

Pacific County Civil Service Commission
REGULAR MEETING
Tuesday, December 18, 2018

In Attendance: Chair Joe Basil, Vice Chair Bob Jones, Commissioner Lisa Olsen, Chief Civil Deputy Denise Rowlett, PACCOM Director Tim Martindale, Deputy Prosecutor Ben Haslam, Sheriff Scott Johnson via telephone, Chief Examiner/Secretary Amanda Bennett

- I. Meeting called to order by Joe Basil at 10:30am
- II. Bob Jones moved to accept the minutes of November 20, 2018
 - a. Seconded by Joe Basil; 2 AYE 0 NAY CARRIED
- III. Examiners Report
 - a. Communications Supervisor
 - i. Jamie Souvenir is stepping down as shift supervisor effective December 31, 2018
 - ii. Tim Martindale has requested to fill in-house a register for the Communications Supervisor; internal interest
 - b. Clerk Secretary
 - i. FY2019 budget has a .5FTE
 - ii. Examinations established
 - iii. No applications have been received as of today
 - iv. With removal of Denise Rowlett from Chief Civil Deputy in 2019, she has emailed interest to fill this position
 - 1. Denise has rights to bump full time position; has instead requested to fill part time position
 - c. Correction Officer
 - i. Latest applicant put on register has requested to be removed
 - ii. Current certified register has 1 applicant
 - iii. Opened register with deadline set in January
 - d. Command Staff moves
 - i. Per Robin Souvenir email, changes to current employee list include: Ron Davis to Undersheriff, removal of Chief Civil Deputy Denise Rowlett and appointment of Matt Padgett to position
 - ii. Ron Davis moving to Undersheriff opens Sergeant vacancy to fill
- IV. PACCOM/ E911
 - a. Fully staffed with 12 telecommunicators
 - b. Clerk Secretary position- already have projects for position to do, will benefit by taking on some of the daily work load
 - c. Communications Supervisor- Internal interest

V. SHERIFF

- a. Sheriff Scott Johnson thanked Denise Rowlett for her service and commended her great work while in the position of Chief Civil Deputy
- b. Discussion regarding filling vacancies; per discussion between Sheriff and Sheriff-Elect he will wait to do any appointing/hiring

VI. CORRECTIONS

VII. SUPPORT SERVICES

- a. Fiscal year 2019 the support staff will be increased to full time (1.0FTE) instead of their current part time (.80FTE)

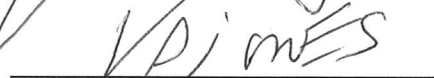
VIII. Other Business


IX. Executive Session

Closed Meeting at 10:43am



Joe Basil, Chair

Amanda Bennett, Chief Examiner/Secretary

Bob Jones, Vice Chair

Mike Shults