

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, February 16, 2016**

In Attendance: Chair Bob Jones, Vice Chair Mike Shults, Commissioner Joe Basil, Chief Deputy Denise Rowlett, Chief Deputy Stephanie Fritts, Chief Deputy Pat Matlock, County Commissioner Steve Rogers, Chief Examiner Amanda Bennett

- I. Meeting called to order by Chair Bob Jones at 3:00pm
- II. Bob Jones motioned to amend the minutes from January 19, 2016 to reflect Commissioner Joe Basil was in attendance
- III. Mike Shults moved to approve the January 19, 2016 amended minutes
  - a. Seconded by Joe Basil, 3 AYE 0 NAY CARRIED
- IV. Examiners Report
  - a. Notice of change in Employee List- Chanel Wirkkala submitted notice and last day was February 11, 2016 from Corrections
  - b. Rule 8.08 Passing Grade
    - i. Amended the new language per Prosecutor's Office opinion
    - ii. Joe Basil moved to adopt the amended rule
      1. Seconded by Mike Shults, 3 AYE 0 NAY CARRIED
  - c. Telecommunicator Register
    - i. After examinations have six to certify on register
    - ii. Mike Shults moved to approve the Telecommunicator Register submitted
      1. Seconded by Joe Basil, 3 AYE 0 NAY CARRIED
  - d. Casual Cook Register
    - i. Examined against fixed standard of 70%
    - ii. Joe Basil moved to approve the Casual Cook Register submitted
      1. Seconded by Mike Shults, 3 AYE 0 NAY CARRIED
- V. PACCOM
  - a. Register for Lead Telecommunicator will be need in near future
- VI. CORRECTIONS
  - a. Two spots vacant
  - b. Continuing to vet two of three names on register as one of the applicants hadn't turned in questionnaire at this time or responded to calls
  - c. One current Corrections Officer out with shoulder injury
- VII. SUPPORT SERVICES
  - a. Employee is back from FMLA
- VIII. SHERIFF
  - a. Deputy Ross is almost finished with the Academy
  - b. One Deputy is currently being vetted in another County and could be leaving

IX. OTHER BUSINESS

- a. Next meeting Mike Shults will not be attending
- b. Discussion over background checks
  - i. Steve Rogers agrees as is a universal problem we are addressing
- c. Disqualifications
  - i. At last meeting, discussion over what is needed to disqualify from Sheriff's Office to Civil Service
  - ii. Discussion over what should be provided and process of appeal and when more information would be required

Closed Meeting at 3:17pm