

CITY OF LAKE STEVENS
CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES
January 26, 2024
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 11:00 a.m. by Vice Chairperson Ray Mitchell

COMMISSION MEMBERS PRESENT: Joshua Wilson, Ray Mitchell, and Brian McManus (11:03)

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

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the December 14, 2023 Civil Service Commission Meeting. Motion seconded by Joshua Wilson. Motion was passed unanimously by Ray and Joshua. Motion carried.

Ray Mitchell nominated Joshua Wilson to be the 2024 Chairperson of the Civil Service Commission, and Brian McManus to be the Vice Chairperson of the Civil Service Commission. Nomination accepted by Joshua and Brian. **MOTION** by Ray Mitchell. Motion seconded by Brian McManus. Motion was passed unanimously. Motion carried.

MOTION by Brian McManus to certify the *Police Records Specialist Continuous Testing Eligibility List*. Motion seconded by Ray Mitchell. Motion was passed unanimously. Motion carried.

Staffing and Recruiting Update:

Deputy Chief Young commended Julie Good for her efforts in recruiting and processing candidates in the past year, which have resulted in many successes. The process improvements have served the department well. Her work with the Civil Service Commission and Police Department has gotten them to where they are today in filling vacancies.

An Entry Level-Advanced Police Officer recently separated from employment. Police Officer and Police Records Specialist candidates are in the hiring process. The Police Records Supervisor vacancy was filled by promotion. An Entry Level candidate has been extended an offer of employment for early February. Other candidates are scheduled for command interviews.

New Business:

Deputy Chief Young provided an update on discussions regarding the creation of Basic Law Enforcement Academy locations in the area.

Adjourn:

MOTION by Ray Mitchell to adjourn the meeting. Motion seconded by Joshua Wilson. Motion passed unanimously. Motion carried.

The meeting was adjourned at 11:13 p.m.

Respectfully Submitted:

Julie Good

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Approved By:

Joshua Wilson

Joshua Wilson (Feb 8, 2024 16:52 PST)

Joshua Wilson, Chairperson
Civil Service Commission








Civil Service Comm Mtg Minutes Jan 26 2024

Final Audit Report

2024-02-09

Created:	2024-02-09
By:	Julie Good (jgood@lakestevenswa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAw9T-iQeXagUiEbvVW1dERnbG4-kD36jj

"Civil Service Comm Mtg Minutes Jan 26 2024" History

-  Document created by Julie Good (jgood@lakestevenswa.gov)
2024-02-09 - 0:26:55 AM GMT- IP address: 74.85.95.34
-  Document e-signed by Julie Good (jgood@lakestevenswa.gov)
Signature Date: 2024-02-09 - 0:28:04 AM GMT - Time Source: server- IP address: 74.85.95.34
-  Document emailed to yester_pilgrim@yahoo.com for signature
2024-02-09 - 0:28:04 AM GMT
-  Email viewed by yester_pilgrim@yahoo.com
2024-02-09 - 0:48:55 AM GMT- IP address: 73.254.233.104
-  Signer yester_pilgrim@yahoo.com entered name at signing as Joshua Wilson
2024-02-09 - 0:52:06 AM GMT- IP address: 73.254.233.104
-  Document e-signed by Joshua Wilson (yester_pilgrim@yahoo.com)
Signature Date: 2024-02-09 - 0:52:08 AM GMT - Time Source: server- IP address: 73.254.233.104
-  Agreement completed.
2024-02-09 - 0:52:08 AM GMT



Adobe Acrobat Sign