

LEWIS COUNTY CIVIL SERVICE COMMISSION MINUTES

December 13, 2023

Present: Kevin Ryan, Candi Faupell, Kevin Engelbertson, Chris Sweet, Rick Van Wyck, Kevin Dickey, Sherri Guenther, Linda Bailey

Absent: Bill Cavinder

Call to Order: The meeting was called to order at 11:30 am by Commissioner Ryan. Minutes of the November 8, 2023, meeting were approved as written.

Secretarial Report: Linda Bailey

Two eligibility lists were signed, one for Corrections and one for Operations.

Employee Status Report: Linda Bailey

Deputy Kimball received probationary appointment effective November 16
Corrections Deputy Montgomery received probationary appointment effective November 16
Director of Property Management Williams resignation of January 1 was accepted
Undersheriff Engelbertson was appointment effective December 1

Administrative Report: Kevin Engelbertson

Administration – Undersheriff Rethwill’s last day will be mid-January 2024. I was appointed to the position of undersheriff effective December 1st. After 39 years of service to Lewis County, Director of Property Management Isabelle Williams will retire effective January 1, 2024. The BOCC has approved a resolution reclassifying the position to Property and Evidence Manager and the salary will be reduced. Support Tech Kellie Van Wyck has been selected by the Sheriff to fill this appointment.

Corrections Bureau – We currently have 8 vacancies. Several are in the interview process. One applicant just completed his background and will be given a conditional offer to start December 16th. We hired a lateral corrections deputy on November 16th and she is progressing in her FTO. One deputy is in the academy and will graduate December 19th. One will start the academy after the first of the year. One corrections deputy is out on family leave. The deputy out on extended medical leave has returned to full duty. The one on military leave is back. In an effort to be competitive and bring salaries in line with an average comparable, 10 corrections deputies will be receiving a salary adjustment. Future new hires will receive step advancements per the Guild agreement. We continue to work on recruiting retirees to work as casual help in the control tower.

Operations Bureau – We have 2 vacancies. Two are in the background process. We hired a lateral deputy from Pacific County on November 16th and he is progressing in his FTO. One deputy graduated from the academy in November and is progressing in his FTO. One deputy is in the academy and will graduate in February. One returned from medical leave the first of December but, unfortunately, two additional deputies are now on medical leave. The deputy on temporary modified duty has been released to full duty. One deputy remains on extended medical leave. Deputy Matt Wallace will be promoted to the position of sergeant effective January 1st. He will be assigned as the detective sergeant. This promotion will exhaust our current Field Operations sergeants eligibility list. As such, we will need to schedule an assessment center for this position later this year.

Services Bureau – One support tech assigned to corrections is out on family leave. Another support tech assigned to Corrections will be transferring to the Evidence Division in January.

Other business – Not all budget requests for 2024 were approved. Efforts to restore our K9 program are underway, and we hope to have a new K9 selected in January and our new team to start training in February with the Clark County Sheriff's Office. Our annual Shop with a Cop event is scheduled for tonight. We will have 28 children participating. Gifts will also be delivered to some of our east county families next week.

There being no further business, the meeting was adjourned at 11:50 pm.

Future Meeting Date:

Wednesday, January 10, 2024, 11:30 am in the Lewis County Sheriff's Conference Room

Minutes Prepared By: Linda Bailey, Secretary