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**CLARK COUNTY**  
WASHINGTON

## Minutes: CLARK COUNTY CIVIL SERVICE MEETING

### IN ATTENDANCE

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

MEETING DATE: JUNE 21, 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:**

Commissioners reviewed background investigations with respect to RCW 42.30.110(1)(g) and discussed 2 requests for Appeal Hearings. Legal Counsel Emily Sheldrick joined the commission meeting.

### **REGULAR SESSION:**

1. Commission took action on the 2 requests for appeal hearings. Both requests were denied due to the fact that neither request complied with Civil Service rule 17.01 a. There was no evidence that an alleged violation of Civil Service rules or County ordinances and policies had occurred.
2. Commission took action on the following background investigations:
  - Bathke, Matthew - Deputy Sheriff - **Certified**
  - Eisinger, Alexander - Deputy Sheriff - **Certified**
  - Phillips, Catherine - Sheriff's Support Specialist II (IRC14721) - **Certified**
  - Pichon, Robert - Deputy Sheriff - **Certified**
  - Ruppell, Jeffrey - Lateral Deputy - **Certified**
  - Russell, Damion - Corrections Deputy (IRC14548) - **Certified**
3. Commission reviewed and certified the following eligibility list:
  - Corrections Deputy IRC14792 - **Certified**

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

- May 17, 2016 Meeting - **Approved**
- May 27, 2016 Special Meeting - **Approved**

5. Business to come before the Commission

- a. Farewell to Daniel Harrigan – Secretary Harrington Smith shared with the commission that Daniel Harrigan, Program Assistant assigned to the Chief Examiner is leaving the county on 7/5/16. The commission wished him well in his future endeavors.
- b. Certified letters vs. Online Email Removals – Secretary Harrington Smith talked with the commission about a feature of the ESOPH online background system. The letters for candidates who are removed for cause can be sent via email and stored online. That has a potential conflict from the certified letters that have been traditionally sent out. After some discussion it was agreed that the Secretary would continue to mail letters but include a 'declaration of mailing' rather than sending them 'certified.' Legal counsel to the commission will send sample of 'declaration of mailing to the Secretary.
- c. Rule edits to accommodate continuous recruitments? The Secretary asked the commission if they thought there were any civil service rules that may need to be edited in order to address the Deputy Sheriff continuous recruitment process. After some discussion it was determined that there were no edits necessary because the rules already address the continuous nature of civil service processes.
- d. Chief Chapman dropped in to the meeting to say hello and he agreed that the continuous process for hiring deputies is favorable. There are currently 20 deputies who are eligible to retire, and with 17 vacancies as of 6/29/16 it is crucial that there be a large number of candidates running through the hiring process. In addition there was some discussion about the new records division that Vancouver Police Department is building.

6. Next regular meeting is scheduled for July 19, 2016 at 3PM.

Commissioners to confirm attendance:

- COMMISSIONER MARLA LUDOLPH-HEIKKALA-WILL BE OUT OF TOWN
- COMMISSIONER JANE LARKIN
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU
- COMMISSIONER CRYSTAL KROELLER

Date: 7-21-16

CONF CALL - APPROVED

Marla Ludolph-Heikkala, Chairperson

CONF CALL - APPROVED

Crystal Kroeller, Civil Service Commissioner

CONF CALL APPROVED

Jane Larkin, Civil Service Commissioner

CONF CALL APPROVED

Garry Presthus, Civil Service Commissioner

CONF CALL APPROVED

James Senescu, Vice Chair, Civil Service Commissioner



Leslie Harrington Smith,  
Chief Examiner/Secretary