civil Service Conference – September 12-13, 2016
- i. Commissioners Presthus, Kroeller and Senescu stated interest in attending. The agenda has yet to be announced, but the county will cover the commissioners' travel and hotel.
- d. Other business
- There was some discussion around the new ESOPH system and how the commission would benefit from a tutorial of the system for accessing and reviewing background reports. The secretary will set up a tutorial for the commission at the next regular meeting in May.
  - Due to the high number of vacancies in enforcement deputy positions, the Sheriff's office asked the commission for permission to allow the lateral deputy candidates to interview prior to testing with National Testing Network. The commissioners discussed the request and agreed that as long as the candidates tested **prior** to a conditional offer, the process would be fair.

#### 5. Next regular meeting is scheduled for May 17, 2016 at 3PM.

Commissioners confirmed attendance:

- COMMISSIONER MARLA LUDOLPH-HEIKKALA
- COMMISSIONER JANE LARKIN
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU (?)
- COMMISSIONER CRYSTAL KROELLER

Date: 5-17-16

Marla Ludolph-Heikkala  
Marla Ludolph-Heikkala, Chairperson

[Signature]  
Crystal Kroeller, Civil Service Commissioner

Jane Larkin, Civil Service Commissioner

[Signature]  
Garry Presthus, Civil Service Commissioner

James Senescu, Vice Chair, Civil Service Commissioner

[Signature]  
Leslie Harrington Smith,  
Chief Examiner/Secretary