

**CITY OF LAKE STEVENS
CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES**
November 17, 2022
Hybrid meeting via Zoom and in-person at Police Department

CALL TO ORDER: 3:33 p.m. by Commissioner Mitchell

COMMISSION MEMBERS PRESENT: Commissioners Ray Mitchell, Brian McManus and Joshua Wilson

STAFF PRESENT: Chief Examiner/Secretary Julie Good, Deputy Police Chief Jeff Young

Action Items:

MOTION by Joshua Wilson to approve Minutes of the November 3, 2022 Civil Service Commission Special Meeting. Motion seconded by Brian McManus. Motion passed unanimously.

MOTION by Brian McManus to certify the Entry Level Police Officer Continuous Testing Eligibility List. Motion seconded by Joshua Wilson. Motion passed unanimously.

MOTION by Brian McManus to certify the Lateral Police Officer Continuous Testing Eligibility List. Motion seconded by Joshua Wilson. Motion passed unanimously.

Staffing and Recruiting Update:

Deputy Police Chief Young reported recruiting efforts will include social media posts, he's arranged for the Lateral candidate from Texas to have a polygraph there, and that there are two to three vacancies expected soon.

Commissioner McManus knows videographers who may be available to create recruiting video. He'll work with Deputy Chief Young to explore the possibilities. He also recommended a splash banner be added to the city website to advertise Police Officer employment opportunities.

Commissioner Mitchell suggested Police Officer employment opportunities be advertised in the monthly local newspaper. He also requested the Civil Service Commission be advised when Officers are sworn in, promoted, etc. at City Council meetings.

Commissioners reviewed the Police Officer Disqualifiers list which was updated in November.

New Business:

Deputy Chief Young and Examiner Good proposed a change to Civil Service Rule 8.06.1(d)(1) from "shall" to "may", which would allow the oral board to be optional in the hiring process. Candidates would be placed on the Eligibility List based on certifications/training and experience. Entry Level candidates would be placed on the Eligibility List based on their written test score.

MOTION by Brian McManus to modify the Civil Service Rule to make the oral board optional. Motion seconded by Joshua Wilson. Motion passed unanimously.

Adjourn:

MOTION by Brian McManus to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. The meeting was adjourned at 3:58 p.m.

Respectfully Submitted:

Julie Good
Julie Good
Civil Service Commission Chief Examiner/Secretary

Approved By:

Ray Mitchell
Ray Mitchell
Civil Service Commission Chairperson