

Whatcom County Civil Service Commission
May 10, 2018- 10:30 a.m. – 11:30 a.m.
Human Resources Conference Room – Suite 107

Draft Minutes

Commissioners Present: Bart Miller, Paul Myers

Sheriff Staff Present: Sheriff Elfo, Undersheriff Parks

Human Resources (HR): Bea Acland, Chief Examiner
Shara Struiksma

Other: Steve Harris

Approval of Minutes

The Commission approved the minutes from the April 12, 2018 meeting as presented.

Sheriff's Discussion Items

Sheriff Elfo discussed Sheriff's Office recruitment activity. The Sheriff's Office appreciates HR staff updating eligibility registers and having pre-scheduled oral board dates.

Commission Discussion Items

Three proposed rule changes were reviewed by the Commission. Bea reported she spoke with Daron Smith, Teamsters Representative for Corrections. He was unable to attend the meeting but stated he had no objection to the proposed rule changes. Steve Harris, Deputy Sheriff's Guild President also stated that he had sent the rule changes to his members and did not receive any feedback.

1. *"Rule of 15" and "Rule of 5" in filling vacancies - Rules 10.03(C) and 8.20*

Paul reported that he met with Senior Deputy II Liz Gallery from the Prosecutors office to explore possible options on the "Rule of 15" issue. He reported that Liz re-stated the legal opinion she provided at the April meeting that the Rule of 15 needs to change, but did indicate there was one additional avenue she would explore that might enable the Commission to have a Rule of 5.

Paul proposed tabling discussion about the Rule of 3 until all Commissioners are present. After discussion, the rule change was not tabled.

Bea read current the current language and proposed amendments to Rules 10.03(C) and Rule 8.20.

Bart moved to approve the changes to Rule 10.03(C) and 8.20, Paul seconded. Motion approved, 2-0.

2. *Internal Transfer Entry – Rule 7.04*

The Commission reviewed the proposed rule change to add specification a scored oral board would be required for Internal Transfer Entry. The rule would also clarify candidates must meet other requirements of state law.

Bart moved to approve amending 7.04, Paul seconded. Motion approved, 2-0.

3. *Order in which registers must be considered when filling a vacancy – Rule 10.03(A)*

Bea reviewed current language and the draft changes that were sent out for comment and advised layoff and reinstatement are handled in other Civil Service Rules and also covered in statute.

Bart moved to approve removing 10.03(A), Paul seconded. Motion approved, 2-0.

Chief Examiner's Discussion Items

Bea reviewed the work performed by Civil Service staff since the last meeting:

- Oral Boards are scheduled for June 7 and June 8 for Deputy Sheriff. 46 candidates were sent invitations to apply. 24 time slots will be available.
- Correction Oral Boards were held April 19th. 10 participated. 9 passed.
- A new Corrections Deputy begins employment Monday, May 14th.
- All clerk vacancies are filled.
- Financial Accountant candidate is in background.

Tasks for Next Meeting: Bea will publish the amended Civil Service rules.

Meeting adjourned at 11:15

Minutes by Shara Struiksma

Attachments: Amended Rules 7.04, 8.20, 10.03