

MINUTES OF THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION

Meeting Date: August 6, 2020

Present:	Commissioners:	Dee Wooley, Chair Ellen Bailey, Commissioner Patty Rismoen, Commissioner
	Chief Examiner:	Jean Ripa
	Secretary:	Tina Kammerzelt
	Legal Counsel:	Jeff Auxier, District Attorney
	Others:	None

Next Meeting: Thursday, November 5th at 11:00 a.m.

Chair Dee Wooley called the meeting to order at 11:00 a.m with the meeting held in the Main Floor Meeting Room of the Courthouse Annex as well as by remote teleconference.

Minutes: Commissioner Bailey moved to approve the May 7, 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:

- Administrative Assistant – Public Health

Jean Ripa reported that it has been quiet lately regarding job changes and new positions. This position was proposed prior to COVID19 and is immensely needed in Public Health. The position will handle grants and other administrative details for the Department. Commissioner Bailey made a motion to approve the job description, 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, for which Chair Wooley expressed appreciation.

Report on Prior Quarter Recruitments & Hires: Jean Ripa presented the report on the prior quarter’s hiring and recruitment activity. This is a much shorter list than usual due to the lack of hiring and positions moves due to COVID19. She reported the good news that the Sheriff’s Office is near full staffing capacity with 1-2 Technician and 2-3 deputy positions still to fill.

Other Business. Position & Salary Report. Jean noted that the Position and Salary Report is approved by the Commission once a year. Commissioner Bailey moved to approve the report, Commissioner Rismoen seconded, the motion carried unanimously.

The Commissioners set the next meeting date for November 5, 2020 at 11:00am With no further business, Chair Wooley adjourned the meeting at 11:00am.

Respectfully submitted by,

Jean Ripa
Chief Examiner