

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, February 21, 2017**

In Attendance: Chair Mike Shults, Vice Chair Joe Basil, Commissioner Bob Jones, Undersheriff Ron Clark, Chief Civil Deputy Denise Rowlett, Paccom Director Tim Martindale, Commissioner Lisa Olsen, Chief Examiner Amanda Bennett

- I. Meeting called to order by Bob Jones at 3:00 pm
- II. Bob Jones elected Mike Shults as Chair of Civil Service and Joe Basil as Vice Chair of Civil Service for 2017
- III. Mike Shults moved to accept the minutes of January 17, 2017
  - a. Seconded by Joe Basil; 3 AYE 0 NAY CARRIED
- IV. Examiners Report
  - a. Acknowledged memos received by Secretary
    - i. Disqualification of lead Telecommunicator applicant
    - ii. Acknowledged retirement of CO Miller
  - b. Request to certify the Lateral Correction Officer register
    - i. Mike Shults moved to certify the Lateral Correction Officer register
      1. Seconded by Joe Basil; 3 AYE 0 NAY CARRIED
  - c. Rule 8.19 Oral Board Evaluation via Skype or other social medium
    - i. Joe Basil moved to approve the Rule 8.19 to the Civil Service Rules and Declaration
      1. Seconded by Mike Shults; 3 AYE 0 NAY CARRIED
  - d. Minimum Hiring Standards and Automatic Disqualifiers
    - i. Marijuana use has been removed from both documents per the Sheriff
- V. PACCOM
  - a. Lead Telecommunicator applicant was disqualified
  - b. Requested to re-open the Telecommunicator register for applicants
  - c. Will be utilizing "shift leaders" for the next 6-8 months
- VI. CORRECTIONS
  - a. Correction Officer Pam Miller retires officially on February 28, 2017
  - b. Female Correctional Officer Britany Stigall hired officially as of March 1, 2017
- VII. SUPPORT SERVICES
- VIII. SHERIFF
  - a. Marijuana use as a disqualifier has been removed
  - b. Discussion regarding investigation of applicants
  - c. Entry Level Road Deputy Nicholas Zimmerman hired officially as of March 1, 2017 and will be attending academy in April and back before Rod Run

- d. Applied for a Grant- funds would be utilized to hire an additional Deputy for the duration of the grant


IX. Executive Session

- a. None needed


X. OTHER BUSINESS

- a. March 11, 2017 Guns'n'Hoses basketball tournament

Closed Meeting at 3:25pm

  
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Mike Shults

ABSENT \_\_\_\_\_  
Joe Basil

  
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Bob Jones

  
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Amanda Bennett, Secretary