

**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

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**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*

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Julie Good, Chief Examiner/Secretary  
Civil Service Commission

Approved By:

*Joshua Wilson*

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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

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