

LEWIS COUNTY CIVIL SERVICE COMMISSION MINUTES

February 8, 2023

Present: Bill Cavinder, Kevin Ryan, Candi Faupell, Rob Snaza, Wes Rethwill, Dusty Breen, Kevin Engelbertson, Richard VanWyck, Kevin Dickey, Sherri Guenther, Linda Bailey

Call to Order: The meeting was called to order at 11:33 am by Commissioner Cavinder. Minutes of the January 11, 2023, meeting were approved as written.

Secretarial Report: Linda Bailey

To help the BOCC with future advertising for a Civil Service Board position, Candi and I wrote a revised job description. I will present it to the BOCC for their approval.

Should the Civil Service Rules be posted on the website? Linda will check with the OPMA rules and with the county HR Risk Director, Amber Smith for guidance.

Employee Status Report: Linda Bailey

Nothing to report.

Administrative Report: Wes Rethwill

Corrections Bureau – We currently have 7 vacancies. One is in FTO, one is at the academy and 2 are in the background process. We will be losing two this summer.

Operations Bureau – We have 3 vacancies. Two are in the background process and one is in the academy. We have three out on injuries. The three Deputies directly involved in the OIS in November are back to work and have been cleared. We would like to have a Sergeant's Assessment Center for next month. The board passed the motion. The posting will be done by Sherri. All interested applicants are to have their applications in by February 23rd. More details will be coming next month.

Services Bureau – We have one Support Technician vacancy. Advertising for the opening has been done and testing has been scheduled for March 2nd at 3pm. We have one on FTO.

We have been working on getting an East end substation. It's on track for construction and should be completed by the end of this summer.

Kevin Engelbertson has been working on getting us set up to accept credit cards as a form of payment. We are also working on transitioning to an online scheduling software.

Facility projects are happening at the jail as we are updating various systems.

The Olympia PD jail will be closing early this summer. We are hoping some of them will apply for a position at our jail.

We participated in Safety City which was held at Ritchie Brothers. Well over 700 kids attended.

We attended the annual WASPC Legislation Day at the Capitol. February 9th is the Sheriff's annual meeting. All Board members are invited to attend. It will be held 3-5pm at the Bethel Church.

Kevin Dickey provided an addendum for the Civil Service Rule change last month. He also explained how the scoring process works and asked for a revision of the rules regarding scoring. The Sheriff's Office would like to eliminate the Public Safety Self Assessment (PSSA) as part of the scoring requirement. He also requested the reading score for the Corrections Deputy be revised from 80 to 70, equal to the Deputy Sheriff reading score requirement. The Board passed the motion. Linda will revise the Civil Service Rules to show the scoring revision and include the addendum.

There being no further business, the meeting was adjourned at 12:20 pm.

Future Meeting Date:

Wednesday, March 8, 2023, 11:30 am in the Lewis County Sheriff's Conference Room

Minutes Prepared By: Linda Bailey, Secretary