

Whatcom County Civil Service Commission

March 9, 2023

In-person meeting with remote participation option via Zoom

Draft Minutes

Commissioners Present: Bart Miller, Grant Fishbook, RB Tewksbury

Sheriff Staff Present: Sheriff Elfo, Undersheriff Chadwick

Human Resources (HR): Chief Examiner Bea Acland, Heidi Christie

Public Comment Period

Approval of Minutes

Minutes from February 9, 2023 meeting were approved.

Sheriff's Discussion Items:

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

- Patrol: Four vacancies.
- Corrections: Nine vacancies.
- Support: Three vacancies.
- DEM: Two vacancies. It was noted that these positions are not Civil Service positions.

Discussed the need to amend the Self-Exam Questionnaire in regards to Question 8 and the Auto Disqualifiers. It should include "or any products containing Tetrahydrocannabinol (THC)" as some of the most common forms of ingesting THC are through ingesting edibles (gummies) and liquid drops. After discussion, Commissioners agree with the recommendation.

Sheriff Elfo report:

Commission Agenda Items:

Discussed zoom as an ongoing option for Commissioners to attend oral boards.

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 7 Registers: 2 Corrections Deputy, 2 Deputy Sheriff, Entry, Clerk III, Corrections – Reinstatement, and Correction Lieutenant.

Filled positions since Last Civil Service meeting:

- 3 Deputy Sheriff – Entry Level

Oral Boards continue regularly for Corrections and Patrol.

Oral Board for Clerk III.

Created online lateral application for Corrections Deputy.

Discussed the Department of Emergency Management (DEM) positions not being a part of Civil Service system.

Discussed the next steps in the recruitment for Chief Examiner position.

New Business

Next Meeting:

Next regular meeting: April 13, 2023 – Human Resources Conference Room (with remote participation option via Zoom)

Meeting adjourned at 11:15

Minutes by Heidi Christie