

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, June 18, 2019**

In Attendance: Vice Chair Mike Shults, Commission Joe Basil, Sheriff Robin Souvenir, Undersheriff Ron Davis, Chief Deputy Prosecuting Attorney Ben Haslam, Chief Examiner/Secretary Amanda Bennett Public: Chad Whitson, Joshua Klinzing, Alex Ashley Absent: Chair Bob Jones (pre-planned)

- I. Meeting called to order by Mike Shults at 10:38am
- II. Joe Basil moved to accept the minutes of May 21, 2019
  - a. Seconded by Mike Shults; 2 AYE 0 NAY 1 ABSENT CARRIED
- III. Examiners Report
  - a. Request to certify Clerk Secretary register
    - i. Joe Basil moved to certify the Clerk Secretary register as presented
    - ii. Seconded by Mike Shults; 2 AYE 0 NAY 1 ABSENT CARRIED
- IV. PACCOM/ E911
- V. CORRECTIONS
  - a. Two (2) vacancies; possibility of three (3) soon
  - b. Conditional Offer of Employment given to Tony Kimball; currently works in Corrections so would create the third vacancy if he moves into deputy
- VI. SUPPORT SERVICES
  - a. Sheila Didion doing an amazing job; she was employed with office before and is catching on quickly
- VII. SHERIFF
  - a. Three (3) deputies are ready to head to academy; two are on an alternate list as the academy is full
  - b. Discussion regarding on tasks deputies learn/complete while waiting to get into the academy
- VIII. Other Business
  - a. Corrections Officer minimum age requirement
    - i. Discussion regarding changing the Corrections Officer age requirement from 21 years old to 18 years old
    - ii. Amanda provided information from other counties using waivers and/or lowered age limit
    - iii. Ron Davis provided information and clarification on moving forward with age change and what to expect
    - iv. Academy does allow age of 18 applicants
  - b. Joe Basil moved to change the minimum age requirement for Corrections Officers from 21 to 18 years old and to make the changes in the employment application and job description as provided from the May 21, 2019 meeting


- i. Seconded by Mike Shults; 2 AYE 0 NAY 1 ABSENT CARRIED
- IX. Appeal Hearings
  - a. Civil Service Commission qualified to hear hearings
  - b. Chair Mike Shults read into record the quasi-judicial statement
  - c. Open Hearing for Chad Whitson commenced
  - d. Closed Hearing for Joshua Klinzing commenced
  - e. Closed Hearing for Alex Ashley commenced
- X. Executive Session per RCW 42.30.110
  - a. (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee..."
  - b. Entered into session at 11:36am; called for 15 minutes
  - c. Executive Session ended at 11:44am and entered into regular session
- XI. Regular Session resumed
  - a. Joe Basil moved to uphold the rejection of application of Chad Whitson per the Civil Service Chief Examiner/Secretary
    - i. Seconded by Mike Shults; 2 AYE 0 NAY 1 ABSENT CARRIED
  - b. Joe Basil moved to uphold the disqualification by the Sheriff's Office of Joshua Klinzing for reasons outlined in the report
    - i. Seconded by Mike Shults; 2 AYE 0 NAY 1 ABSENT CARRIED
  - c. Joe Basil moved to uphold the disqualification by the Sheriff's Office of Alex Ashley for reasons outlined in the report
    - i. Seconded by Mike Shults; 2 AYE 0 NAY 1 ABSENT CARRIED
  - d. Chair made note to applicants that, although appeals have been upheld, it does not mean they cannot reapply
- XII. Next meeting is scheduled for July 16, 2019

Closed Meeting at 11:48am

  
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Bob Jones, Chair

  
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Amanda Bennett, Chief Examiner/Secretary

  
absent @ time of approval

Mike Shults, Vice Chair  
  
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Joe Basil, Commission