



proud past, promising future

CLARK COUNTY
WASHINGTON

Minutes: CLARK COUNTY CIVIL SERVICE MEETING

IN ATTENDANCE

- COMMISSIONER MARLA LUDOLPH-HEIKKALA (RE-APPOINTED)
- COMMISSIONER RITA PAKENEN
- COMMISSIONER JAMES SENESCU
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JANE LARKIN
- CHIEF EXAMINER/SECRETARY LESLIE HARRINGTON SMITH

MEETING DATE: FEBRUARY 17, 2015 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. In keeping with Clark County Civil Service Rule 2.03 Administration and Operations (see below), Commissioners held an election to determine the following (2015) year's Chairperson and Vice Chairperson. (*NOTE: Commission had a vacant position in January so this vote had to wait until February meeting)
 - a. Marla Ludolph-Heikkala was elected Chairperson
 - b. Rita Pakenen was elected Vice Chairperson
2. Commission reviewed and took action (certify for one year or until exhausted) on the following eligibility list:
 - Enforcement Commander –IRC14437 – **Certified***
(*Commissioner Ludolph-Heikkala abstained as she was not reappointed until January 30, 2015)
3. Commission reviewed and took action on the following meeting minutes:
 - January 20, 2015 – **Approved***
(*Commissioner Ludolph-Heikkala abstained as she was not reappointed until January 30, 2015)

4. Business to come before the Commission

- a. Special Guests, Sheriff Atkins was present with his Command Staff including Under-Sheriff Mike Cooke, Chief Bishop, Chief Shea and Chief Chapman to meet the Commissioners. Also present was CCSO's HR Manager Candy Arata and the CCSO HR Assistant Lois Hickey.

Sheriff Atkins spoke about one of his top priorities, to find more diverse applicants, and that part of attracting diverse applicants is creating a welcoming atmosphere at CCSO. One of his major goals while serving as Sheriff is to make CCSO an attractive place to work. With upcoming retirements and regular attrition, the next 5 to 10 years will bring major changes to the personnel of the Sheriff's Office. He would like to find more avenues to bring diverse applicants into the Sheriff's Office, including more lateral recruitments, and an internal process just for current Sheriff's office employees who may want to promote between the 3 divisions.

The discussion continued regarding the best way to network for the most talented and diverse applicants. Secretary Harrington Smith spoke about how she already does a fair amount of outreach for the county in general as she is the lead for all recruitments for the county, and she said that she would share her outreach calendar with the Sheriff's office and looked forward to partnering with the Sheriff's office to attend more outreach events.

Undersheriff Cooke spoke briefly about the background process, and said that the Sheriff's Command staff is taking a fresh look at the process, that they should consider the commission as a free resource to help the Sheriff's office avoid liability at the very least.

Continuous recruitments were discussed for both Corrections and Enforcement, based on the upcoming demand for filling a large number of vacancies. More discussions will be forthcoming.

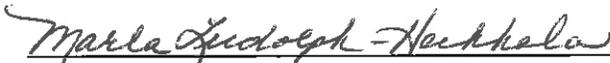
Commissioner Senescu made a statement about the perception of the Commission being negative, and that the Commission contributed to the delay in the hiring process. He pointed out that the Commission has been available to certify lists 'on demand' in order to assist the Sheriff's office. Secretary Harrington Smith has a recruitment timeline that shows the number of days between each major step in the recruitment process for 2014 that she will share with Sheriff Atkins and his command staff.

The discussion closed with the acknowledgement of both groups that they look forward to more discussions and the Commission's willingness to help the Sheriff reach his goals.

- b. Possible reinstatement – this issue turned out to be outside the jurisdiction of the commission and therefore was not addressed.

- c. Recruitment Update –Secretary Harrington Smith was not prepared with the updated recruitment information to be able to share it with the special guests or with the Commission.
5. Next regular meeting is scheduled for March 17, 2015. (3rd Tuesday in the month) Commissioners to confirm attendance. Commissioner Presthus will be available by phone, and Commissioner Ludolph-Heikkala will be back in town mid-March.

Date: 3-17-15

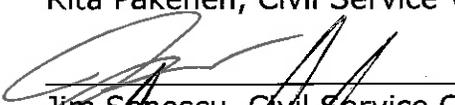


Marla Ludolph-Heikkala, Chairperson

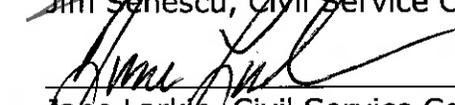


Leslie Harrington Smith,
Chief Examiner/Secretary

Rita Pakenen, Civil Service Vice-Chairperson



Jim Senescu, Civil Service Commissioner



Jane Larkin, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner

