

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

In Attendance: Vice Chair Mike Shults, Commissioner Joe Basil, Sheriff Scott Johnson, Chief Deputy Pat Matlock, Chief Deputy Denise Rowlett, County Commissioner Steve Rogers, Chief Examiner Amanda Bennett

- I. Meeting called to order by Vice Chair Mike Shults at 3:02pm
- II. Joe Basil moved to accept the minutes of June 21, 2016
  - a. Seconded by Mike Shults; 2 AYE 0 NAY CARRIED
- III. Examiners Report
  - i. Telecommunicator Register
    1. Two disqualified; One name remains
    2. Examination scheduled for August 26, 2016
  - ii. Casual Cook Register
    1. Examined one applicant
    2. Request to certify name on current register
      - a. Joe Basil moved to certify name on existing casual cook register; Seconded by Mike Shults 2 AYE 0 NAY CARRIED
  - iii. Memo from Secretary
    1. Memo received with two disqualifications
    2. After review, Secretary chose not to accept one of the disqualifications regarding veterans' preference points and sent memo regarding decision
    3. Review of veterans' preference form
  - iv. Memo regarding Extending Emergency Hires
    1. Effective July 31<sup>st</sup>, 2016 extend for 30 days
    2. Secretary approved extending hires memo
  - v. Application Packet Amendment
    1. Secretary would like to add language on application packet first page regarding veterans' preference points only available to use at first appointment with any agency
    2. Commission would like to see it on the Veterans Preference form itself and if there is a way to update to read efficiently
  - vi. Amendment of Rule 10.05
    1. Legal opinion was obtained
    2. Language outlined and would like to move from "note" in the margins into the rule since it is in effect per Legislature

3. Joe Basil moved to accept the amendment of rule 10.05  
Temporary Hires; Seconded by Mike Shults 2 AYE 0 NAY  
CARRIED

IV. PACCOM

- a. One vacancy to fill
- b. One employee is out on FMLA

V. CORRECTIONS

- a. One of the two vacant positions has been filled and he will be attending the academy in November
- b. Vetting the rest of the current list and hopes to fill the other vacancy

VI. SUPPORT SERVICES

- a. Employee is back from FMLA making support services back to full staff

VII. SHERIFF

- a. Deputy Ross has submitted his resignation effective 8/31/2016
- b. Another Deputy may be resigning soon
- c. Request for Temporary Hires due to lack of deputies on road
  - i. Joe Basil moved to allow temporary hire position(s) to be filled;  
Seconded by Mike Shults 2 AYE 0 NAY CARRIED

VIII. Executive Session

- a. Not needed

IX. OTHER BUSINESS

Closed Meeting at 3:38pm