

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

In Attendance: Chair Joe Basil, Vice Chair Bob Jones, Commission Mike Shults, Sheriff Scott Johnson, Chief Criminal Deputy Pat Matlock, Prosecutor Mark McClain, Chief Examiner/Secretary Amanda Bennett

- I. Meeting called to order by Joe Basil at 10:30am
- II. Mike Shults moved to accept the minutes of August 21, 2018
 - a. Seconded by Bob Jones; 3 AYE 0 NAY CARRIED
- III. Examiners Report
 - a. Update on examinations
 - i. Open registers: Food Services Manager/Lead Cook, Cook Entry Level Corrections Officer, Lateral Corrections Officer and Road Sergeant (in-house promotion)
 - b. Review and Discuss draft Pacific County Sheriff's Office Employment Standards
 - c. Review and Discuss draft Amendment to Rules 7.04 and 9.09
 - i. Mark requested the language in 7.04 (b) matches the document name (add in Pacific County Sheriff's Office- not just Employment Standards)
- IV. PACCOM/ E911
 - a. None
- V. CORRECTIONS
 - a. Vetting applicant to fill 11th position (vacant)
 - b. Food Services Manager/Lead Cook has been talking about retiring
 - c. Cook (.75 FTE) Susie Westerback submitted letter to retire but will fill in as a casual cook
 - d. Casual Cook Joy Zielesch will promote to Cook (.75 FTE)
 - e. High Use Utilizers; many resources are being used unexpectedly
- VI. SUPPORT SERVICES
 - a. Fully staffed
- VII. SHERIFF
 - a. None
- VIII. Other Business
 - a. None

Closed Meeting at 10:56am

SIGNATURE BLOCK ON NEXT PAGE



Joe Basil, Chair



Bob Jones, Vice Chair



Mike Shults



Amanda Bennett, Chief Examiner/Secretary