



Minutes: CLARK COUNTY CIVIL SERVICE COMMISSION MEETING

IN ATTENDANCE

- COMMISSIONER MARLA LUDOLPH-HEIKKALA (CHAIR)
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU (VICE-CHAIR)
- COMMISSIONER CRYSTAL KROELLER (SENT PROXY VIA EMAIL)
- COMMISSIONER RICK TORRES
- SENIOR DEPUTY PROSECUTING ATTORNEY CHRISTINE COOK (COUNSEL TO THE COMMISSION)
- SECRETARY/CHIEF EXAMINER LESLIE HARRINGTON SMITH (**DESIGNEE KATINA LACKEY**)

MEETING DATE: **APRIL 16, 2019**

REGULAR MEETING

MEETING TIME: **3:00 P.M.**

SPECIAL MEETING

LOCATION: CONF RM. 511 CONF RM. 523 CONF RM. 433
 CCSO ADMIN CONF ROOM CONFERENCE CALL – 564-397-2029

Additional guests included: Bre Nelson, Lois Hickey, Sarah Leffler and Sergeant Fred Neiman from CCSO plus Leslie Lopez, Deputy Prosecuting Attorney

EXECUTIVE SESSION:

Commissioners discussed personnel issues with respect to RCW 42.30.110(1)(g) including background removals.

REGULAR SESSION:

1. Commissioners certified the following background investigation:
 - Telecsan, Dean – Deputy Sheriff - **Certified**
2. Commissioners reviewed and certified the following eligibility lists for one year or until exhausted:
 - Deputy Sheriff DS March 2019 - **Certified**
 - Food Services Coordinator R000070 March 2019- **Certified**
3. Commissioners reviewed and approved the following meeting minutes:
 - March 19, 2019 Regular Meeting - **Approved**
4. Commissioners confirmed 2 of the background removals as discussed in executive session. Commissioners then requested that additional information be sought regarding 3 of the backgrounds recommended for removal.
 - a. In addition, the commission has requested that all removals, pre or post background completion, be shared with the commission before candidates are informed.

5. Other business to come before the Commission:

- a. The guests from CCSO addressed the commission regarding the implementation of the records retention schedule agreed upon at the Commission meeting in March. The group at CCSO met earlier on 4/16 to begin the discussion about the destruction of records. It was agreed upon that every background file more than 3 years old would be destroyed. There will another group meeting that will include Secretary Harrington Smith to discuss strategy, destruction dates and timelines for the destruction of paper files as well as eSOPH files. As Designee Katina Lackey was filling in for the Secretary, she was not able to answer the query from CCSO about the time needed for destruction of the civil service backgrounds.

Due to the change in retention periods being adopted by the commission, a Civil Service Rule Change must be made to document the change. Secretary Harrington Smith will propose the change at the next regular commission meeting.

Next regular meeting is scheduled for May 21, 2019 at 3PM

Commissioners may confirm attendance:

- COMMISSIONER MARLA LUDOLPH-HEIKKALA
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU
- COMMISSIONER CRYSTAL KROELLER
- COMMISSIONER RICK TORRES

Date: 5-21-19

Marla Ludolph-Heikkala
Marla Ludolph-Heikkala, Chairperson

Crystal Kroeller
Crystal Kroeller, Civil Service Commissioner

Garry Presthus
Garry Presthus, Civil Service Commissioner

James Senescu
James Senescu, Vice Chair, Civil Service Commissioner

Rick Torres
Rick Torres, Civil Service Commissioner

Leslie Harrington Smith
Leslie Harrington Smith,
Chief Examiner/Secretary