



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
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JANE LARKIN
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE: DECEMBER 16, 2014 REGULAR MEETING
MEETING TIME: 3:30 P.M. SPECIAL MEETING

LOCATION: CONF RM. 511 CONF RM. 523 CONF RM. 678
 CONF RM. 623 TELECONFERENCE

REGULAR SESSION:

1. **Special recognition of Chairperson Marla Ludolph-Heikkala's 30 years of volunteer service to the Civil Service Commission!** Several guests joined the Commissioners in showing their appreciation for Chairperson Ludolph- Heikkala's remarkable 30 years of volunteer service. She was presented with an engraved crystal award as well as a gift basket.
2. Commission reviewed and took action on the following eligibility list (certified for one year or until exhausted):
 - Sheriff's Support Specialist III -IRC14424 (Internal Promotion)- **Certified**
3. Commission to review and take action on the following meeting minutes:
 - November 18, 2014 - **Approved**
 - December 2, 2014 - Special Meeting - **Approved**
4. Business items before the Commission
 - a) **Update of Commissioner Interviews** - at the time of the meeting, Secretary Harrington Smith had information that not all of the BOCC had given their feedback based on the applications and the recommendation from this Commission.

- b) **Recruitment Update – 2014 in Review** – Secretary Harrington Smith presented a summary of all of the recruitments and subsequent eligibility list statuses that occurred in 2014.
- c) **2015 meeting schedule** – Secretary Harrington Smith will email the schedule to each of the Commissioners.
- d) **File location** – Since the Civil Service Background Reports were moved to the post offer stage of the Civil Service recruitments in March of 2013, the Sheriff's office has been housing all of the background files in their office. This includes successful candidate files, as well as unsuccessful candidate files. Up until that point the Chief Examiner had been the steward of all the background reports. Logically, all of the reports should be in either one location or the other. Commissioners asked Secretary Harrington Smith to add that issue to a list of items that they plan to discuss with Sheriff Atkins.
- e) **OPMA re: emails as meetings** – Vice Chairperson Pakenen pointed out that email messages sent to all of the commissioners *could be considered a public meeting*.

Below is an excerpt from the **MRSC Practice Tips for Electronic Communications**:

If a majority of the members of the governing body take "action" on behalf of the agency through an email exchange, the exchange would constitute a meeting under the OPMA. Note that taking "action" under the OPMA can occur through mere discussion of agency business, and that any "action" may be taken only in a meeting open to the public. The participants in the email exchange don't have to be participating in that exchange at the same time, as a "serial" or "rolling" meeting can occur in violation of the OPMA.

The **MRSC Practice Tips** continues with the following recommendations:

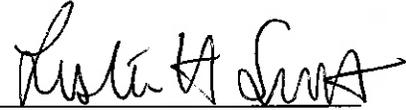
Recommendations: As a member of the governing body, consider the following tips to avoid potential OPMA violations:

- Passive receipt of information via email is permissible, but discussion of issues via email by the governing body can constitute a meeting.
- An email message to a majority or more of your colleagues on the governing body is allowable when the message is to provide only documents or factual information, such as emailing a document to all members for their review prior to the next meeting.
- If you want to provide information or documents via email to other members of the governing body, especially regarding a matter that may come before the body for a vote, have the first line of the email clearly state: "For informational purposes only. Do not reply."
- Unless for informational purposes only, don't send an email to all or a majority of the governing body, and don't use "reply all" when the recipients are all or a majority of the members of the governing body.
- Alternatively, rather than emailing materials to your colleagues on the governing body in preparation for a meeting, have a designated staff member email the documents or provide hard copies to each member. It's permissible, for example, for

a staff member to communicate via email with members of the governing body in preparation for a meeting, but the staff member needs to take care not to share any email replies with the other members of the governing body as part of that email exchange.

5. Next regular meeting is scheduled for January 20, 2015. (3rd Tuesday in the month) Commissioners confirmed attendance. Chairperson Heikkala-Ludolph will be out of town but will be available by phone. Commissioner Presthus will not be in town but will be available by phone. Commissioner Senescu will not be available.

Date: 1-20-15



Leslie Harrington Smith,
Chief Examiner/Secretary

Vacant Position as of 12/31/14



Rita Pakenen, Civil Service Vice-Chairperson

Jim Senescu, Civil Service Commissioner



Jane Larkin, Civil Service Commissioner



Garry Presthus, Civil Service Commissioner

FOR GARRY PRESTHUS

