

Pacific County Civil Service Commission
REGULAR MEETING
Tuesday, March 17, 2015

In Attendance: Chair Bob Jones, Vice-Chair Steve Young, Commissioner Carol Mclean, Sheriff Scott Johnson, Chief Deputy Denise Rowlett, Chief Deputy Pat Matlock, Prosecutor Mark McClain, Administrative Asst Amanda Bennett

- I. Meeting called to order by Chair Bob Jones at 3:00pm
- II. Bob Jones moved to approve the minutes from February 17, 2015
Steve Young Seconded- Carried 3 AYE 0 NAY
- III. Administrator's Report
 - a. Title Changes of Denise Rowlett, Stephanie Fritts and Pat Matlock to Chief Deputy
 - b. Request to approve the Telecommunicator Register
 - i. Bob Jones moved to approve the Telecommunicator Register
 - 1. Steve Young Seconded- Carried 3 AYE 0 NAY
 - c. Request to advertise for Entry Level Corrections Officer
 - i. Carol Mclean moved to approve the request to advertise for 2 weeks closing on April 10th, 2015
 - 1. Steve Young Seconded- Carried 3 AYE 0 NAY
- IV. SHERIFF
 - a. Did not use the emergency hires as requested from the last meeting
 - i. Discussion over having to keep requesting every meeting
 - 1. Per Civil Service Rules there is no stipulation over an effective date; Emergency Hires approval stands until used. Will bring draft amended rule next meeting
 - ii. Emergency Appt is ok thru the Union
 - iii. Temporary Hires would have to be taken thru the Union due to their rules
 - b. Lateral Temporary Hire did not work out; background
 - c. Sheriff has a potential Entry Level Road Deputy to fill a vacancy
 - d. Mark McClain gave an overview of hiring for the Emergency Hires
 - i. 3 people were approved by Civil Service; Sheriff has 1 vacancy- looking into back to back use; hiring freeze implemented by Pacific County and is looking into if this affects them; Independent Hiring
 - ii. Amend Rule 10.04 to show "first day of employment"- not clear in the rules
- V. Corrections
 - a. Officer out injured- Waiting to see about hiring soon
 - b. Currently have 42 inmates in the County Jail as of now
- VI. Support Services

- a. Civil work is being processed in Long Beach and is picking up
- VII. Other Business Not on the Agenda
 - a. Bob Jones would like a copy of the 2015 Budget
 - b. Request of minutes be emailed to be Board prior to meetings
 - c. Discussion of allocated costs of liquor and marijuana
 - d. OPMA
 - i. Mark McClain dispersed packets of information regarding the Open Public Meetings Act
 - ii. Discussion on Executive Session
 - 1. No decision can be made
 - 2. Only people needed for this, not just who wanted
 - 3. When coming out of ES, what occurred
 - 4. Note the time going in and coming out
 - iii. Amanda sent an email regarding OPMA that all Commission must take and send the certificate for records

Closed Meeting at 3:35pm