

# LEWIS COUNTY CIVIL SERVICE COMMISSION MINUTES

January 10, 2024

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

**Absent:** Kevin Ryan

**Call to Order:** The meeting was called to order at 11:34 am by Commissioner Cavinder. Minutes of the December 13, 2023, meeting were approved as written.

**Secretarial Report:** Linda Bailey

Request reimbursement for the annual fee of Microsoft 365 which allows me to create minutes, agendas, etc. Commission Cavinder and Faupell approved.

**Employee Status Report:** Linda Bailey

Corrections Deputy Quinn received probationary appointment effective February 16, 2024

Corrections Deputy Wrzesinski received probationary appointment effective December 16, 2023

Corrections Deputy Tornow resigned effective December 30, 2023

Corrections Deputy Grubbs resigned effective December 31, 2023

Deputy Howell received probationary appointment effective January 1, 2024

Deputy Latimer received probationary appointment effective January 1, 2024

Undersheriff Rethwell retired effective January 13, 2024

**Administrative Report:** Kevin Engelbertson

Administration – On January 2<sup>nd</sup>, Sheriff Snaza commissioned employees appointed to his command team; Field Operations Chief Rick Van Wyck and Captain Jeff Godbey. Property and Evidence Manager Kellie Van Wyck was given a certificate of promotion for her appointment. A retirement farewell was held last week for Director of Property Management Isabelle Williams, who retired January 1<sup>st</sup> after 39 years of dedicated service.

Corrections Bureau – Corrections Deputy Wrzesinski started his probationary employment on December 16<sup>th</sup>. A conditional offer of employment was given to a lateral corrections deputy applicant yesterday and she will start on February 16<sup>th</sup>. Corrections Deputy Buda graduated from the Corrections Academy in December and is progressing in his FTO. Corrections Deputies Tornow and Grubbs resigned effective December 31<sup>st</sup>. We currently have eight corrections deputy vacancies with several applicants in the interview process. Two additional corrections deputy applicants are in the background process. A long-term corrections employee has announced her retirement in March. Probationary Corrections Deputy Bolling started the Corrections Academy this week. One support technician assigned to Corrections is out on family leave.

Operations Bureau – Deputy Wallace was promoted to the position of Sergeant and is now assigned as the agency’s Detective Sergeant. Two new deputies began January 1<sup>st</sup>, Deputy Latimer, and Deputy Howell. They will begin the academy January 16<sup>th</sup> at the Clark Campus. One deputy applicant was interviewed last week and is now in the background process. We have five additional applicants scheduled for interviews during the month of January. Our new K-9 has been selected and will begin training soon with the Clark County Sheriff’s Office. Two deputies are progressing in their FTO. One deputy is scheduled to graduate from the academy on February 13<sup>th</sup>. Two deputies remain on extended medical leave. We are looking into Assessment Center options for Field Operations Sergeant later this year.

Services Bureau – We hired Support Technician Stennick who will start in the Special Services Bureau on January 16<sup>th</sup>. With the appointment of Kellie Van Wyck as Property and Evidence Manager, we now have two open Support Technician positions. The Civil Service list for the position of Support Technician 1 has been exhausted and we would like to advertise for this position. Commissioners Cavinder and Faupell approved. Sherri and Linda will work together to get the position advertised.

Other Business – The agency’s annual meeting will be held February 22<sup>nd</sup>, 3:00 pm at the Bethel Church facility.

There being no further business, the meeting was adjourned at 12:06.

**Future Meeting Date:**

Wednesday, February 14, 2024, 11:30 am in the Lewis County Sheriff’s Training Room

Minutes Prepared by: Linda Bailey, Secretary