



City of Lacey, Washington Civil Service Commission Meeting Agenda

Refer to bottom of the agenda for instructions on attendance and public comment.

Monday, August 7, 2023

12:15 PM

City Manager's Conference Room
and Online

Call to Order

1. Roll Call

2. Approval of the Agenda

3. Approval of Meeting Minutes

A. Meeting Minutes of May 1, 2023

4. New Business

A. Command Staff Quarterly Report - New Hires, Promotions, Resignations, and Recruitments

B. Civil Service Rules Update

C. Public Comment

5. Old Business

A. None

6. Adjourn

Attend Remote or In Person

The public may attend the meeting in person, or you may view or listen to the meeting using one of the following platforms:

In Person: City Manager's Conference Room at Lacey City Hall
420 College Street SE, Lacey, WA 98503

Zoom: https://us02web.zoom.us/webinar/register/WN_dHjWbSv1R9yFpw_4EsSQ2w

Website: <https://cityoflacey.org/government/public-meetings/>

YouTube: <https://www.youtube.com/watch?v=4nzpcTqWIGA>

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 830 6201 8105)





LACEY CIVIL SERVICE COMMISSION
Meeting Minutes
05/01/23
In Person and via Zoom

MEMBERS PRESENT:

Amanda Vey, Commission Chair
Jerry Wilkins, Commissioner
Madelin White, Commissioner

STAFF PRESENT:

Leialani Jensen, Human Resources Director
Venessa Medford, Human Resources Analyst/Civil Service Examiner & Secretary
Robert Almada, Chief of Police
Robert Hollis, Deputy Chief

MEMBERS OF THE PUBLIC PRESENT:

None

CALL TO ORDER/ROLL CALL:

Chair Amanda Vey, called to order the May 1, 2023, Civil Service Commission meeting. The meeting started at 12:15 pm.

APPROVAL OF THE AGENDA:

Commission Chair Vey motioned to approve the May 1, 2023, agenda as published, was moved by Commissioner Jerry Wilkins, seconded by Commissioner Madelin White and passed unanimously by the Commission.

APPROVAL OF THE MEETING MINUTES:

Chair Vey motioned to approve the February 6, 2023, meeting minutes as published, was moved by Commissioner White, seconded by Commissioner Wilkins and passed unanimously by the commission.

BUSINESS:

New Hires, Promotions, Resignations and Recruitments

Chief Robert Almada presented information on quarterly staffing levels, and recruitment status updates to the commission, which included departure, vacancy and hiring demographic statistics.

Chief Almada discussed the newly created lateral incentive plan and referral program.

Establishment of Lieutenant Position

Human Resources Analyst Venessa Medford discussed the new Lieutenant job description and the upcoming promotional process.

Chief Almada discussed the succession plan for the department and the importance of adding the Lieutenant position.

Civil Service Rule Update Review and Revision Recommendations

Human Resources Analyst Vennessa Medford provided suggested adjustments to the civil service rules with the commission which include additional language on commission meetings, amendment of rules, disqualifiers, consistency adjustments in promotional processes.

The meeting adjourned at 1:27 pm.

The next Commission Meeting will be held on August 7, 2023 @ 12:15pm (in person and virtually via Zoom).

Chairperson

Recording Secretary

Date

Date

