

# Whatcom County Civil Service Commission

February 9, 2023

In-person meeting with remote participation option via Zoom

## Draft Minutes

Commissioners Present: Bart Miller, RB Tewksbury

Sheriff Staff Present: Undersheriff Chadwick

Human Resources (HR): Heidi Christie

## Public Comment Period

### Approval of Minutes

Minutes from January 12, 2023 meeting were approved.

### Sheriff's Discussion Items:

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

- Patrol: Six vacancies (includes five additional positions that are approved effective July 2023). Five additional pending retirement/resignations by end of July. Strong entry level and lateral register to hire from.
- Corrections: Nine vacancies.
- Support: Three vacancies.
- DEM: Four vacancies. Commissioners requested to be advised of upcoming oral boards.

Commissioners requested to be advised of all suspensions and demotions. Undersheriff Chadwick assured commissioners that is the current process.

### Sheriff Elfo report:

### Commission Agenda Items:

Chief Examiner Job Description was handed out with suggested changes. The Commissioners will look over and report back to Chief Examiner prior to recruitment process.

### Chief Examiner's Report

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

- Certified registers 4 Registers: 2 Corrections Deputy, Deputy Sheriff – Entry & Lateral

Filled positions since Last Civil Service meeting:

- Clerk III
- 2 Deputy Sheriff – Lateral

Oral Boards continue regularly for Corrections and Patrol.

Retirement closed for Clerk III, Outside Maintenance Coordinator.

### New Business

**Next Meeting:**

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

Meeting adjourned at 11:15

***Minutes by Heidi Christie***