

# Whatcom County Civil Service Commission

July 9, 2020

Online Meeting via GoToMeeting

## Approved Minutes

Commissioners Present: Paul Myers, Bart Miller

Sheriff Staff Present: Bill Elfo, Doug Chadwick, Steve Gattermann

Human Resources (HR): Bea Acland - Chief Examiner, Shara Struiksma

Other: Jeremy Jensen (until 10:54 am)

### Public Comment Period

None.

### Approval of Minutes

Minutes from February 13, 2020 meeting approved.

### Sheriff's Discussion Items

- Undersheriff Chadwick reviewed current vacancies.
- Sheriff's Office proposed changing the oral board process to further streamline recruitment.  
Proposed process:
  - HR to provide PST scores and completed applications to Sheriff's Office.
  - Sheriff's Office to screen applications for automatic disqualifiers and then schedule oral board interviews in score-order. Oral Board panelists to be 3 members of Sheriff's Office command staff.
  - Chief Examiner verifies scores and issues eligible register after each oral board.Commissioners approved this change.

### Commission Agenda Items

- Appeal of removal from eligible register: Jeremy Jensen – Commissioners reviewed information presented by the Sheriff's Office and Mr. Jensen. Voted 2-0 to deny the appeal.
- Appeal of dismissal of application: Kris Tsuchiyama - Commissioners reviewed information presented by the Sheriff's Office and voted 2-0 to deny the appeal.
- Effective June 11, 2020, RCW 41.14.130 increased "Rule of 3" to "Rule of 5". Commissioners requested amendment to Civil Service Rules to reflect this change and authorized the Chief Examiner to draft the changes.

### Chief Examiner's Report

- Human Resources staff have been involved in recruitment and hiring for 5 Corrections Deputies, 1 Corrections Sergeant, 1 Deputy Sheriff, and 1 Clerk III.
- Oral Boards for Corrections Deputy were conducted March 17<sup>th</sup> and 24<sup>th</sup> with 14 candidates participating.
- Other Oral Boards have been postponed due to COVID.

### Tasks For Next Meeting

- Bea will draft Civil Service Rule change amending any reference to "Rule of 3" to "Rule of 5" and send out for review and comment.

**Next Meeting:** August 13, 2020, 10:30 a.m. – Via GoToMeeting

Meeting adjourned at approximately 11:28 am

***Minutes by Shara Struiksmā***