

# LEWIS COUNTY CIVIL SERVICE COMMISSION MINUTES

October 27, 2021

**Present:** Joe Mano, Bill Cavinder, Wes Rethwill, Dusty Breen, Kevin Engelbertson, Mike Mauermann, Sherri Guenther, Linda Bailey

**Absent:** Pat Sauter

**Call to Order:** The meeting was called to order at 12 noon by Chairman Mano  
Minutes of the September 22, 2021, meeting was approved.

**Secretarial Report:** Linda Bailey

A review of the 2021 and 2022 budget

Commissioner Joe Mano and Bill Cavinder's terms end December 31, 2021, Pat Sauter's term ends December 31, 2022. Joe has emailed the Commissioners his intention to not renew his term. Bill has notified them he wishes to renew another term. Applications are now being accepted at the Commissioner's Office.

**Employee Status Report:** Linda Bailey

Two Support Technician's withdrew their applications, Heidi Roth and Kirstie Elder  
Deputy Scott Robb resigned effective September 16  
Corrections Deputy Rebecca Snaza Probationary Appointment effective October 1  
Deputy Ezra Andersen resigned effective November 6  
Deputy Jared Mercer Probationary Appointment effective November 16

**Administration Report by Undersheriff Rethwill:**

Services Bureau – One Support Technician position is open.

Corrections – Beginning October 1, all vacancies were filled. Two are at the academy and one is waiting to enter the academy.

Operations – We have three vacancies. One Deputy is going to the academy, one is resigning and two are on medical leave. We have asked for two additional Deputies for 2022.

We are coordinating the procession for Commissioner Stamper

We will be doing Shop with a Cop again this year, working with Walmart and United Way.

Sherri Guenter: It is suggested the Civil Service Office move to the LCSO. The current location is dark and dreary, and the move will also save the rental fee. Both Commissioners thanked everyone for their hospitality and approved the move. A letter will be sent to facilities and Becky Butler informing them the office will be vacated at the end of the year.

Kevin Engelbertson: Spoke of the need to attract more applicants for the Support Technician list. It was suggested the civil service rules be changed to eliminate the \$20 application fee and to not require the supporting documentation until the applicant is in background process. The Commissioners approved the changes. Bill moved to reopen the testing process; all were in favor.

**Old Business:**

Changes to the Civil Service Rules and Regulations (Regulation 7 through 15 and the Addendum) were approved.

**New Business:**

The Commissioners authorize Lewis County Human Resource Director or his designee to sign the Civil Service Secretary's bi-monthly timecard.

There being no further business, the meeting was adjourned at 1:20.

**Future Meeting Date:**

The next meeting is scheduled for Wednesday, November 17<sup>th</sup> at noon in the Sheriff's Office training room.

Minutes Prepared By: Linda Bailey, Secretary