



## 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 (VIA PHONE)
- SENIOR DEPUTY PROSECUTING ATTORNEY CHRISTINE COOK (COUNSEL TO THE COMMISSION)
- SECRETARY/CHIEF EXAMINER LESLIE HARRINGTON SMITH (DESIGNEE KATINA LACKEY)

MEETING DATE: **JUNE 18, 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

Special guests included: Sgt Fred Neiman, Chief Deputy Steve Shea, Bre Nelson and Kari Schulz from the Sheriff’s Office as well as Katina Lackey from HR.

### EXECUTIVE SESSION:

Commission chose not to discuss personnel issues with respect to RCW 42.30.110(1)(g) including background investigations and removals.

### REGULAR SESSION:

1. Commission took action and **certified** the following background investigation:
  - Auld, Zachary – Corrections Deputy
2. Commission took action and **reaffirmed removal** for 5 background investigations. The Secretary will give notice to the candidates within the time frame as outlined in the civil service rules.
3. Commission reviewed and **approved** the following meeting minutes:
  - May 21, 2019 Regular Meeting
  - June 11, 2019 Special Meeting
4. Other business to come before the commission:
  - a. Announcement regarding Chief Deputy Sheriff – Civil/Sheriff Administration

Civil Chief Deputy Steve Shea will be retiring at the end of June 2019. In anticipation, Sheriff Atkins will continue to utilize that appointment as a Civil Chief Deputy. The Sheriff will be

appointing Kari Schulz, effective July 1, 2019 to fulfill this role. This is notice for Civil Service review Per Civil Service Rule 2.17 (a).

Chief Shea introduced Kari Schulz to the commissioners and he shared the following thought with the commission, "retire when you can." Kari was welcomed by the commission, was invited to join the meetings in the future and was also encouraged to contact the Chief Examiner at any time for additional information about civil service.

b. Proposed edit to Rule 2.0 – **second reading**

Commissioners adopted proposed rule change as outlined below with an **effective date of 7/1/19.**

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.

- c. Sgt. Fred Neiman shared with the commission that the Sheriff's Office held a well-attended recruitment open house in late May.
- d. Bre Nelson shared with the commission that there are six (6) retirements in the enforcement branch during the month of June. Also, the latest statistics about corrections hiring shows that applications are down 60% nationally.
- e. The commissioners also reviewed the list of removals that had been submitted to the Sheriff's Office for additional information. The commissioners voted to reaffirm removal for the majority of the removals with the exception of 2 of the candidates for which they are requesting additional investigation. Secretary Harrington Smith will share their requests with the Sheriff's Office.

Next regular meeting is scheduled for July 16, 2019 at 3PM

Commissioners may confirm attendance:

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

Date: 7-16-19

Marla Ludolph-Heikkala  
Marla Ludolph-Heikkala, Chairperson

JP Senescu Telephonically For  
Crystal Kroeller, Civil Service Commissioner

Garry Presthus  
Garry Presthus, Civil Service Commissioner

James Senescu  
James Senescu, Vice Chair, Civil Service Commissioner

Rick Torres by Marla Heikkala proxy  
Rick Torres, Civil Service Commissioner

Leslie Harrington Smith  
Leslie Harrington Smith,  
Chief Examiner/Secretary

