



# OKANOGAN COUNTY

*Human Resources, Civil Service Secretary*

**Shelley Keitzman**

Human Resources Analyst/Civil Service Secretary/Chief Examiner

[skeitzman@co.okanogan.wa.us](mailto:skeitzman@co.okanogan.wa.us)

509.422.7169

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## RECORD OF PROCEEDINGS OKANOGAN COUNTY CIVIL SERVICE COMMISSION January 21, 2021

The Okanogan County Civil Service Commission met in regular session on November 19, 2020 with Chairman Lee Pilkinton, Commissioner Bertha Wandler, Commissioner Celeste Pugsley and Secretary/Chief Examiner Shelley Keitzman present. Guests present were Sheriff Tony Hawley, Chief Criminal Deputy Laura Wright and Chief Corrections Deputy Tammi Denney.

The meeting was called to order at 10:59a.m. by Chairman Pilkinton.

### **Review and Approve Civil Service Proceedings of November 19, 2020**

Commissioner Wandler moved to approve the Civil Service Proceedings of November 19,2020 as presented. Motion was seconded by Commissioner Pugsley, all were in favor, motion carried.

### **Records Clerk**

Shannon Westby was the successful candidate for the Sheriff Records Vacancy. Shannon's first day was January 11,2021.

### **Corrections Recruitment**

Jacob Carvalho has completed the Corrections academy and is signed off as a Corrections Deputy. Two additional candidates are in the background check process and one and possibly two lateral candidates will be having a PAT test in the next couple of weeks. Shelley Keitzman has reached out to CJTC to see if these candidates will qualify for the equivalency academy as the have Federal Certification through the Indian Academy (waiting for a response).

### **Civil Service Budget**

Reviewed current Civil Service Budget. Final balance for the 2020 budget was \$24.88.

Telephone  
509.422.7100

123 5<sup>th</sup> Avenue N.  
Room 150  
Okanogan \* Washington \* 98840  
TTY/Voice use 800.833.6388

Fax  
509.422.7106

**New Business**

Exit interview template was presented to the Civil Service Commissioners and guests. Shelley Keitzman discussed that this process would be done through Human Resources so there would not be a conflict with the Civil Service process.

Commissioner Pugsley moved to adjourn the meeting at 11:40a.m. Commissioner Wandler seconded the motion, meeting was adjourned.

Next meeting will be Thursday, February 18, 2021 in the Commissioners Hearing room.

OKANOGAN COUNTY  
CIVIL SERVICE COMMISSION

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Lee Pilkinton, Chairman

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Bertha Wandler, Member

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Celeste Pugsley, Member

ATTEST:

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Shelley Keitzman Secretary/Chief Examiner