

# Whatcom County Civil Service Commission

January 12, 2023

In-person meeting with remote participation option via Zoom

## Draft Minutes

Commissioners Present: Bart Miller, RB Tewksbury

Sheriff Staff Present: Sheriff Elfo, Undersheriff Chadwick, Senior Admin. Asst. Dawn Pierce

Human Resources (HR): Heidi Christie

### Public Comment Period

### Approval of Minutes

Minutes from December 8, 2022 meeting were approved.

### Sheriff's Discussion Items

#### Sheriff Elfo report:

Undersheriff Chadwick reviewed hiring activity in the Sherriff's Office:

- Patrol: Five vacancies and another four pending retirement/resignations by July. Strong entry level and lateral register to hire from.
- Corrections: Nine vacancies. Hoping three will be hired by end of March.
- Support: Three vacancies.
- DEM: Four vacancies.

Sheriff Elfo discussed the need to update the WCSO vision requirement for new Deputy Sheriffs. The Sheriff's Office vision requirement relies on a recently repealed WAC, 415-104-5955. Sheriff Elfo is suggesting the WCSO vision requirement matches Washington State Drivers' License Vision standards.

After discussion, Commissioners agree with updating the WCSO vision standard to match the WA State Driver's License requirement.

### Commission Agenda Items:

The Commission elected Bart Miller as Chair and Grant Fishbook as Vice-Chair for 2023. Commissioner Tewksbury is requesting a zoom link for oral boards so he can attend.

### Chief Examiner's Report

Human Resources staff have been involved in recruitment for Corrections Deputy, Deputy Sheriff, and support positions including Accounting Technician, Clerk III, and Outside Maintenance Coordinator, Financial Accountant.

- Certified registers 3 Registers: Corrections Deputy, Deputy Sheriff

Filled positions since Last Civil Service meeting:

- 2 Lateral Patrol Deputy

Oral Boards continue regularly for Corrections and Patrol.

New Recruitment platform for applicants – NeoGov.

- Lateral Applicant process changed to NeoGov from paper applications

Deputy Sheriff Guild CBA 2023-2025

- Educational Incentives
- Lateral Vacation Accrual Adjustments

## **New Business**

### **Next Meeting:**

Next regular meeting: February 9, 2023 – Human Resources Conference Room (with remote participation option via Zoom)

Meeting adjourned at 11:15

***Minutes by Heidi Christie***