



**CITY OF LAKE STEVENS
SPECIAL CIVIL SERVICE MEETING AGENDA
Lake Stevens City Hall
1812 Main Street, Lake Stevens, WA 98258
Thursday, October 11, 2018 – 4:30 p.m.**

CALL TO ORDER: 4:30 p.m.

ROLL CALL:

ACTION ITEMS:

- A. Approve Civil Service Commission Regular Meeting Minutes of June 5, 2018
- B. Approve Civil Service Commission Special Meeting Minutes of August 8, 2018

DISCUSSION ITEMS:

- A. Lateral Police Officer Eligibility List Status
- B. Reserve Police Officer (Volunteer) Program

INFORMATION ITEMS:

ADJOURN



**CITY OF LAKE STEVENS
CIVIL SERVICE MEETING MINUTES**

Tuesday, June 5, 2018
1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 4:33 p.m. by Ray Mitchell, Chairperson

COMMISSIONERS PRESENT: Ray Mitchell
James Duffy
Amanda Adamik

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner/HR Director, Teri Smith
Police Chief, John Dyer
Human Resources Specialist, Julie Good

OTHERS PRESENT: None

Approval of Civil Service Commission Meeting Minutes Dated March 6, 2018

MOTION by Commissioner Adamik to approve the Civil Service Commission meeting minutes dated March 6, 2018. Motion seconded by Commissioner Duffy. Motion passed unanimously.

Introduction of Human Resources Specialist, Julie Good

Chief Examiner Smith reported that the City recently created and filled the Human Resources Specialist position. Julie Good was selected for the position and, based on her years of experience as a Civil Service Secretary/Chief Examiner, Chief Examiner Smith recommended that she be appointed the Chief Examiner to the Civil Service Commission.

MOTION by Commissioner Mitchell to appoint Julie Good as the Secretary and Chief Examiner. Motion passed unanimously.

Discussion Items:

Chief Dyer reported that they are now fully staffed for police officers. However, he is expecting an officer to resign within approximately two months to accept a position in California so the department will be conducting oral boards to add more candidates to the eligibility list.

Chief Examiner Smith and Chief Dyer reported that an employee has resigned from a Police Records Specialist position so they will begin the hiring process to fill the vacancy. They hope to have an eligibility list ready in late July and would like to schedule a Special Meeting of the Civil Service Commission to certify that eligibility list and, hopefully, a lateral police officer eligibility list. After brief discussion, the Commission suggested that a meeting date not be scheduled at this time but, rather, a Special Meeting be called when the eligibility list(s) is ready.

Information Items

Chief Dyer advised that the three new police officers are doing well. The two lateral officers are currently in the Field Training Program, while the entry level candidate will be attending the police academy in August. Brief discussion regarding length of wait to attend the police officer academy, the length of the field training program, and a recent employee who didn't successfully complete the field training program.

New Business

Chief Examiner Smith asked the Commission for their thoughts on conducting oral boards using Skype or similar video conferencing sources. After a brief discussion, the Commission advised that they are not opposed to using video conferencing sources for oral boards as long as the candidate will appear in person prior to hiring, and as long as other screening processes are conducted such as a background check.

Chief Dyer advised the Commission that the department is undertaking strategic planning. As part of the process, the department will be conducting a facilitated strategy planning session with a cross-section of the community and the Commission members are invited to participate.

Continued Business

None.

MOTION by Commissioner Duffy to adjourn the meeting. Motion seconded by Commissioner Mitchell to adjourn the meeting. Motion passed unanimously.

MEETING ADJOURNED at 4:56 p.m.

Respectfully Submitted:

Julie Good
Civil Service Secretary/Chief Examiner

Approved By:

Ray Mitchell
Chairperson

Next Civil Service Commission Meeting: Tuesday, September 4, 2018

**CITY OF LAKE STEVENS
CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES**

Wednesday, August 8, 2018
Conference Room B, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 4:27 p.m. by Ray Mitchell, Chairperson

COMMISSIONERS PRESENT: Ray Mitchell
James Duffy

COMMISSIONERS ABSENT: Amanda Adamik (excused)

STAFF MEMBERS PRESENT: Chief Examiner, Julie Good

OTHERS: None

Approval of Police Records Specialist Eligibility List Dated August 8, 2018

MOTION by Commissioner Duffy to approve the Civil Service Commission Police Records Specialist Eligibility List Dated August 8, 2018. **MOTION** passed unanimously.

Discussion Items:

None

Informational Items:

None

MOTION by Commissioner Mitchell, seconded by Commissioner Duffy to adjourn the meeting. **MOTION** passed unanimously.

MEETING ADJOURNED at 4:33 p.m.

Respectfully Submitted:

Julie Good
Civil Service Secretary/Chief Examiner

Approved By:

Ray Mitchell
Chairperson