

**CITY OF LAKE STEVENS**  
**CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES**  
September 28, 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 August 10, 2023 Civil Service Commission Meeting. Motion seconded by Joshua Wilson. Motion carried.

**New Business:**

**Staffing and Recruiting Update:**

Deputy Chief Young provided an update on staffing and recruiting: one Lateral Officer and one Entry Level candidate are in the background check process; he hopes to hire the Lateral Officer by the end of October/early November.

Internal promotions and assignments: Officer Heinemann was promoted to Sergeant effective October 1, 2023; Sgt. Hingtgen was assigned to the Investigations Unit effective October 1, 2023; Cpl. Michael will be assigned to the Investigations Unit later this year or early 2024; Cpl. assignment will be made soon to backfill Sgt. Heinemann; and a Traffic Officer will be assigned.

Currently recruiting for Police Records Specialist position to update the Eligibility List.

Brief discussion regarding the number of authorized positions and vacant positions.

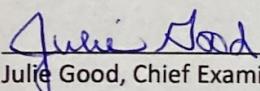
Julie and others recently attended recruiting events at the military reserve center in Marysville, and at The Mill.

Brief discussion regarding the recent Boards and Commission training, and the upcoming virtual Civil Service Conference.

**Adjourn:**

**MOTION** by Ray Mitchell to adjourn the meeting. Motion seconded by Joshua Wilson. The Motion passed unanimously. The meeting was adjourned at 4:09 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

# Civil Service Commission Documents for Signature

Final Audit Report

2023-10-13

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By:	Julie Good (jgood@lakestevenswa.gov)
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