OCTOBER 13, 2015
BENTON COUNTY CIVIL SERVICE COMMISSIONERS
REGULAR MEETING MINUTES
Benton County Justice Center

PRESENT: Allison Taylor/Chair, Bob Knight/Commissioner, Julie Petersen/Commissioner
ABSENT: N/A

OTHERS IN ATTENDANCE: Clay Vannoy/Captain, Steve Caughey/Lieutenant, Steve Hallstrom/Attorney, Tammy Dufault/Chief Examiner.

CALL MEETING TO ORDER: Meeting called to order at 10:05 a.m. by Commissioner Allison Taylor

APPROVAL OF MINUTES: Approved the July 21, 2015, Special Meeting Minutes.

CORRESPONDENCE/ACTION:

1. Approved current BCSO candidate action spreadsheet regarding additions, removals, resignations, terminations.
2. Approved request to adopt the new Inmate Processing Specialist and Inmate Processing Specialist Corporal job description as Civil Service upon Benton County Commission approval.
3. Approved 2015 Entry Deputy Eligibility List which expires 8/19/16.
4. Approved 2015 Criminologist Eligibility List which expires 7/21/16.
5. Signed Travel Reimbursement Requests

NEW BUSINESS:

1. Tammy Dufault updated Commission regarding September Civil Service Conference in Yakima.
2. Discussed what information is released to the candidate when they are rejected for cause. Candidate is given concise explanation in letter addressed to candidate, from BCSO. Will continue doing that.
3. Tammy Dufault updated Commission regarding possible upcoming oral boards for Corrections and Inmate Processing Specialist/Corporal in November, and Deputy in December.

UNFINISHED BUSINESS:
Civil Service Rules Update – Steve Hallstrom/Tammy Dufault: Steve and Tammy will meet with BCSO later this week to summarize recent changes by Steve and Tammy, and discuss any new ideas. Steve and Tammy will prepare final draft for Commission approval at the November 10th regular Civil Service meeting.

UNSCHEDULED BUSINESS:

ADJOURNED: 10:50 a.m.

Allison Taylor 11-10-15
Allison Taylor, Commissioner Date

Tammy Dufault 11/10/15
Tammy Dufault, Chief Examiner Date