

# Whatcom County Civil Service Commission

February 13, 2020

Executive's Office Conference Room – Suite 108

## DRAFT Minutes

Commissioners Present: Paul Myers, Bart Miller

Sheriff Staff Present: Doug Chadwick, Jason Gum, Dawn Pierce

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

### Public Comment Period

None.

### Approval of Minutes

Minutes from January 9, 2020 meeting approved.

### Sheriff's Discussion Items

- Discussion of possible move to eliminate oral boards for Deputy Sheriff and Corrections Deputy positions. Sheriff's Office will bring a proposal to the March meeting.
- Discussion of best use of the Self-Examination Questionnaire element of the current job application. Going forward, HR staff will not use Self-Exam questionnaire to eliminate candidates. It will be used by Sheriff's Office as part of their evaluation of candidates after they are on a register.

### Commission Agenda Items

- Appeal of removal from eligible register: Avery Bradley – Commissioners reviewed information presented by the Sheriff's Office and voted 2-0 to deny the appeal.
- Appeal of dismissal of application: Kirby Jones - Commissioners reviewed information presented by the Sheriff's Office and voted 2-0 to grant the appeal.
- Appeal of dismissal of application: Alex Manning - Commissioners reviewed information presented by the Sheriff's Office and voted 2-0 to deny the appeal.

### Chief Examiner's Report

- Human Resources staff have been involved in recruitment and hiring for Corrections Deputy, Deputy Sheriff, and Clerk III, and issued a new Eligible Register for Corrections Lieutenant.
- Human Resources staff assisted with the on-boarding of several employees in November/December, including two Corrections Deputies, two Deputy Sheriffs and the new Community Outreach Coordinator position.
- Oral Boards for Corrections will be held every other month on the 3<sup>rd</sup> Tuesday of the month, starting in January. Current Entry-level Corrections Deputy register has 12 names on it.
- 2020 Oral Board dates for Patrol are pending. Current Entry-level Deputy Sheriff register has 15 names on it, several of whom will expire on January 24<sup>th</sup>.

### New Business

None

**Next Meeting:** March 12, 2020, 10:30 a.m. – Human Resources Conference Room

Meeting adjourned at approximately 11:06 am

***Minutes by Shara Struiksma***