



**MINUTES**

**SPECIAL MEETING  
ADMINISTRATION BUILDING  
COMMISSIONER'S MEETING ROOM 303  
TUESDAY OCTOBER 20 2025  
2:00 P.M.  
Executive Session: No**

The meeting opened at 2:00 pm

Commissioners Present – Patty Wilson, Chair & Evan Carlisle, Commissioner  
Commissioner Absent – Delaney Tucker, Vice Chair  
Others in Attendance – Devon Henry, Chief Examiner & Lt. Erik Magnuson

Promotional Exam Approval (Records Specialist – Public Records)

Lieutenant Magnuson explained the Records Specialist position. Every office has public records, but 83% of the records requests that come in for the County come into the Sheriff's Office. They are very time consuming. Body cam and recordings need to be electronically scrambled. If there is a lawsuit from Public Records, it comes out of the specific department's budget. This position is currently extended temporary position, and this is budgetary. And will not create a new vacancy.

Lieutenant Magnuson explained how the promotional exam will be held. It will be an oral board. He will ask two Public Records officers to be a part of the exam.

Commissioner Carlisle moved to approve the promotional exam. Chair Wilson seconded and the motion carried.

Setting of November Meeting

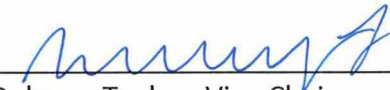
Chief Examiner Henry asked to move the date of the next meeting as it was scheduled on 11/11, which is Veteran's Day. The Commissioners agreed to move the meeting to Tuesday November 4, 2025 at 2 pm in the Commissioner's Meeting Room 303.

Meeting Adjourned 2:11 pm

Approved this 9<sup>th</sup> day of Dec, 2025



Patty Wilson, Chair



Delaney Tucker, Vice Chair

**Absent**

Evann Canisla, Commissioner

Attest:



Devon Henry, Chief Examiner



**AGENDA**

**SPECIAL MEETING  
ADMINISTRATION BUILDING  
COMMISSIONERS' HEARING ROOM 303  
MONDAY OCTOBER 20, 2025  
2:00 P.M.  
Executive Session: If Needed**

Call to Order

Scheduled Business:

- Promotional Exam Approval

Setting of November Meeting

Adjournment