

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



Tammy Dufault,
Provisional Chief Examiner

CIVIL SERVICE COMMISSION

MINUTES

**REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
TUESDAY, MAY 9TH, 2023
2:00 P.M.**

PRESENT: Mary Anne Hutchins, Chair; Patty Wilson, Commissioner

ABSENT: Paul Hart, Vice Chair

OTHERS IN ATTENDANCE: Catelyn Osorio, Civil Service Chief Examiner/HR Secretary; Eric Wyant, HR Assistant Manager; Steve Hallstrom, County Attorney; Jason Erickson, Lieutenant; Michael Clark, Lieutenant; Tammy Dufault, HR Assistant.

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

APPROVAL OF THE MINUTES:

- Chair Hutchins moved to approve the April 11th, 2023 Regular Meeting minutes. Commissioner Wilson seconded and upon vote, the motion passed unanimously.

REGULAR BUSINESS:

- Entry Deputy Eligibility Lists for May 9th, 2023 certified by the Civil Service Commission. There are currently 4 vacancies and 26 names on the list.
- Entry Records Clerk has one vacancy and one on the list certified at the last Civil Service Commission meeting.
- Lateral Deputy Eligibility Lists for April 26th, 2023 and May 5th, 2023 previously certified by Chief Examiner Osorio also certified by Civil Service Commission. There are currently 3 names on the list.

NEW BUSINESS:

- Chief Examiner Osorio presented the request of Sheriff Deputy B. Hansen to be able to participate in promotional testing following his late application due to extenuating circumstances. Commissioner Wilson moved to approve B. Hansen's late application. Chair Hutchins seconded and upon vote, the motion passed unanimously.

UNSCHEDULED BUSINESS:

- Lieutenant Erickson presented to the Commission the request to utilize digital version of scoring sheet for promotional testing. The Commission gave their consensus to allow the Sheriff's office to use an electronic scoring format for their promotional testing.
- Mr. Wyant asked the Commission for approval to appoint Tammy Dufault as an provisional Chief Examiner following Chief Examiner Osorio's resignation. Commissioner Wilson moved to approve Tammy Dufault as provisional Civil Service Chief Examiner. Chair Hart seconded and upon vote, the motion passed unanimously.

ADJOURN: 2:16 p.m.

Approved this 13th day of June, 2023



Mary Anne Hutchins, Chair

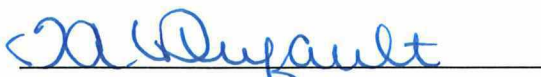


Paul Hart, Vice Chair



Patty Wilson, Commissioner

Attest:



Tammy Dufault, Provisional Chief Examiner