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

Catelyn Osorio, Chief Examiner

CIVIL SERVICE COMMISSION

MINUTES

REGULAR MEETING
ADMINISTRATION BUILDING
CONFERENCE ROOM 204
TUESDAY, January 10, 2023
2:00 P.M.

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

ABSENT: Steve Hallstrom, County Attorney

OTHERS IN ATTENDANCE: Catelyn Osorio, Civil Service Chief Examiner/HR Secretary; Eric Wyant, HR Assistant Manager

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

APPROVAL OF THE MINUTES:

- Chair Hart moved to approve the December 13, 2022, Regular Meeting minutes. Commissioner Wilson seconded and upon vote, the motion passed unanimously.

NEW BUSINESS:

- Civil Service Examiner Osorio updated the Commission on Entry Deputy Openings (4 vacancies), 3 remaining on the deputy eligibility list. Hired one entry level deputy. Oral Boards scheduled for the 18th and 20th of January.

- Civil Service Examiner Osorio updated the Commission on Record Clerk Openings. (1 vacancy). 5 remaining on the eligibility list.

- Civil Service Examiner Osorio updated the Commission on Public Record Clerk Openings. (1 vacancy). 0 eligibility list. Oral Boards scheduled for the 17th of January.

- Civil Service Examiner Osorio updated the Commission on Criminologist Opening. (1 vacancy). No eligibility list. HR Asst. Manager Wyant informed the board that this was no longer a position within BCSO.

- Indefinite Leave of Absence:

Eric discussed the form provided to sign from the Benton County Sheriff office title "Indefinite Leave of Absence." It was his suggestion that the Commission uses a form that the HR department currently has on file that uses different terminology in the title to avoid confusion. Chair Hutchins and the Commission decided to continue this conversation the following month so that Attorney Hallstrom could be present.

OTHER BUSINESS:

- Chair Hutchins inquired about continuing the conversation regarding the minimal amount of meetings required annually for Civil Service. Asst. Manager Wyant looked at RCE 41.14.050 that states monthly meetings are required. Asst. Mgr. Wyant and Chair Huchins both agreed that further research will be done to compare processes with other governinging bodies and have Attorney Hallstrom take a look as well.

ADJOURN: 2:31 p.m.

3-30-23
Chair Date

3-30-23
Chief Examiner/Secretary Date