



MINUTES

**REGULAR MEETING
ADMINISTRATION BUILDING
CONFERENCE ROOM 204
TUESDAY DECEMBER 12, 2023
2:00 P.M.
Executive Session: No**

The meeting opened at 2:03 pm.

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

Approval of November 12th Meeting Minutes

Commissioner Wilson moved for the approval of the November 12, 2023 meeting minutes. Chair Hutchins 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.

Commissioner Vacancy Update

Chief Examiner, Devon Henry updated the commission on the Commissioner vacancies after the interviews were held. Ms. Henry let them know that Commissioner Wilson was recommended for re-appointment by the interview panel. The resolution was passed by the Board of County Commissioners for another term. And the panel also recommended the appointment of Delaney Tucker to fill the other vacancy. The resolution was passed by the Board of County Commissioners for a term beginning on January 1st to fill the remainder of Chair Hutchins' term. At this time, Lieutenant Mike Clark had asked where she was from because he has heard she was from Maine. Ms. Henry clarified that she is a Benton County resident. Chair Hutchins was confused when Ms. Henry stated that the vacancy was being filled by a female as she had heard that it was going to be filled by a male. Ms. Henry clarified that what they heard was inaccurate. Commissioner Wilson asked if she worked in HR at Franklin County, and Ms. Henry clarified and said that she worked for the City of Pasco. Ms. Henry then took the time to explain that Ms. Tucker has actually worked in Civil Service for the City of Pasco and that during her interview

she had spoken to our rules as she has taken the time to review them. There were no additional comments made at this time.

Certificate of Appreciation

At this time, Ms. Henry presented a Certificate of Appreciation to Chair Hutchins. This was signed by Will McKay, Jerome Delvin, and Michael Alvarez, the County Commissioners for Benton County. This certificate was to thank her for her time spent on the Civil Service Commission.

Open Meetings Act / Public Records Trainings

Ms. Henry let the Commission know that since a new Commissioner will be starting, that would be a good time to do compliance training for Open Public Meetings and Public Records trainings. This training would be completed over multiple meetings.

Public Comment

At this time, Chair Hutchins asked if there was any public comment. Lieutenant Clark thanked Mary Anne for being on the Civil Service Commission. He also let the Commission know that going forward he will be at every Civil Service meeting and if he doesn't come, Lieutenant Erickson will take his place. He explained that they like to be at the meetings to share their perspective on what is happening within the Sheriff's Office.

Setting of January Meeting

January 9th at 2:00 pm in the Commissioner's Meeting Room 303.

Meeting adjourned at 2:15 pm.


Approved this 13th day of February 2024



Paul Hart, Vice Chair



Patty Wilson, Commissioner



Delaney Tucker, 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
December 12, 2023
2:00 P.M.
Executive Session: If Needed**

Call to Order

Regular Business:

- Approve minutes for the November 14, 2023, Regular Meeting
- Entry and Lateral Deputy Update
- Sheriff Clerical Update
- Certification of Eligibility Lists

Old Business:

- Commissioner Vacancy Update

New Business:

- Certificate of Appreciation
- Open Meeting Act / Public Records Trainings

Public Comment

Setting of January Meeting

Adjournment



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



Paul Hart, Vice Chair



Patty Wilson, Commissioner

Attest:


Devon Henry, Chief Examiner

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST - ENTRY LEVEL DEPUTIES
 DECEMBER 12, 2023

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
1	Hayden	Robinson	8/19/2023	97.66	Male	Yes	Documentation received 9/13/23 - Sent to Sheriff 9/13/23
2	Reyes	Robledo	10/14/2023	93.75	Male	Yes	Documentation received 11/16/23
3	Brandon	Latendresse	12/2/2023	91.70	Male	Yes	Documentation received 12/12/23
4	Javier	Madrigal Luna	7/15/2023	90.46	Male	No	
5	Chase	Meyer	12/2/2023	90.24	Male	Yes	Documentation received 12/11/23
6	Cody	Simmelink	11/11/2023	89.63	Male	No	
7	Anthony	Buhrman	10/14/2023	89.63	Male	Yes	Documentation received 11/14/23
8	Nicholas	Clark	10/14/2023	88.33	Male	No	
9	Michael	Parmelee	10/14/2023	87.36	Male	Yes	Documentation received 11/13/23
10	Ethan	Wright	12/1/2023	84.83	Male	No	
11	Michael	Schmidt	11/16/2023	84.38	Male	Yes	Documentation received 12/12/23
12	Antonio	Saenz	10/14/2023	82.26	Male	No	
13	Adrian	Ramirez	7/16/2023	81.84	Male	No	Sent to Sheriff 10/16
14	Josue	Rodriguez	9/17/2023	81.83	Male	No	Sent to Sheriff 10/17
15	Alexandra	Hebert	8/13/2023	79.63	Female	No	Sent to Sheriff 10/17
16	Brian	Meier	5/20/2023	79.34	Male	No	
17	Brittany	Grant	11/28/2023	79.24	Female	No	
18	Billy	Tinajero	7/17/2023	79.19	Male	No	
19	Samuel	Ferraro	4/15/2023	78.96	Male	Yes	Documentation requested 6/7/2023, Sent to Sheriff 7/24
20	Jorael	Jamison	11/9/2023	78.81	Male	No	
21	Mathew	Morton	9/17/2023	78.32	Male	No	
22	Cheyenne	McManus	8/15/2023	78.26	Female	No	
23	Ian	Gomez	3/11/2023	77.54	Male	No	
24	Jakob	Mulholland	10/26/2022	77.22	Male	No	
25	Abner	Chicas	1/14/2023	77.11	Male	No	
26	Derek	Harder	7/15/2023	76.82	Male	No	
27	Jesus	Lopez	9/17/2023	76.47	Male	No	
28	Anthony	Gomez	9/17/2023	76.35	Male	No	

1 OPENING

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST - ENTRY LEVEL DEPUTIES
DECEMBER 12, 2023**

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
29	Garyn	Berrier	11/22/2023	75.96	Male	No	
30	Julio	Avalos	4/2/2023	75.68	Male	No	
31	Roman	Trujillo Ramirez	10/14/2023	75.15	Male	No	
32	Maxwell	Miller	6/17/2023	75.13	Male	No	
33	David	Sage	12/2/2023	74.93	Male	No	
34	Alex	Mayer	4/22/2023	74.54	Male	No	
35	Jesus	Colula	8/2/2023	73.21	Male	No	
36	Brock	Sittman	8/19/2023	73.13	Male	No	
37	Eduardo	Ortiz-Perez	11/7/2023	73.08	Male	No	
38	Tomas	Fernandez	3/11/2023	73.06	Male	No	
39	Niko	Sanford	3/11/2023	72.97	Male	No	
40	Anthony	Gregory Carter	3/25/2023	72.74	Male	Yes	Documentation requested 6/7/2023
41	Jesus	Martinez Guzman	2/14/2023	72.67	Male	No	
42	Mitchall	Roderick	5/20/2023	72.60	Male	No	
43	Casey	Oxford	1/20/2023	72.23	Male	No	
44	Jacob	Russell	9/10/2022	71.87	Male	No	
45	Jesus	Gutierrez Jr	6/3/2023	71.76	Male	No	
46	Jonathan	Avila	11/4/2023	71.5	Male	No	
47	George	Daud	2/24/2023	71.47	Male	No	
48	Gian	Russo	7/31/2023	71.27	Male	No	
49	Jose	Chavez	7/29/2023	71.07	Male	No	
50	Nicholas	Ford	8/19/2023	70.65	Male	No	
51	Alejandro	Salazar Hinojosa	8/22/2023	70.62	Male	No	
52	Garrett	Brady	1/14/2023	70.51	Male	No	

**BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST - ENTRY LEVEL DEPUTIES
DECEMBER 12, 2023**

Rank	First Name	Last Name	Score Certified Date	Written	Gender	Vet Pref	Notes
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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 12 day of December, 2023


Devon Henry, HR Assistant / Chief Examiner

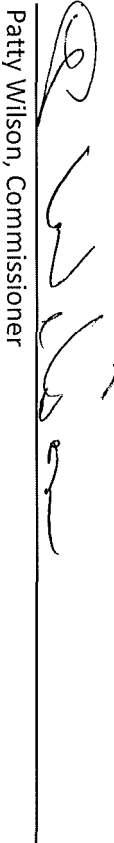
This list has been certified by the Benton County Civil Service Commission in accordance with RCW # 41.14.060 and Benton

County Civil Service Rules.

Dated this 12 day of December, 2023


Mary Anne Hutchins, Chair


Paul Hart, Vice Chair


Patty Wilson, Commissioner

BENTON COUNTY CIVIL SERVICE ELIGIBILITY LIST - SHERIFF'S CLERICAL GRADE 8
 DECEMBER 12, 2023

Rank	First Name	Last Name	PHS Received Date	Combined Clerical Testing	Vet Pref	Notes

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

Dated this 12th day of December, 2023

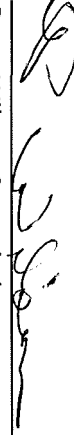

 Beverly Henry, HR Assistant / Chief Examiner

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


 Paul Hart, Vice Chair


 Patty Wilson, Commissioner