

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, May 17, 2016**

In Attendance: Chair Bob Jones, Vice Chair Mike Shults, Commissioner Joe Basil, Chief Deputy Denise Rowlett, Sheriff Scott Johnson, Undersheriff Ron Clark, County Commissioner Steve Rogers, Chief Examiner Amanda Bennett

- I. Meeting called to order by Chair Bob Jones at 3:00pm
- II. Mike Shults moved to approve the April 19, 2016 minutes
  - a. Seconded by Joe Basil, 3 AYE 0 NAY CARRIED
- III. Examiners Report
  - a. Requested to defer Entry Level Corrections Officer approval letter until the end of the meeting
  - b. Acknowledged Emergency Hire Approval Memo
    - i. Effective April 25, 2016 for the Emergency Hire of Correctional Officers
  - c. Acknowledge the Leave of Absence for up to twelve (12) weeks without pay memo
    - i. Approval given for twelve weeks' unpaid leave
    - ii. At the time of expiration of leave, will reinstate regular employee to same class of work
  - d. Amend Rule 10.05 Discussion
    - i. Temporary Hires as of now expire after four (4) months
    - ii. Legislature adopted that appointing authority may extend the temporary appointment beyond the four-month period up to one year if Commission continues to advertise and test for position
    - iii. Sent to Prosecutor's Office for review; will wait to proceed to amend
- 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..."
  - d. Executive Session will last 15 minutes beginning at 3:10pm and ending at 3:25pm
- V. PACCOM
  - a. One vacancy looking to hire
- VI. CORRECTIONS
  - a. Peer board on Friday for an applicant
  - b. Two funded unfilled positions

- c. Using emergency hires when able to
- VII. SUPPORT SERVICES
  - a. One employee is officially on twelve weeks' unpaid leave
- VIII. SHERIFF
  - a. Thank you for approving the Emergency Hires
- IX. REQUEST FOR REINSTATEMENT
  - a. Joe Basil moved to reinstate Kevin Acdal to the Entry Level Corrections Officer register
    - i. Seconded by Mike Shults; 3 AYE 0 NAY CARRIED
- X. OTHER BUSINESS
  - a. Sheriff stated after leaving the meeting he would be offering employment to the Lateral Deputy applicant that would fill the vacant Deputy position

Closed Meeting at 3:30pm