



COMMISSIONERS  
Jennifer Roberts, Chair  
Peggy Quan  
John Martin

## CIVIL SERVICE COMMISSION

Public Meeting  
December 21, 2023

### 1) CONVENE PUBLIC MEETING

The public meeting was convened at 10:05 am.

#### A. Introduction/Attendees:

##### Commissioners:

John Martin, Commissioner  
Jennifer Roberts, Chair

##### Staff:

Wayne Jones, Chief Examiner  
Cameron Mullins, Human Resources  
Chloe Nugent, Human Resources  
Bobby Frye, Human Resources  
Jane Futterman, Prosecuting Attorney's Office  
Heidi Thomsen, Sheriff's Office  
Brian Bowman, Sheriff's Office  
Derek Sanders, Sheriff's Office  
Dave Pearsall, Sheriff's Office  
Dave Johnson, Sheriff's Office  
Andre Muldrew, Corrections  
Shaun Ball, Corrections  
Teresa Becker, Corrections  
Kari Knies, Sheriff's Office  
Todd Thoma, Corrections

### 2) PUBLIC COMMENT

No comments made.

### 3) APPROVAL OF MINUTES

**Motion:** Commissioner Martin made a motion to approve the November 16, 2023, minutes. Commissioner Roberts seconded the motion. **Motion carried.**

**4) Review of the 2024 Meeting Schedule**

**Motion:** Commissioner Martin made a motion to approve. Commissioner Roberts seconded the motion. **Motion carried.**

**5) Resignation of Civil Service Commissioner**

A. Peggy Quan submitted her resignation, effective December 31<sup>st</sup>, 2023.

**6) PROPOSAL TO CHANGE TITLE OF LEGAL ASSISTANT TO SHERIFF'S OFFICE SUPPORT SPECIALIST**

A. Move to change the title of the classification Legal Assistant to Support Specialist.

**Motion:** Commissioner Martin made the motion to approve. Commissioner Roberts seconded the motion. **Motion carried.**

**7) PROPOSAL TO CHANGE TITLE OF LEGAL ASSISTANT SUPERVISOR TO SHERIFF'S OFFICE SUPPORT SUPERVISOR**

A. Move to change the title of the classification Legal Assistant Supervisor to Support Supervisor.

**Motion:** Commissioner Martin made the motion to approve. Commissioner Roberts seconded the motion. **Motion carried.**

**8) HEARING TO CONSIDER AMENDING THE CIVIL SERVICES RULES TO CHANGE "LEGAL ASSISTANT" TO "SUPPORT SPECIALIST" AND "LEGAL ASSISTANT SUPERVISOR" TO "SUPPORT SUPERVISOR" WHEREVER THESE TITLES APPEAR IN THE CIVIL SERVICE RULES**

A. Move to amend the Civil Service Rules to replace the classification title Legal Assistant with Support Specialist and Legal Assistant Supervisor with Support Supervisor wherever these titles appear.

**Motion:** Commissioner Martin made the motion to approve. Commissioner Roberts seconded the motion. **Motion carried.**

**9) HEARING TO CONSIDER AMENDING THE CIVIL SERVICE RULES**

A. Move to approve the amendments to the Civil Service Rules as presented.

**Motion:** Commissioner Martin made the motion to approve. Commissioner Roberts seconded the motion. **Motion carried.**

**10) PROPOSED CHANGE TO THE CORRECTIONS DEPUTY CLASSIFICATION LOWERING THE MINIMUM AGE FROM 21 YEARS OF AGE AT TIME OF APPOINTMENT TO 18 YEARS OF AGE AT TIME OF APPOINTMENT**

A. Move to modify the minimum age requirement for the Corrections Deputy classification to 18 years of age at time of appointment.

**Motion:** Commissioner Martin made the motion to decline the approval. Commissioner Martin seconds the decline. **Motion failed.**

## 11) EXAMINER'S REPORTS

**Budget Status Report** – Wayne reviewed the 2023 budget expenditures.

**Monthly Activity Report** – Wayne reviewed the monthly activity report of vacancies and recruitments.

### Current Vacancies:

10 Deputy Sheriff  
28 Corrections Deputy  
0 Legal Assistant  
1 Systems Administrator  
1 Corrections Technician  
1 Financial Operations Assistant


## 6) OTHER BUSINESS

**Sheriff's Office Update:** Sheriff Sanders commented more on the background investigators and said there is a bunch of hiring to do. He also stated that he got the approval from the Thurston County Board of County Commissioners to do a hefty lateral incentive. Hiring bonus, banked leave, top step salary based on experience etc., and he believes that we will receive plenty of candidates because of this.

## 7) ADJOURN

**Motion:** Commissioner Martin moved to adjourn the meeting. Commissioner Roberts, second the motion. **Motion carried.**

The meeting adjourned at 11:24 a.m.

  
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Wayne Jones  
Civil Service Chief Examiner

/s/JR  
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Jennifer Roberts  
Chair, Thurston County Civil Service Commission