



Minutes: CLARK COUNTY CIVIL SERVICE COMMISSION MEETING

IN ATTENDANCE

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

MEETING DATE: **MAY 21, 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

Guests included: Commander Randy Tangen, Bre Nelson, Lois Hickey and Keely Warren from Sheriff's Office HR and Katina Lackey from HR

EXECUTIVE SESSION:

Commission may discuss personnel issues with respect to RCW 42.30.110(1)(g) including background investigations and removals.

REGULAR SESSION:

1. Commissioners **certified** the following background investigation:

- Rice, Reanna – Corrections Deputy

2. Commissioners reviewed and **approved** the following meeting minutes:

- April 16, 2019 Regular Meeting
- May 13, 2019 Special Meeting

3. Commissioners **certified** the following eligibility list for 12 months or until exhausted:

- Lateral Deputy Sheriff R000067-May 2019

4. Commissioners reviewed and noted several candidate removals for re-consideration and either a full background or a partial background to be conducted. The commission decided in April 2019 that they will view all removals considered automatic before any communication goes to the candidates informing them of their removal, in case they have questions about the determination of removals.

5. Commission to review Rule change: Rule 2.0 - first reading; to be published for 20 days prior to second reading and rule adoption:

2. ADMINISTRATION AND OPERATIONS

2.15 REPORTS--APPLICANTS, ELIGIBLES, EMPLOYEES: RETENTION

- a. Each applicant, eligible and employee shall keep the Commission informed, by written notice to the Secretary, of current address and telephone number, and shall report any change of name through marriage or otherwise.
- b. Each eligible shall keep the Secretary informed, in writing, regarding availability and any refusal to accept appointment or promotion and the reasons therefore.

c. Retention of Civil Service Reports (including background investigation reports) will conform to Clark County Sheriff's Office guidelines.

Destruction of records will take place three (3) years following hire date or certified removal date.

6. Other business to come before the commission:

- a. Proposed Corrections Corporal job classification was approved per the commission. Secretary Harrington Smith will work in partnership with CCSO to develop an application and testing process to fill the 4 positions. This is a pilot program that was developed through an agreement between CCSO and the Corrections Deputy Guild.

Whereas the job classification was approved by the Commission, it was not submitted to the county council for their approval to add it to the county's classification system. Because of the temporary nature of the pilot program, the Secretary will wait until the end of the program to determine whether or not the new classification should be vetted and officially adopted into the county's classifications.

- b. Employee request - an employee requested a transfer between CCSO divisions, based on the fact that they had previously tested and interviewed for it originally but had voluntarily demoted to a different division. The Commissioners discussed the possibility but could not identify any applicable civil service rules.
- c. Lateral Deputy testing process - Secretary Harrington Smith shared that it appears that the testing currently required in the lateral deputy process may be an unnecessary burden to the candidates and also may not be an adequate indication of qualifications. No conclusion was reached, but the Secretary will explore what other jurisdictions use for their lateral hiring.
- d. Lateral Corrections Deputy PAT requirement - this matter was brought up via an email thread, asking why lateral corrections deputy candidates are required to pass the PAT, when lateral enforcement deputy candidates are allowed to forego the PAT. The secretary noted that there have not been any lateral corrections deputy candidates that have been successful in the hiring process and the PAT was not the determining factor. No conclusion was reached, but the matter is duly noted.
- e. Recruitment Update - Secretary Harrington Smith shared with the commission that there would be additional Corrections Deputy, Deputy Sheriff, and Food Services Coordinator

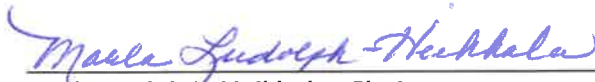
interviews in the next few weeks. In addition the 4 Sheriff's Support Specialist II practical exam sessions were taking place the week of May 20th.

Next regular meeting is scheduled for June 18, 2019 at 3PM

Commissioners confirmed attendance:

- COMMISSIONER MARLA LUDOLPH-HEIKKALA
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER JAMES SENESCU
- COMMISSIONER CRYSTAL KROELLER (perhaps via phone)
- COMMISSIONER RICK TORRES (perhaps via phone)

Date: 6-18-19



Marla Ludolph-Heikkala, Chairperson



Leslie Harrington Smith,
Chief Examiner/Secretary



Crystal Kroeller, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner



James Senescu, Vice Chair, Civil Service Commissioner



Rick Torres, Civil Service Commissioner

