



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 STEPHEN ARCHER (COUNSEL TO THE COMMISSION)
- SECRETARY/CHIEF EXAMINER LESLIE HARRINGTON SMITH

MEETING DATE: THURSDAY AUGUST 21, 2025 REGULAR MEETING
 MEETING TIME: 3:00 P.M. 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: [JOIN THE MEETING NOW](#)
 (Phone Number +1 213-262-7043 Phone Conference ID: 343 377 341#)

Also Attending: Michael Hilton and Kristyn McFarland, CCSO HR

EXECUTIVE SESSION:

Commissioners chose not to discuss personnel issues in an 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 the following background investigations submitted:

- Jeffries, Benjamin – Deputy Sheriff
- Kuhl, Mia – Deputy Sheriff
- Ryan, Braeden – Deputy Sheriff
- Sefton, Dixie – Deputy Sheriff

2. Commissioners reviewed and confirm removal for the following background investigation:

- Archibald, Cameron – Deputy Sheriff

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

- Deputy Sheriff R003576 August 2025
- Lateral Deputy Sheriff R002178 August 2025
- Sheriff's Accounting Specialist II R003709 August 2025

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

- July 17, 2025 Regular Meeting Minutes (no quorum available from this meeting, deferred to next meeting)
- August 8, 2025 Special Meeting Minutes (no quorum available from this meeting, deferred to next meeting)

Other business to come before the Commission:

1. Open positions

Job Title	Count	Status
Administrative Assistant	1	not Civil Service
Children's Justice Center Administrator	1	Filled
Deputy Sheriff	11	5 in post offer
Digital Forensic Investigator	1	not posted yet
Program Coordinator I	1	Children's Justice Center
Property Technician	1	List
Sergeant	2	List
Sheriff's Acctg Spec II	1	2 passed the recent interviews
Sheriff's Support Spec III	1	Just filled!
Grand Total	20	

Admin Assistant (appointed position) is filled. The CJC Administrator was filled by the Records Program Manager II, which is an appointed position. There are probably 13 deputy vacancies with upcoming retirements.

2. 2 appeal hearings will most likely be scheduled on the same day - to be determined, most likely in September. More on that to come.

Next regular meeting is scheduled for Thursday September 18, 2025, at 3PM

Commissioners may confirm attendance:

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

Date: 9-18-25

Marla Ludolph-Heikkala, Chairperson

APPROVED VIA TEAMS
Crystal Kroeller, Vice Chair, Civil Service Commissioner

APPROVED VIA TEAMS
Leah Anaya, Civil Service Commissioner

Colette Draper, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner

Leslie Harrington Smith
Leslie Harrington Smith,
Secretary/Chief Examiner