



MINUTES

**REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
November 14, 2023
2:00 P.M.
Executive Session: No**

The meeting opened at 2:03 pm.

Commissioners Present – Mary Anne Hutchins, Paul Hart and Patty Wilson were present in person.

Approval of the October 10, 2023 Meeting Minutes

Chair Hutchins moved for the approval of the October 10, 2023 meeting minutes. Commissioner Hart seconded and the motion passed unanimously.

Staffing Update and Certification of Eligibility Lists

Current openings were discussed. The eligibility lists for Entry Level Deputies, and Sheriff's Clerical were reviewed and certified at this time.

Corporal Promotional Testing Update

Chief Examiner, Devon Henry, brought to the Commission's attention that Sheriff Croskrey had responded to the Corporal promotional testing. Ms. Henry asked the Commission to read the email from the Sheriff that stated "we will not be having a proactive promotional exam ever. I will let you and the Civil Service Board know when the exams will take place." Commander Clarke then explained further. He stated that the Sheriff's office has no openings for Corporal at this time and they see no need to do promotional testing. In doing promotional testing for Corporal, we would need to also do them for a Sergeant position, and again, there are no openings. Doing the promotional testing now, would waste resources. Especially if the list would expire before someone was hired. Ms. Henry then explained to the Commission that per the Civil Service rules, the decision for promotional testing is ultimately theirs. Commissioner Hart asked Commander Clarke, when they do the promotional testing, if they would show them the test beforehand. Commander Clarke agreed. At that point, Commissioner Hart motioned to hold off on doing proactive testing until there is an opening. Commissioner Wilson seconded. Motion passed unanimously.

Commissioner Vacancy Update

Ms. Henry shared with the Commission that there has been a total of 3 applicants for the open vacancy. And the interview panel is still in the process of interviewing the candidates, including Commissioner Wilson. This prompted a discussion as to why the sitting Commissioner would need to interview for the position she already has. It was explained by Ms. Henry that this was a decision made by the County Commissioners. Commissioner Hart asked her if she could find where the decision was made, and if it was during a meeting, which one. Ms. Henry let him, and the other commissioners know that she would find the information out for them.

Certification of Eligibility Lists Under Unique Circumstances

Ms. Henry explained to the Commission the recent situation regarding the certification of eligibility lists. She had reached out to the Sheriff's Office to ask if they wanted the Records Clerk job posted, as they were close to exhausting the list. They agreed that it would be a good idea. The job was posted for 2 weeks, and the applicants would need to do testing at the conclusion of the posting. Among the applicants was a friend of Ms. Henry's, and she felt it might give the appearance of a conflict of interest if she certified the list prior to the meeting. At this point, the original eligibility list was exhausted, and the Sheriff's office had reached out for additional names, Ms. Henry explained the situation and let them know that the list would be certified at the meeting on 11/14. And after some discussion, it was agreed that the Sheriff's Office would receive the 3 names unofficially, which just meant they couldn't take any action with the candidates until the list was certified. After the agreement, Ms. Henry was notified by the Sheriff's Office that they were intending to hire an applicant that was off the original list. Once Ms. Henry finished explaining the situation, Commander Clarke explained where the Sheriff's office was coming from. He explained that the Sheriff expects to not wait 30 days for new applicants, and to have the Chief Examiner certify the list in between meetings. And that they don't want to have to compete against other agencies. But he did appreciate that Ms. Henry was honest about everything, even though he didn't really see it as a conflict of interest. The Commission also agreed that there wasn't a conflict of interest. Commissioner Wilson explained that because we do live in a small area, it's bound to happen. They let Ms. Henry know that in the future, to go ahead and certify the lists prior to the meeting.

Public Comment

Chair Hutchins asked if the audience if there was anyone with public comment. There was no public comment at this time.

Setting of December Meeting

December 12th, 2023 @ 2:00 pm in the Commissioner's Hearing Room 303.

Meeting adjourned at 2:23 pm.

Approved this 12 day of Dec., 2023



Mary Anne Hutchins, Chair

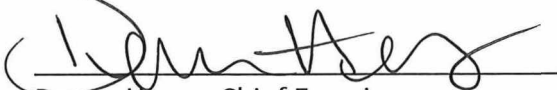
absent

Paul Hart, Vice Chair



Patty Wilson, Commissioner

Attest:



Devon Henry, Chief Examiner

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



Devon Henry, Chief Examiner

CIVIL SERVICE COMMISSION

AGENDA

**REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
NOVEMBER 14, 2023
2:00 P.M.
Executive Session: If Needed**

Call to Order

Regular Business:

- Approve minutes for the October 10, Regular Meeting
- Entry and Lateral Deputy Update
- Sheriff Clerical Update
- Corporal Promotional Testing Update
- Certification of Eligibility Lists

Old Business:

- Commissioner vacancy update

New Business:

- Certification of Eligibility Lists Under Unique Circumstances

Public Comment

Setting of December Meeting

Adjournment

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



Devon Henry, Chief Examiner

CIVIL SERVICE COMMISSION

MINUTES

**REGULAR MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
October 10, 2023
2:00 P.M.
Executive Session: No**

The meeting opened at 2:00 pm.

Commissioners Present – Mary Anne Hutchins, Paul Hart, and Patty Wilson were present in person.

Approval of August 8, 2023 Meeting Minutes

Commissioner Hart moved for the approval of the August 8, 2023 meeting minutes. Commissioner Wilson seconded and the motion passed unanimously.

Staffing Update and Certification of Eligibility Lists

Current openings were discussed. The eligibility lists from both September and October for Entry Level Deputies, Lateral Deputies, Sheriff's Clerical, Sergeant and Corporal were reviewed and certified at this time.

Corporal Update

Chief Examiner, Devon Henry, brought to the attention of the Commission that the Corporal list has been exhausted. They discussed whether they wanted to wait for a vacancy or be proactive in beginning promotional testing to have a new list prepared in case of new openings. They chose proceed in with being proactive. HR Assistant Manager, Eric Wyant then asked if they wanted to keep the promotional testing process the same as it was done in May. Chair Hutchins asked if there were any concerns from the last testing cycle, and Mr. Wyant assured that there had been very little from participants, but he did make the same recommendation to the Commission that he did earlier in the year that a member of the Sheriff's Office should not be a scoring member of the process in order to avoid the appearance of a conflict of interest. Commissioner Wilson moved to keep the process the same as earlier in the year. Commissioner Hart seconded, and the motion passed unanimously.

Civil Service Appointments

Chair Hutchins announced that she would be resigning from the Commission no later than 12/31/23. Ms. Henry, shared with the Commission that the vacancy information has been posted to the County website, as well as having been shared in LinkedIn and Facebook and that we have received one application so far. At this time, Mr. Wyant asked Chair Hutchins for clarification that if a qualified candidate is identified that could be appointed prior to 12/31/23 that Chair Hutchins would resign earlier and she stated yes. It was announced to the Commission, that the Board of County Commissioners desire to have a bigger role in the board member application process for boards or commissions that they appoint to, including the Civil Service Commission. While that process hasn't been finalized, it has been determined that any applicant, including current members, will have to fill out an application and likely go through an interview process. Commissioner Wilson was undecided in her decision. Following this, Ms. Henry asked Commissioner Wilson if she would be interested in continuing as a Commissioner, as her term ends 12/31/23. Commissioner Wilson was undecided in her decision, but Ms. Henry told her that she would email her the application.

Review Public Safety Testing Contract

The Commission was asked to review the new contract for Public Safety Testing, that would be effective January 1, 2024. And if they were interested in still contracting with Public Safety Testing. Commissioner Hart asked what changes would be implemented. Ms. Henry let them know that there is a cost difference of \$344 a year and Mr. Wyant included that the new contract would go up 4% a year as opposed to the 3% increase on the current contract. Commissioner Hart moved to accept the new contract. Commissioner Wilson seconded and the motion passed. It was shared that the contract will be prepared and presented to the County Commissioners for approval.

Public Comment

Chair Hutchins asked the audience if there was anyone with public comment. There was no public comment offered at this time.

Setting of Meeting

November 14, 2023 at 2:00 pm in Commissioner's Hearing Room 303

Meeting adjourned at 2:19 PM.


Approved this 14 day of NOV, 2023



Mary Anne Hutchins, Chair



Paul Hart, Vice Chair



Patty Wilson, Commissioner

Attest:



Devon Henry, Chief Examiner

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES
NOVEMBER 14, 2023

1 OPENINGS

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
1	Hayden	Robinson	8/19/2023	97.66	Male	Yes	Documentation recieved 9/13/23 - Sent to Sheriff 9/13/23
2	Javier	Madrigal Luna	7/15/2023	90.46	Male	No	
3	Cody	Simmelink	11/11/2023	89.63	Male	No	
4	Anthony	Buhrman	10/14/2023	89.63	Male	Yes	Documentation received 11/14/23
5	Nicholas	Clark	10/14/2023	88.33	Male	No	
6	Michael	Parmelee	10/14/2023	87.36	Male	Yes	Documentation received 11/13/23
7	Reyes	Robledo	10/14/2023	83.75	Male	Yes	Documention requested 11/13/23
8	Antonio	Saenz	10/14/2023	82.26	Male	No	
9	Adrian	Ramirez	7/16/2023	81.84	Male	No	
10	Josue	Rodriguez	9/17/2023	81.83	Male	No	
11	Alexandra	Hebert	8/13/2023	79.63	Female	No	
12	Brian	Meier	5/20/2023	79.34	Male	No	
13	Billy	Tinajero	7/17/2023	79.19	Male	No	
14	Samuel	Ferraro	4/15/2023	78.96	Male	Yes	Documentation requested 6/7/2023, Sent to Sheriff 7/24
15	Jorael	Jamison	11/9/2023	78.81	Male	No	
16	Mathew	Morton	9/17/2023	78.32	Male	No	
17	Cheyenne	McManus	8/15/2023	78.26	Female	No	
18	Ian	Gomez	3/11/2023	77.54	Male	No	
19	Chase	Meyer	6/8/2023	77.36	Male	Yes	
20	Jakob	Mulholland	10/26/2022	77.22	Male	No	
21	Abner	Chicas	1/14/2023	77.11	Male	No	
22	Derek	Harder	7/15/2023	76.82	Male	No	
23	Jesus	Lopez	9/17/2023	76.47	Male	No	
24	Anthony	Gomez	9/17/2023	76.35	Male	No	
25	Julio	Avalos	4/2/2023	75.68	Male	No	
26	Roman	Trujillo Ramirez	10/14/2023	75.15	Male	No	
27	Maxwell	Miller	6/17/2023	75.13	Male	No	
28	Alex	Mayer	4/22/2023	74.54	Male	No	

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES

NOVEMBER 14, 2023

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
29	Jesus	Colula	8/2/2023	73.21	Male	No	
30	Brock	Sittman	8/19/2023	73.13	Male	No	
31	Tomas	Fernandez	3/11/2023	73.06	Male	No	
32	Niko	Sanford	3/11/2023	72.97	Male	No	
33	Anthony	Gregory Carter	3/25/2023	72.74	Male	Yes	Documentation requested 6/7/2023
34	Jesus	Martinez Guzman	2/14/2023	72.67	Male	No	
35	Mitchall	Roderick	5/20/2023	72.60	Male	No	
36	Casey	Oxford	1/20/2023	72.23	Male	No	
37	Jacob	Russell	9/10/2022	71.87	Male	No	
38	Jesus	Gutierrez Jr	6/3/2023	71.76	Male	No	
39	Jonathan	Avila	11/4/2023	71.5	Male	No	
40	George	Daud	2/24/2023	71.47	Male	No	
41	Gian	Russo	7/31/2023	71.27	Male	No	
42	Jose	Chavez	7/29/2023	71.07	Male	No	
43	Nicholas	Ford	8/19/2023	70.65	Male	No	
44	Alejandro	Salazar Hinojosa	8/22/2023	70.62	Male	No	
45	Garrett	Brady	1/14/2023	70.51	Male	No	


BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES
NOVEMBER 14, 2023

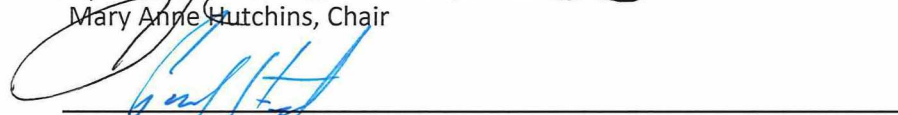
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This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.
 Dated this 14 day of November, 2023


 Devon Henry, HR Assistant / Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.
 Dated this 14 day of Nov., 2023


 Mary Anne Hutchins, Chair


 Paul Hart, Vice Chair


 Patty Wilson, Commissioner

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES
NOVEMBER 14, 2023**

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NOVEMBER 14, 2023**

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**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- ENTRY LEVEL DEPUTIES
NOVEMBER 14, 2023**

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This list has been certified by the Civil Service Chief Examiner in accordance with Benton County Civil Service Rule 9.01.

Dated this 20th day of November, 2023


Devon Henry, HR Assistant / Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 12 day of DEC., 2023


Mary Anne Hutchins, Chair

absent
Paul Hart, Vice Chair


Patty Wilson, Commissioner

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST- SHERIFF'S CLERICAL GRADE 8
NOVEMBER 14, 2023**

Rank	First Name	Last Name	PHS Received Date	Combined Clerical Testing	Vet Pref	Notes
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Dated this 14 day of Nov., 2023



Devon Henry, HR Assistant / Chief Examiner

This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton County Civil Service Rules.

Dated this 14 day of Nov., 2023


Mary Anne Hutchins, Chair


Paul Hart, Vice Chair


Patty Wilson, Commissioner