

Meeting Date: 10-02-2025

Present:	Commissioners:	Ellen Bailey, Commissioner Rene Leland, Commissioner Merle Pence, Chairman (absent)
	Chief Examiner:	Carrie Garcia
	Secretary:	Tina Kammerzelt

Next Meeting: Thursday, February 12, 2026 at 10:00 a.m.

Chairperson Bailey called the meeting to order at 10:09 a.m.

Minutes: Commissioner Leland moved to approve the June 5, 2025 regular meeting minutes. Commissioner Bailey seconded. The motion to approve the minutes carried unanimously.

Job Descriptions: Carrie Garcia reviewed the revised job descriptions for the following positions:

Elections Supervisor – Minor adjustments to this position with the addition of grant processes.

Communicable Disease Intervention Specialist – This position has been updated to reflect current needs in the community, and the reporting has changed from the Director of Public Health to the Assistant Director of Public Health.

Community Animal Officer – This position is new and a step down from the Animal Control Officer and a step up from the Animal Specialist. The position does not have the ability to enforce or write tickets, that will be for the deputies to perform. We now have two people in this same position.

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

Reclassification Requests: Tina Kammerzelt has been with the County since 2019 and has been assisting the Emergency Management department since April of 2025. She currently spends 75% of her time with the Emergency Management department and 25% of her time with HR department. This reclassification aligns the work being performed at HR and Emergency Management with other county administrative assistant positions.

Commissioner Leland made a motion to approve the reclassification request, as presented and explained, Commissioner Bailey seconded, the motion carried unanimously.

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

Report on Prior Quarter Recruitments & Hires: The reports were presented to the CSC and are on file.

Other Business. None.

The Commissioners set the next meeting date for February 12, 2026 at 10:00am. With no further business, Commissioner Bailey adjourned the meeting at 10:23am.

Respectfully submitted by,

Carrie Garcia
Chief Examiner