

Mary Anne Hutchins, Chair  
Paul Hart, Vice Chair  
Patty Wilson, Commissioner



Catelyn Osorio, Chief Examiner

## CIVIL SERVICE COMMISSION

### MINUTES

**REGULAR MEETING  
ADMINISTRATION BUILDING  
COMMISSIONERS' HEARING ROOM 303  
THURSDAY, MARCH 30, 2023  
2:00 P.M.**

**PRESENT:** Mary Anne Hutchins, Chair; Paul Hart, Vice Chair; Patty Wilson, Commissioner

**ABSENT:**

**OTHERS IN ATTENDANCE:** Catelyn Osorio, Civil Service Chief Examiner/HR Secretary; Eric Wyant, HR Assistant Manager; Steve Hallstrom, County Attorney

**CALL MEETING TO ORDER:** Meeting called to order at 2:00 p.m. by Chair Hutchins

**APPROVAL OF THE MINUTES:**

- Vice Chair Hart moved to approve the December 12, 2022 and January 10, 2023, Regular Meeting minutes. Commissioner Wilson seconded and upon vote, the motion passed unanimously.

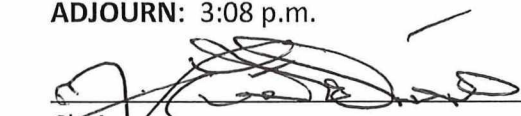

**OLD BUSINESS:**

- Chair Hutchins called to go into executive session for 10 minutes and expected to be out of session at 2:20pm.
- Executive session ended at 2:20pm. No motion was moved.
- Mr. Wyant re-read his Oral Board Process memo presented at the February Civil Service Commission meeting. The Commission discussed the memo after it had been read to them. Vice Chair Hart motions postponing approval of Mr. Wyant's proposed recommendations including the February 14<sup>th</sup> minutes to make a decision at the next regular meeting, Commissioner Wilson seconded and upon vote, the motion was passed unanimously.

**NEW BUSINESS:**

- Commissioner Wilson opens the meeting for public discussion regarding promotional testing material. Lt. Erickson explains their reasoning on how they came up with the testing material. Mr. Wyant then explained his recommendations for promotional testing and the promotional testing announcement. Vice Chair makes a motion to accept the promotion announcement derived from Mr. Wyant's suggestion and for it to be posted in the HR department and the Sheriff's office, Commissioner Wilson seconded and upon vote, the motion passed unanimously.
- Mr. Wyant re-explained his recommendations from the February 14<sup>th</sup> memo for the nonpromotional eligibility list ranking. Vice Chair Hart makes a motion to accept nonpromotional eligibility list ranking per Mr. Wyant's memo including the Civil Service Chief Examiner to certify said eligibility lists as needed where the Commission will also certify said lists at the next scheduled meeting, Commissioner Wilson seconded and upon vote, the motion passed unanimously.
- Mr. Wyant re-read his memo regarding clerical testing. Vice Chair Hart makes a motion to approve WorkSource clerical testing, Commissioner Wilson seconded and upon vote, the motion passed unanimously.

**ADJOURN:** 3:08 p.m.

	5.9.23
Chair	Date
	5.9.23
Chief Examiner/Secretary	Date