

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, April 19, 2016**

In Attendance: Chair Bob Jones, Vice Chair Mike Shults, Commissioner Joe Basil, Chief Deputy Denise Rowlett, Sheriff Scott Johnson, Lead Telecommunicator Tim Martindale, County Commissioner Steve Rogers, Chief Deputy Prosecutor Eric Weston, Chief Examiner Amanda Bennett

- I. Meeting called to order by Chair Bob Jones at 3:00pm
- II. Joe Basil moved to approve the March 15, 2016 and March 23, 2016 minutes
  - a. Seconded by Mike Shults, 3 AYE 0 NAY CARRIED
- III. Examiners Report
  - a. Telecommunicator Update
    - i. Caitlin Ochoa hired and began work effective 4/3/2016
    - ii. Disqualifications of two applicants
    - iii. Two names remain on current register
  - b. Corrections Officer Register
    - i. Tested two applicants April 2<sup>nd</sup> and April 5<sup>th</sup>
    - ii. Request to approve Entry Level Corrections Officer register
      1. Mike Shults moved to approve the Corrections Officer register as presented; Seconded by Joe Basil, 3 AYE 0 NAY Carried
      2. Acknowledgement of incident at testing- applicant was late and prevented from testing
        - a. Order a sign to put at the track
  - c. Casual Cook Register
    - i. Request to approve Casual Cook register with one name
      1. Joe Basil moved to approve the Casual Cook register as presented; Seconded by Mike Shults, 3 AYE 0 NAY Carried
  - d. Acknowledgement of the temporary hires memo approved by Secretary per Rule 10.05
  - e. Lead Telecommunicator update
    - i. Two applications received
    - ii. Tests ordered and will begin testing once arrived
  - f. Job Fairs
    - i. Local schools as well as Grays Harbor contacted and will be sending job fair information as it becomes available
- IV. EXECUTIVE SESSION
  - a. Bob Jones called Executive Session per RCW 42.30.110 to discuss the following:

- b. “(1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting”
- c. “(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140](#)(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;”
- d. “(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency”
- e. Executive Session will last 15 minutes beginning at 3:20pm and ending at 3:35pm
  - i. Executive session was extended 5 minutes after the 15 minutes was called per Chair Bob Jones ending at 3:40pm

V. REINSTATEMENT REQUEST

- a. Applicant was disqualified from Entry Level Corrections Officer register as of March 11, 2016 and has since requested to be reinstated
- b. Chair Bob Jones has deferred this request until the May 17, 2016 meeting

VI. PACCOM

- a. Chief Deputy Stephanie Fritts has requested to abandon the current register with two names left
- b. Per Rule 9.06 Duration of Eligible Registers “c. A register with fewer than three names may be abandoned by the Commission prior to the one year”
- c. Mike Shults moved to abandon the current Telecommunicator register; Seconded by Joe Basil, 3 AYE 0 NAY Carried

VII. CORRECTIONS

- a. Two funded vacancies that need to be filled as soon as possible
- b. Looking at three (3) individuals to fill in from other agencies temporarily to help fill these vacancies and provide relief to jail staff
- c. By March, 4,440 meals served- this is an all time record

VIII. SUPPORT SERVICES

- a. One employee will be requesting twelve (12) weeks leave of absence unpaid

IX. SHERIFF

- a. Deputy Sam Schouten resigned and has transferred to another County

- b. April 12, 2016 Deputy Ross graduated from the academy
- c. Vetting a lateral transfer to be hired to fill the vacant Deputy position
- d. Researching the retirement for reserve officers; may help retain our reserve officers

X. OTHER BUSINESS

Closed Meeting at 3:50pm