



proud past, promising future

**CLARK COUNTY**  
WASHINGTON

## Minutes: CLARK COUNTY CIVIL SERVICE MEETING

### IN ATTENDANCE

- CHAIRPERSON MARLA LUDOLPH-HEIKKALA
- COMMISSIONER RITA PAKENEN
- COMMISSIONER JAMES SENESCU (OUT OF TOWN) – SENT PROXY
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JANE LARKIN (OUT OF TOWN)
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE: JANUARY 21, 2014

REGULAR MEETING

MEETING TIME: 3:30 P.M.

SPECIAL MEETING

LOCATION:  CONF RM. 511

### **EXECUTIVE SESSION:**

There were no appeals for the Commissioners to hear.

### **REGULAR SESSION:**

1. In keeping with Clark County Civil Service Rule 2.03 Administration and Operations (see below), Commissioners are to hold election in January of each year to determine the following (2014) year's Chairperson and Vice Chairperson.

*Commissioners deferred this vote to the February meeting, due to the absence of the 2 Commissioners.*

#### Civil Service Rule:

2.03 CHAIR--VICE CHAIR. At the first regular meeting in January of each year, the Commission shall elect one of its members as Chair and another member to serve as Vice Chair for a term of one year. Should a Chair and/or Vice Chair resign or be removed from the position prior to the expiration of his/her term, the Commission, upon appointment of a new member, shall proceed to the election of a new Chair and/or Vice Chair.

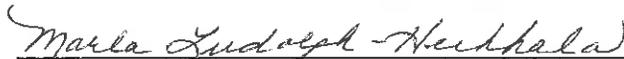
2. Commission reviewed and took action on the following meeting minutes:

December 17, 2013 - **Approved**

3. Business that came before the Commission

- a. Recruitment Update - review - Secretary Harrington Smith did not have an update for this meeting, but hoped to in February after she meets with the CCSO HR staff to plan 2014 recruitments.
  - b. Additional discussion re: Civil Service webpage - Secretary Harrington Smith shared several printouts from other jurisdiction's Civil Service websites and Commissioners briefly discussed the desired formatting for Clark County's Civil Service website. The general consensus was to keep it simple and straightforward, without pictures of the Commissioners. The Secretary said optimistically that she would have a 'mock up' to share at the next meeting.
  - c. Commissioners discussed their intent to conduct a review of the Civil Service Rules in order to confirm that they are properly aligned with the changes made to the recruitment process in the spring of 2013 regarding the placement of the background investigation to post conditional offer.
4. Next regular meeting is scheduled for February 18, 2014. (3<sup>rd</sup> Tuesday in the month) Commissioners confirmed their intention to attend.

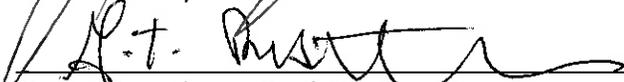
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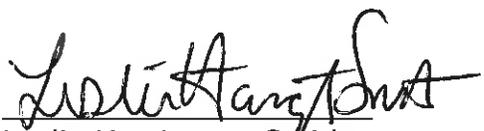
  
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Marla Ludolph-Heikkala, Civil Service Chairperson

  
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Rita Pakonen, Civil Service Vice-Chairperson

  
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Jim Senescu, Civil Service Commissioner

  
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Jane Larkin, Civil Service Commissioner

  
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Garry Presthus, Civil Service Commissioner

  
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Leslie Harrington Smith,  
Chief Examiner/Secretary