



Minutes: CLARK COUNTY CIVIL SERVICE COMMISSION MEETING

IN ATTENDANCE

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

MEETING DATE: **MARCH 19, 2020** REGULAR MEETING
 MEETING TIME: **3:00 P.M.** SPECIAL MEETING

LOCATION: CONF RM. 511 CONF RM. 523 CONF RM. 433
 CCSO ADMIN CLASSROOM
 CONFERENCE CALL: 564-397-2031
MEETING NUMBER: 2481*01# PIN: 248111#

Also in attendance: Chief Deputy John Horch, Commander Mike McCabe, Lois Hickey and Bre Nelson, CCSO HR

EXECUTIVE SESSION:

Commissioners did not hold an executive session to discuss personnel issues with respect to RCW 42.30.110(1)(g) including background investigations, appeals and removals.

REGULAR SESSION:

1. Commissioners reviewed and certified the following background investigations:

- Branch, Kip –Lateral Deputy Sheriff
- Cloyd, Austin –Corrections Deputy
- Farrell, Tonya –Deputy Sheriff
- Forney, Jordan –Deputy Sheriff (re-review) with reservation due to attitude
- Garvin, Josh – Corrections Deputy
- Guidry, Jonathon –Deputy Sheriff/Corrections Deputy
- Mudrick, Jake - Deputy Sheriff
- Shook, David –Lateral Deputy Sheriff
- Wald, Sara –Deputy Sheriff/Corrections Deputy

2. Commissioners reviewed and agreed with the recommended removal for the following backgrounds:
 - Gandy, Steven – Deputy Sheriff
 - Norris, Nathaniel –Deputy Sheriff

3. Commissioners reviewed and certified the following eligibility lists for one year or until exhausted:
 - Deputy Sheriff R000019 Feb 21/2020
 - Enforcement Sergeant R000019
 - Food Services Coordinator R000070 March 2020
 - Sheriff’s Support Specialist II R000707

4. Commissioners reviewed and approved the following meeting minutes:
 - September 19, 2019 Special Meeting (on hold)*
 - February 20, 2020 Regular Meeting

5. Other business to come before the Commission:
 - a. WA HOUSE BILL 1750 – “Rule of 5” goes into effect June 11, 2020

 - b. Response to COVID-19
 - 1) Public Safety Testing has canceled local testing through April 9

 - 2) WA State Criminal Justice Training Commission has suspended all training at the Burien campus until April 27th.

 - 3) Corrections branch is experiencing a **critical staffing shortage**. CCSO is requesting consideration to develop an alternate plan to fill vacancies. After some discussion, the commission agreed that ‘due to exigent circumstances, caused by Covid-19 and PST’s hiatus, Civil Service will provide an opportunity for candidates to interview for corrections on a temporary basis going to a 1 tier system until such time as PST can provide us with candidates or 6 months whichever is first.’ To clarify, candidates who have not been able to test with PST will be invited to interview and be placed on a separate eligibility list if successful in the interview. CCSO will conduct the Physical Ability Test for candidates who pass the interview.

 - 4) Suggested: limited interaction with candidates and utilizing Skype or the telephone for interviews, taking place of face to face interviews. No objection.

 - c. Enforcement Sergeant process – Discussion with Chief Horch regarding adding a ‘360’ evaluation step to the Enforcement Sergeant promotional process. Assessments have already been done as part of civil service testing process in lieu of a written exam and an oral board. Chief Horch said he knows of other agencies that have used this type of evaluation and it has worked well for them. This additional evaluation would be considered part of the Sheriff’s Office Rule of 3 process.

- d. Commission Vacancy update – Secretary Harrington Smith shared with the commissioners and guests that Scott Ouchi was chosen by the County Council to fill the vacancy. An offer letter was being sent to him for his acceptance of the position.
- e. Appeal hearing scheduled for April 23rd - Secretary Harrington Smith confirmed with the commission that the hearing could be held via teleconference or other technology. The secretary will reach out to the appellants and CCSO's legal counsel, to make sure that method is acceptable to them as well.
- f. Recruitment update – the secretary shared with the commission that lateral deputy interviews were being set up for next Thursday, 3/26. For most current vacancies, with the exception of Corrections Deputy, the Sheriff's Office has an adequate number of candidates on lists ready for the background process or in process for backgrounds.

Next regular meeting is scheduled for Thursday April 16, 2020 at 3PM

Commissioners may confirm attendance:

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

Date: 6/18/2020


Approved via Webex
Marla Ludolph-Heikkala, Chairperson

Approved via Webex
Crystal Kroeller, Vice Chair, Civil Service Commissioner

Garry Presthus, Civil Service Commissioner

Approved via Webex
Rick Torres, Civil Service Commissioner

Scott Ouchi, Civil Service Commissioner



Leslie Harrington Smith,
Secretary/Chief Examiner