



# OKANOGAN COUNTY

*Human Resources, Civil Service Secretary*

**Shelley Keitzman**

Human Resources Analyst/Civil Service Secretary/Chief Examiner

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## RECORD OF PROCEEDINGS OKANOGAN COUNTY CIVIL SERVICE COMMISSION July 15, 2021

The Okanogan County Civil Service Commission met in regular session on July 15, 2021 with Chairman Celeste Pugsley, Commissioner Bertha Wandler, Commissioner Lee Pilkinton and Secretary/Chief Examiner Shelley Keitzman present.

The meeting was called to order at 11:01a.m. by Chairman Pugsley.

### **Review and Approve Civil Service Proceedings of June 17, 2021**

Commissioner Wandler moved to approve the Civil Service Proceedings of June 17, 2021 as presented. Motion was seconded by Commissioner Pilkinton, all were in favor, motion carried.

### **Oral Board Interviews**

Oral Board interviews was scheduled June 17, 2021 for Hunter Bennett Corrections Deputy. The active roster was distributed.

### **Lateral/Entry Field Deputy Recruitment**

Shelley Keitzman reported that she has started reviewing Personal History Statements for upcoming Oral Board Interviews in August.

### **New Business**

WorkSource sent out a posting to 10,000 job seekers in our region which included all of the available jobs within Okanogan County.

911 Dispatcher testing is schedule in Okanogan County on July 24, 2021. As of this morning no one has signed up to test.

Shelley Keitzman reported that new legislation is affecting records retention for Law Enforcement and Corrections Deputies personnel files. The retention of these files is going from six years to ten years.

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Sheriff Tony Hawley informed Shelley Keitzman that Field Deputy Michael Blake has submitted his resignation and his last day will be July 31, 2021. With this resignation there will be two open Field Deputy positions.

The Civil Service Commissioners were presented with year to date budget information for their review.

Procedures were discussed for the upcoming appeal hearing for Field Deputy Rachel Martin on July 23, 2021 at 10:00a.m.

Commissioner Pilkinton moved to adjourn the meeting at 11:50 a.m. Commissioner Wandler seconded the motion, meeting was adjourned.

Next meeting will be Thursday, August 26, 2021 in the Commissioners Hearing room.

OKANOGAN COUNTY  
CIVIL SERVICE COMMISSION

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Celeste Pugsley, Chairman

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Bertha Wandler, Member

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Lee Pilkinton, Member

ATTEST:

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Shelley Keitzman Secretary/Chief Examiner