

Meeting Date: November 24, 2020

<b>Present:</b>	Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner Patty Rismoen, Commissioner
	Chief Examiner:	Jean Ripa
	Secretary:	Tina Kammerzelt
	Legal Counsel:	None
	Others:	None

**Next Meeting: Thursday, February 11, 2021 at 11:00 a.m.**

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Chair Dee Wooley called the meeting to order at 11:00 am with the meeting held via teleconference only.

**Minutes:** Commissioner Bailey moved to approve the August 6, 2020 regular meeting minutes. Commissioner Rismoen seconded. The motion to approve the minutes carried unanimously.

**Job Descriptions:** Jean Ripa reviewed the job descriptions for the following positions:

- Custodian (new position)  
This position is for COVID-19 cleaning and funded via COVID funding. The County expects to have this position through perhaps the end of next year. AFSCME has demanded bargaining for salary review. Since the CSC does not set salary, there is no impact to the CSC commission related to this. The job description will simply update if the salary code changes on the job description.
- Lieutenant – Corrections (updated) and Lieutenant – Enforcement (updated).  
New Jail Commander James MacFarlane made a few minor changes to these Corrections position and the Enforcement position was updated for consistency.

Commissioner Bailey made a motion to approve the job descriptions, as presented and explained. Commissioner Rismoen seconded, the motion carried unanimously.

**Reclassification Requests:** None

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

**Report on Prior Quarter Recruitments & Hires:** Jean Ripa reviewed the report provided to the Commissioners. The COVID situation has led to the lowest level of hiring activity in quite some time. With the work load in Human Resources, this is welcome.

**Other Business.** Jean Ripa reminded the Commission that the compensation study would produce updated job descriptions. She is currently working with the company who produced the study to determine how to receive them and that is on her calendar for December.

Jean announced to the Commissioners that she reached 30 years of public service with PERS and her retirement date is February 26, 2021. Last Friday we closed on the recruitment process for the HR director position and received 17 applications, with 10 under consideration by the Board of Commissioners. The interview date is scheduled for December 15, 2020 and it is hoped the incumbent would start a couple weeks before her departure.

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

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Currently the County has the following recruitments for Community Justice Director, Emergency Management Director, and HR Director. Now that Casey Garrett has been elected to Commissioner, the Board will be reviewing the replacement of General Services Director. Many changes are in store for the County at the department head level.

The Commissioners set the next meeting date for February 11th, 2021 at 11:00am With no further business, Chair Wooley adjourned the meeting at 11:11am.

Respectfully submitted by,

Jean Ripa  
Chief Examiner

Approve minutes