



Minutes: CLARK COUNTY CIVIL SERVICE COMMISSION MEETING

IN ATTENDANCE

- ☒ COMMISSIONER MARLA LUDOLPH-HEIKKALA (CHAIR)
- ☒ COMMISSIONER CRYSTAL KROELLER (VICE CHAIR)
- ☒ COMMISSIONER LEAH ANAYA
- ☐ COMMISSIONER GARRY PRESTHUS
- ☒ COMMISSIONER RICK TORRES
- ☐ SENIOR DEPUTY PROSECUTING ATTORNEY CHRISTINE COOK (COUNSEL TO THE COMMISSION)
- ☒ SECRETARY/CHIEF EXAMINER LESLIE HARRINGTON SMITH

MEETING DATE: THURSDAY JUNE 15, 2023
MEETING TIME: 3:00 P.M.

REGULAR MEETING ☒
SPECIAL MEETING ☐

LOCATION:

This meeting will take place IN PERSON and via Microsoft Teams.

☒ **CONF RM. 511** ☐ CONF RM. 523 ☐ CONF RM. 433

☐ CCSO ADMIN CLASSROOM ☐ CONFERENCE CALL

☒ **MICROSOFT TEAMS MEETING LINK:** [CLICK HERE TO JOIN THE MEETING](#)

(Phone Number +1 213-262-7043 Phone Conference ID: 216157399750#)

Special Guests: Undersheriff Jim Hansen, Sergeant Chris Skidmore

- Undersheriff Hansen introduced himself to the Commission and thanked the Commissioners for their ongoing collaboration with the Sheriff's Office.

EXECUTIVE SESSION:

Commission had no need to discuss personnel issues in Executive Session, with respect to RCW 42.30.110(1)(g) regarding Items #1 and #2 on the agenda.

REGULAR SESSION:

1. Commissioners reviewed and certified on the following background investigations:

- ☒ Driver, Jason – Sheriff's Support Specialist II
- ☒ Rodriguez-Medina, Emily – Sheriff's Support Specialist II

2. Commissioners to review and confirm the following background investigations for removal:

(There were no backgrounds submitted for removal)

3. Commissioners reviewed and certified the following eligibility lists for 12 months or until exhausted:

- ☒ Deputy Sheriff R002170 June 2023
- ☒ Enforcement Sergeant R002578 June 2023
- ☒ Lateral Deputy Sheriff R002178 June 2023
- ☒ Sheriff's Support Specialist II R002181 June 2023

4. Commissioners reviewed and approved the following meeting minutes:

- ☒ May 18, 2023 Regular Meeting Minutes
- ☒ June 1, 2023 Special Meeting Minutes

5. Other business to come before the Commission:

a. Vacancies as of 6/13/23

Job Title	Vacancies	Status
Administrative Assistant	1	filled 6/26/23
Commander	1	list soon
Deputy Sheriff	5 (1)	23 BGs submitted; 4 in process; 24 in pre-hire status, in BLEA or waiting for BLEA. Local SW WA Academy to start Nov. 27, 2023
Human Resources Rep, Assoc	1	filled 6/26/23
Program Assistant	1	
Sergeant	4	list certified 6/15/23
Sheriff's Hlth & Safety Coord	1	
Sheriff's Support Specialist III	13	2 retirees brought back to assist with Support backgrounds
Grand Total	27	

- b. Request for a Special Meeting on Tuesday 6/27/23 to certify Commander list. Interviews for Commander recruitment will be held Monday 6/26/23. Quorum confirmed for online meeting at 10AM.
- c. Proposal to be submitted to Commission on 6/27 re: putting Rule of 5 interviews BEFORE Backgrounds. Conditional offers to be extended to keep candidates engaged and move the process along more quickly. Also conducting Psych/Poly/Med for DS jobs during background process.
- d. County Council to consider approving the budget for 3 Support Specialist III positions as well as one additional Sergeant position to maintain the Body Worn Camera project.

Next regular meeting is scheduled for Thursday July 20, 2023, at 3PM

Commissioners may confirm attendance:

- ☐ COMMISSIONER MARLA LUDOLPH-HEIKKALA
- ☐ COMMISSIONER CRYSTAL KROELLER
- ☐ COMMISSIONER LEAH ANAYA
- ☐ COMMISSIONER GARRY PRESTHUS
- ☐ COMMISSIONER RICK TORRES

Date: 7-20-23

APPROVED VIA TEAMS ONLINE

Marla Ludolph-Heikkala, Chairperson

APPROVED VIA TEAMS ONLINE

Crystal Kroeller, Vice Chair, Civil Service Commissioner

APPROVED VIA TEAMS ONLINE

Leah Anaya, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner

Rick Torres, Civil Service Commissioner



Leslie Harrington Smith,
Secretary/Chief Examiner