



CIVIL SERVICE COMMISSION

REGULAR MEETING MINUTES TUESDAY, MAY 10, 2022 2:00 P.M.

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

OTHERS IN ATTENDANCE: Alisha Liniger, Civil Service Chief Examiner/Secretary; Steve Hallstrom, County Attorney; Lexi Wingfield, HR Manager; Lt. Magnuson, BCSO

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

APPROVAL OF THE MINUTES:

- Commissioner Wilson moved to approve the April 12, 2022, Regular Meeting minutes. Chair Hutchins seconded and upon vote, the motion passed unanimously.

NEW BUSINESS:

- Chair Hutchins moved to approve the updated Civil Service Rules. Commissioner Wilson seconded and upon vote, the motion passed unanimously.
- Alisha updated the Commission on Entry Deputy Openings (9 vacancies), 6 remaining on the eligibility list.
- Alisha updated the Commission on Record Clerk Openings. 1 upcoming vacancy. 2 remaining on the eligibility list.
- The Commission discussed the request from the Sheriff's office regarding the open Lead Civil Clerk position. Lt. Magnuson had requested the minimum 7-day requirement for an internal position be waived for the unexpected opening for Lead Civil Clerk. On 04/27/22, Chair Hutchins approved posting for a minimum of 5 days, with the requirement that all eligible staff be notified of the opening.


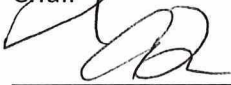
UNSCHEDULED BUSINESS:

- The Commission discussed the Sheriff's request to waive the probation period for their new hire further and agreed that the situation should be a non-precedent issue. Stephen volunteered to write up a letter to present as a one-time exception to the civil service rules. An official motion was set by Commissioner Wilson, for Chair Hutchins to

sign the letter addressing the Sheriff's request. Chair Hutchins seconded and upon vote, the motion passed unanimously.

- Lexi updated the board on the status of the Human Resources Department and introduced Alisha's new role as Human Resources Generalist/ Appointed Chief Civil Service Examiner. Lexi also introduced Catelyn in her new role as HR Secretary.
- Lexi discussed including backups to assist the Chief Civil Service Examiner from the Human Resources Department in the case the Chief Civil Services Examiner is absent.
- Lexi informed the board that she will present public meeting trainings so the Commission may be educated on the upcoming public meeting updates happening in July.

ADJOURN: 2:30 p.m.

 Chair	<u>6/14/22</u> Date
 Chief Examiner/Secretary	<u>6/14/22</u> Date