

Pacific County Civil Service Commission
REGULAR MEETING
Tuesday, February 19, 2019

In Attendance: Chair Bob Jones, Vice Chair Mike Shults, Commission Joe Basil, Sheriff Robin Souvenir, Prosecutor Mark McClain, PACCOM Director Tim Martindale, Deputy Ryan Tully, Chief Examiner/Secretary Amanda Bennett Public: Chad Whitson

- I. Meeting called to order by Bob Jones at 10:30am
- II. Joe Basil moved to accept the minutes of January 15, 2019 and February 12, 2019
 - a. Seconded by Mike Shults; 3 AYE 0 NAY CARRIED
- III. Examiners Report
 - a. Amend Clerk Secretary Job Description language
 - i. Reports To only language to change due to Clerk Secretary position within PACCOM; does not report to Chief Civil Deputy
 - ii. Has been emailed to Teamsters Representative
 - iii. Mike Shults approved amendment to job description pending approval from Teamsters
 1. Seconded by Joe Basil; 3 AYE 0 NAY CARRIED
 - b. Rule 8.16 Reexamination
 - i. IPMA-HR has a secondary test similar in content to current written tests for positions; administrative cost is \$97.00 and each test is approximately \$15.00 each
 - ii. Discussion regarding applicants pay a testing fee of \$15.00 to reexamine within the 6 months
 - iii. Commission would like a chance to view a sample of tests to see how one test differs from another
 - c. Request to certify Lateral Correction Officer register
 1. Mike Shults moved to certify the Lateral Correction Officer register
 - a. Seconded by Joe Basil; 3 AYE 0 NAY CARRIED
- IV. PACCOM/ E911
 - a. Twelfth telecommunicator has completed probation
 - b. Effective February 1, 2019, Heidi Harvill was promoted to Communications Supervisor
- V. CORRECTIONS
 - a. Currently one vacancy
 - b. Correction Officer tendered two weeks notice as she will be moving onto another position with another agency
- VI. SUPPORT SERVICES

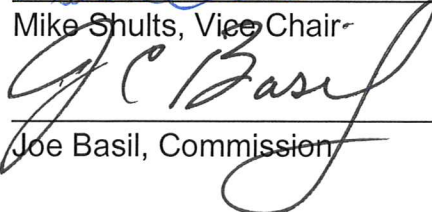
- VII. SHERIFF
 - a. Jim Bergstrom has tendered his retirement; last day is February 28, 2019
- VIII. Other Business
 - a. None
- IX. Appeal Hearing
 - a. Acknowledge hearing
 - b. Qualify Civil Service Commission
 - c. Statement read into record regarding quasi-judicial proceedings
 - d. Staff Report given; Applicant has requested Closed Meeting
 - e. Oath given by Chair to Ryan Tully and Chad Whitson
 - f. Order of Speaking:
 - i. Applicant- provided testament regarding why he shall be allowed to reexamine
 - ii. No witnesses/documents provided by applicant
 - iii. Other- Ryan Tully provided background information on applicant/application; failure to comply with background check; requirements not met
 - iv. Reply by applicant
 - v. Adjourned hearing
- X. Executive Session
 - a. 5 minutes
 - b. Entered into session at 11:08 am until 11:13 am
- XI. Return to Meeting
 - a. Joe Basil affirmed decision to disqualify application due to incomplete application (Rule 7.04) and allow applicant to reapply.

Closed Meeting at 11:15 am


Bob Jones, Chair

 2/26/19
Amanda Bennett, Chief Examiner/Secretary


Mike Shults, Vice Chair


Joe Basil, Commissioner