

OCTOBER 8, 2013
BOARD OF BENTON COUNTY CIVIL SERVICE COMMISSIONERS
REGULAR MEETING MINUTES
Benton County Justice Center

PRESENT: Allison Taylor, Chair, Julie Petersen, Commissioner, Bob Knight

OTHERS IN ATTENDANCE: Steve Hallstrom, Attorney, Tammy Dufault, Chief Examiner

Meeting called to order at 10:00 a.m. by Commissioner Allison Taylor

APPROVAL OF MINUTES:

Motion: Julie Petersen moved to approve the meeting minutes for July 17, 2013. Bob Knight second and upon vote, the motion carried unanimously. Bob Knight moved to approve the meeting minutes for September 10, 2013, Julie Peterson second and upon vote, the motion carried unanimously.

CORRESPONDENCE/ACTION:

Motion: Add Justin Bedford to lateral deputy sheriff list. Motion carried. Add Michael Atchison to lateral corrections list. Motion carried. Add Christopher Babcock to lateral corrections list. Motion carried. Remove Nathan Helgeson from entry level corrections list. Motion Carried. Remove Kurt Berry from lateral deputy list. Motion carried. Remove Sheri Szendre from entry level RN list. Motion carried.

NEW BUSINESS:

1. Leave of absence for Shelly Olson approved. Motion carried.
2. Allison brought up applicant statistical data tracking to avoid lawsuits. Julie suggests not starting if we don't have a plan on doing anything with it. Steve states it was never stated that we have an obligation to recruit. We do send out notice in advertising/website regarding Benton County is an equal opportunity employer. Julie brought up possibly requesting when the Civil Service EOC filing is sent out by BCSO and to see if we can get a copy of it.
3. Tammy brought up the issue of lateral applicants not following instructions when completing their applications online (not completing application, answering questions, sending check, attaching information, etc.) It was agreed that we will not accept applications that are not completed and this will be noted in the new rules.
4. Ruth brought up to Tammy the idea of doing correspondence sending files back and forth between BCSO and Civil Service by email instead of hardcopy. Copies of email will be put in the individual's file. Motion carried.
5. Steve Hallstrom updated the Board regarding the status of RN disciplinary issue and nursing contract. At this time, the disciplinary action and contract are being worked on, but not in place.
6. Oral Boards for Corrections will be conducted on October 15-16, 2013. Oral Boards for Deputies will be conducted on November 6-7, 2013.

