



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 COLETTE DRAPER
- SENIOR DEPUTY PROSECUTING ATTORNEY CHRISTINE COOK (COUNSEL TO THE COMMISSION)
- SECRETARY/CHIEF EXAMINER LESLIE HARRINGTONSMITH County HR Rep Keely Warren Designee

MEETING DATE: THURSDAY JANUARY 18, 2024 REGULAR MEETING
 MEETING TIME: 3:00 P.M. SPECIAL MEETING

LOCATION: *This meeting will take place IN PERSON and via Microsoft Teams.*
 The meeting was CONF RM. 511 CONF RM. 523 CONF RM. 433
 held remotely - Ice CCSO ADMIN CLASSROOM CONFERENCE CALL
 storm closed county MICROSOFT TEAMS MEETING LINK: [CLICK HERE TO JOIN THE MEETING](#)
 buildings (Phone Number +1 213-262-7043 Phone Conference ID: 537 772 837#)

EXECUTIVE SESSION:

Commission may discuss personnel issues in Executive Session, with respect to RCW 42.30.110(1)(g) regarding Items #2 and #3 on the agenda. No matters to address

REGULAR SESSION:

1. Per Civil Service Rule 2.03 'At the first regular meeting in January of each year, the Commission shall elect one of its members as Chair and another member to serve as Vice Chair for a term of one year.' Because all council members were not in attendance they decided to wait until the special meeting

2. Commissioners to review and act on the following background investigations submitted for certification: APPROVED

- Benecke, Jeanne – Sheriff’s Support Specialist II
- Bickel-Kelley, Aubrey Clark – Sheriff’s Support Specialist Supervisor
- Christensen, Evonne – Sheriff’s Support Specialist II
- Davis, Holly – Sheriff’s Support Specialist Supervisor
- Jensen, Alexander – Sheriff’s Support Specialist III

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

APPROVED

- Donovan, Patrick – Deputy Sheriff
- Drake, Lacey – Sheriff’s Support Specialist II
- McAllister, Andrew – Deputy Sheriff
- Pecheos, Nicholas – Deputy Sheriff
- Valenzuela, Jorge – Lateral Deputy Sheriff
- Yap, Gabriel – Lateral Deputy Sheriff

4. Commissioners to review and certify the following eligibility lists for 12 months or until exhausted: **APPROVED**

- Digital Forensic Analyst R002968 January 2024
- Deputy Sheriff R002170 January 2024
- Lateral Deputy Sheriff R002178 January 2024.
- Sheriff’s Support Specialist II R002711 January 2024

5. Commission to review and approve the following meeting minutes:

- December 21, 2023 Regular Meeting Minutes unable to approve because fully remote

6. Other business to come before the Commission:

- a. Welcome to Colette Draper, newest Civil Service Commissioner ✓
- b. Vacancies as of 1/5/24: ✓

| Job title | Count |
|-------------------------------|-----------|
| Cadet | 3 |
| Deputy Sheriff | 13 |
| Digital Forensic Analyst | 1 |
| Human Resources Rep | 1 |
| Program Asst | 1 |
| Sheriff’s Hlth & Safety Coord | 1 |
| Sheriff’s Support Spec | 10 |
| Grand Total | 30 |

The Sheriff’s Office requested a special meeting for additional background certifications and two or three removals. The council opted to add in the chair and vice chair vote to the special meeting in hopes all the council could attend.

The Sheriff’s Office asked for the council’s blessing to change their process to conditional offers after background and asked if council would be willing to provisional certify backgrounds to maintain post offer exam efficiency and timelines. Council approved but requested a review in 6 months to give the commission an update on results of new process. Requested Leslie diary it to add to agenda in 6 months.

Next regular meeting is scheduled for Thursday February 15, 2024, at 3PM

Commissioners may confirm attendance:

- COMMISSIONER MARLA LUDOLPH-HEIKKALA
- COMMISSIONER CRYSTAL KROELLER
- COMMISSIONER LEAH ANAYA
- COMMISSIONER GARRY PRESTHUS
- COMMISSIONER COLETTE DRAPER

Date: 3-21-24

Marla Ludolph-Heikkala

Marla Ludolph-Heikkala, Chairperson

ONLINE APPROVAL

Crystal Kroeller, Vice Chair, Civil Service Commissioner

Leah Anaya, Civil Service Commissioner

ONLINE APPROVAL

Colette Draper, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner

Leslie Harrington Smith

Leslie Harrington Smith,
Secretary/Chief Examiner