



## ***CIVIL SERVICE COMMISSION***

*Heather Green*  
*Chair*

*Deborah Borches*  
*Vice-Chair*

*Marie Bjork-Haugen*  
*Member*

*Lyndsie Halcro*  
*Clerk/Chief Examiner*

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November 30, 2023

The meeting of the Pend Oreille County Civil Service Board of Commissioners was called to order at 1:05 p.m. in the BOCC meeting room. Present were Chair Heather Green and Chief Examiner/Clerk Lyndsie Halcro, present via Zoom were Vice-Chair Deborah Borches and Member Marie Bjork-Haugen.

The September 28, minutes were reviewed ahead of time via email. Motion to approve the Minutes made by H. Green. Motion seconded by D. Borches. Motion passed unanimously.

L. Halcro presented paid vouchers for Selkirk Sun \$23.00, Select Advantage Dispatcher Assessment Testing \$50.00, The Beacon \$28.20, and The Newport Miner \$151.20.

L. Halcro provided the board with an update on Civil Service postings for the following:

- Corrections Posting: 3 Corrections Positions are currently posted. Active recruiting will continue.
- Dispatch Posting: 2 Dispatch Positions are currently posted. Active recruiting will continue.
- Civil Deputy Posting: 1 Civil Deputy Position is currently posted. Active recruiting will continue.
- Sheriff Deputy Posting: 1 Position is currently posted. Active recruiting.

All Civil Service Jobs are currently posted on POC Facebook, POC website, The Newport Miner, The Beacon, and The Selkirk Sun,

L. Halcro stated that Corrections, Dispatch, and Civil Deputy testing have begun.

The following Payroll Change Notices were approved by the BOCC and reviewed:

**Sheriffs- Dispatch**

Sara Wickham, Dispatcher, Full-time, Step 3, \$3,890.08/mo.,  
Effective 11/1/2023

Darby Pate, Dispatcher, Full-time, Step 1, \$3,596.60/mo., Effective 11/01/2023

**Sheriffs- Corrections**

Allysa Deal, Corrections Officer, Step 5 \$4,068.30/mo., to Corrections Sergeant, Step 1, \$5,063.73/mo., Effective 10/16/2023

L. Halcro presented the eligibility list for signature:

- Dispatch Eligibility List: Orest Pilskalns Submission 1 on 10/04/2023- Signature Needed

Shaun Steele Submission 1 on 10/11/2023 – Signature Needed

- Lateral Deputy Eligibility List: Daniel Burkey Submission 1 on 10/20/2023 Signature Needed
- Corrections Eligibility List: Michael Nelson Submission 1 on – Signature Needed
- Corrections Eligibility List:
  - Ryan Arndt-Stigall, submission 1 on 11/17/23 – Signature Needed
  - Benjamin Nathe, submission 1 on 11/15/2023 – Signature Needed
  - Trevor Kunz, submission 1 on 11/15/2023 – Signature Needed
  - Bryce Beesnee, submission 2 on 10/26/2023 – Signature Needed
- Civil Deputy Eligibility List:
  - Shaun Steele, submission 1 on 11/21/23 – Signature Needed
  - Kimberly Field, submission 1 on 11/21/23 – Signature Needed
  - Kayla Massey, submission 2 on 11/21/23 – Signature Needed
  - Cody Reed, submission 2 on 11/21/23 - Signature Needed
- Dispatch Eligibility List: Jennifer Ekizian, Submission 1 on 11/22/2023 – Signature Needed

L. Halcro discussed with the Civil Service Board the signage that was posted and where it would like to be posted. Discussion occurred about advertising positions and testing for the month of December. Discussion of purchasing T-posts, ropes, and lights for the sign.

Next meeting is scheduled for December 28, 2023, at 1:00 p.m.

Meeting adjourned at 1:41 p.m.



Commissioner Chair

12-28-23

Attest:



Clerk