

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



Tammy Dufault, Provisional
Chief Examiner

CIVIL SERVICE COMMISSION

MINUTES

**SPECIAL MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
JUNE 27, 2023
2:00 P.M.
Executive Session: NO**

PRESENT: Paul Hart, Vice Chair; Patty Wilson, Commissioner

ABSENT: Mary Anne Hutchins, Chair

OTHERS IN ATTENDANCE: Tammy Dufault, HR Assistant/Provisional Chief Examiner; Eric Wyant, HR Assistant Manager; Steve Hallstrom, County Attorney; Devon Henry, HR Secretary; Jon Law, Undersheriff, Michael Clark, Lieutenant

CALL TO ORDER: Meeting called to order at 2:00 p.m. by Paul Hart

REGULAR BUSINESS:

- Commissioner Wilson moved to approve the June 13, 2023 Regular Meeting minutes. Commissioner Hart seconded, and upon vote the motion passed unanimously.
- Undersheriff Jon Law made a request on behalf of the BCSO, for the Commission to waive the Administrative Clerk, Grade 9, job posting probation requirement, that states the applicant must have passed probation, so current BCSO Records Clerk Rachel Miller, could be considered for the position because she was the only applicant. Commissioner Wilson brought up why we couldn't wait until the next meeting on July 11th to approve this exception. Undersheriff Law explained they wanted to put her in that position ASAP, since she has been cross training since January and started covering that position starting today. They would like to pay her for the work performed. Patty motioned to waive the probation requirement and Paul seconded.

NEW BUSINESS:

- Mr. Wyant gave an update on the Civil Service Chief Examiner position. Provisional Chief Examiner, Tammy Dufault accepted a new position outside of HR, so she would step down from Civil Service come August. Devon Henry will provide administrative support

in the interim until the Commission appoints a new Civil Service Chief Examiner. Mr. Wyant shared that Tammy will continue to serve as the Provisional Chief Examiner per an agreement with her new manager. He shared that any work that Devon performs would be approved by Tammy, and Tammy would continue to clerk their Commission meetings. Mr. Wyant asked the Commission if this would work for them, and they stated that it would.

PUBLIC COMMENT:

- Mr. Wyant sought clarification on what parameters the Commission would like special meetings as their last meeting on June 13th the Commission made clear that they did not want to schedule special meetings so that HR could best support the Commission. Commissioner Hart responded by explaining that they didn't want to schedule special meetings just to certify lists, but they would allow special meetings be scheduled for certain circumstances.

SETTING OF JULY MEETING: July 11, 2023 at 2:00 p.m., in the Commissioners Hearing Room 303

ADJOURNMENT: 2:17 pm

Approved this 11th day of July, 2023

Abstained
Mary Anne Hutchins, Chair

[Signature]
Paul Hart, Vice Chair

[Signature]
Patty Wilson, Commissioner

Attest:

[Signature]
Tammy Dufault, Provisional Chief Examiner

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



Tammy Dufault, Provisional
Chief Examiner

CIVIL SERVICE COMMISSION

AGENDA

**SPECIAL MEETING
ADMINISTRATION BUILDING
COMMISSIONERS' HEARING ROOM 303
JUNE 27, 2023
2:00 P.M.
Executive Session: If Needed**

Call to Order

Regular Business:

- Approve minutes for the June 13, 2023, Regular Meeting
- Request from the Sheriff's Office to waive probation requirement for Rachel Miller
- Civil Service Chief Examiner Update

Public Comment

- Please limit comment to three minutes

Setting of July Regular Meeting – July 11, 2023

Adjournment

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



Tammy Dufault, Provisional
Chief Examiner

CIVIL SERVICE COMMISSION

MINUTES

REGULAR MEETING ADMINISTRATION BUILDING MEETING ROOM 203

JUNE 13, 2023

2:00 P.M.

Executive Session: No

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

OTHERS IN ATTENDANCE: Tammy Dufault, HR Assistant/Provisional Chief Examiner; Eric Wyant, HR Assistant Manager; Steve Hallstrom, County Attorney; Devon Henry, HR Secretary; Jason Erickson, Lieutenant; Michael Clark, Lieutenant; Marsha Hart, Visitor

CALL TO ORDER: Meeting called to order at 2:01 p.m. by Mary Anne Hutchins

REGULAR BUSINESS:

- Commissioner Hart moved to approve the May 9, 2023, Regular Meeting minutes. Commissioner Wilson seconded, and upon vote the motion passed unanimously.
- Commissioner Hart moved to approve the May 30, 2023 Special Meeting minutes. Commissioner Wilson seconded, and upon vote the motion passed unanimously.
- Entry Deputy Update – BCSO currently has 3 openings. They have been given the names they need.
- Lateral Entry Update – BCSO hired Joseph Geil. He will start on July 1, 2023.
- Promotional Testing Update – CJ Conner was promoted to Sergeant on June 1, 2023.
- Sheriff Clerical Update – There are currently 2 Grade 8 openings – BCSO has been given the names they need. There is currently one Grade 9 opening – The Promotional Announcement was presented to the Commission for approval. Commissioner Hart moved to approve and Commissioner Wilson seconded the approval. When Chair Hutchins asked if there was any other discussion, Mr. Wyant brought up the suggestion of scheduling a special meeting on June 27, 2023 for the Commission to certify the eligibility list for clerical promotions so the Sheriff's Office wouldn't have to wait until July. Commissioner Hart questioned why there was a need for a Special Meeting when the Chief Examiner has approved the Promotional Lists in the past. Chair Hutchins and Commissioner Wilson agreed. Mr. Wyant brought up that the Commission recently

scheduled a special meeting to certify eligibility lists for sergeant/corporal promotional testing, and that the Commission has previously stated their openness to scheduling special meetings to certify lists as the reason why he suggested it. All Commissioners made it clear, that they do not want to schedule a Special Meeting on June 27, 2023. Commissioner Wilson moved to approve the Chief Examiner has the authority to certify the Eligibility Lists, including Promotional Eligibility Lists, and Commissioner Hart seconded, and upon vote, the motion passed unanimously.

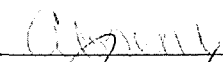
- Following that vote, Commissioner Wilson moved to approve the Promotional Testing Announcement for Clerical, Commissioner Hart seconded, and upon vote, the motion passed unanimously.

NEW BUSINESS:

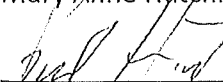
- Lieutenant Erickson brought up the question why we need to have promotional testing by Civil Service, for the Grade 9 Administrative Clerk position instead of just posting it in-office. There was a discussion regarding the reasons, and since there is a defined Grade 8 versus Grade 9 title and salary difference, per the Civil Service Rules, it is considered a promotion. Lieutenant Erickson inquired how detective or SWAT positions aren't considered promotional testing, and Mr. Wyant stated that those are duty assignments at the discretion of the Sheriff and anyone assigned to them still at the same rank or pay grade of their peers, it is not a promotion. After discussion, the Commission agreed that promotional testing is required by Civil Service, and so it can not just be posted internally by the Sheriff's Office.

ADJOURNMENT: 2:16 p.m.

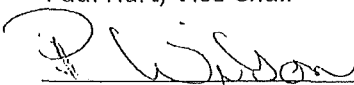
Approved this 27th day of June, 2023



Mary Anne Hutchins, Chair




Paul Hart, Vice Chair



Patty Wilson, Commissioner

Attest:



Tammy Dufault, Provisional Chief Examiner