

**MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION**

**Meeting Date: November 4, 2021**

<b>Present:</b>	Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner Patty Rismoen, Commissioner
	Chief Examiner:	Jeanine Hohn
	Secretary:	Tina Kammerzelt
	Others:	Carrie Deichman, HR Director Ron Larson, CCDSA Casey Garrett, BOCC

**Next Meeting: Thursday, February 3, 2022 at 11:00 a.m.**

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Chair Wooley called the meeting to order at 10:59 a.m.

**Minutes:** Commissioner Rismoen moved to approve the September 02, 2021 regular meeting minutes. Chair Wooley seconded. The motion to approve the minutes carried unanimously.

**Acknowledgement:** Jeanine Hohn announced the desire to present certificates of appreciation for the outgoing commissioners. Board Commissioner Garrett presented Commissioners Wooley and Rismoen with certificates of appreciation for their long-standing service with the Civil Service Commission.

**Job Descriptions:** There was an addition to the agenda of an IT position – Carrie addressed why the position was being presented to the group. The changes made to the position were to update the duties and tasks that are associated with updated skills required for the position due to new software and hardware. We have an outgoing employee and an immediate need to fill the position with the correct skillset required.

**Reclassification Requests:** None at this time.

**Review First Level Appeals/Concerns Decided by Chief Examiner:** None at this time.

**Report on Prior Quarter Recruitments & Hires:** Jeanine reviewed the recruitment and hire reports with the group. We have had 35 recruitments and 21 hires to date.

**Other Business.**

The Commissioners set the next meeting date for February 3, 2021. With no further business, Chair Wooley adjourned the meeting at 11:20am.

Respectfully submitted by,

Jeanine Hohn  
Chief Examiner