

**CITY OF LAKE STEVENS**  
**CIVIL SERVICE COMMISSION MEETING MINUTES**  
August 10, 2023  
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:00 p.m. by Chairperson Brian McManus

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

STAFF PRESENT: Deputy Police Chief Jeff Young, Senior Human Resources Specialist and Chief Examiner/Secretary Julie Good

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**Action Items:**

**MOTION** by Ray Mitchell to approve the Minutes of the July 13, 2023 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson. Motion carried.

**New Business:**

**Staffing and Recruiting Update:**

Deputy Chief Young provided an update on staffing and recruiting. Two pending retirements will leave six vacancies. Several Lateral applicants are currently in the background process. Patrick Schreiber (Entry Level-Advanced) started work July 24<sup>th</sup>. Another Entry Level-Advanced candidate is in final background steps. Two Entry Level candidates are in polygraph; four command interviews are being scheduled next week.

Discussion regarding additional staffing that may be requested in the 2024 budget. Brief discussion regarding two upcoming retirements, staffing and retention.

Sergeants Assessment Center will be conducted soon.

**Legislative Updates:**

Deputy Chief Young advised there were no legislative updates.

September Civil Service Commission meeting will be rescheduled to September 28<sup>th</sup>.

**Adjourn:**

**MOTION** by Joshua Wilson to adjourn the meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. The meeting was adjourned at 4:28 p.m.

Respectfully Submitted:

  
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Julie Good, Chief Examiner/Secretary  
Civil Service Commission

Approved By:

  
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Brian McManus, Chairperson  
Civil Service Commission