



City of Lacey, Washington Civil Service Commission Meeting Agenda

Refer to the bottom of the agenda for meeting information.

Monday, February 5, 2024

12:15 PM

Council Chambers and Online

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of the Agenda**
- 4. Approval of the Minutes**
 - A. Draft Meeting Minutes of November 6, 2023
- 5. Agenda Items**
 - A. **Command Staff Quarterly Report**
 - B. **Civil Service Rule Amendment**
 - C. **Advisory Board Member Updates**
Kelly Adams, Special Projects Administrator
Elissa Fontaine, City Clerk
- 6. Public Comment**
- 7. 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: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503
- Zoom: <https://us02web.zoom.us/j/85739572301>
- Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=vLHy7jnm52Q>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 857 3957 2301)





LACEY CIVIL SERVICE COMMISSION
Meeting Minutes
11/06/23
In Person and via Zoom

MEMBERS PRESENT:

Amanda Vey, Commission Chair
Madelin White, Commissioner
Mark Brown, Commissioner

STAFF PRESENT:

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

MEMBERS OF THE PUBLIC PRESENT:

None

CALL TO ORDER/ROLL CALL:

Chair Amanda Vey, called to order the November 6, 2023, Civil Service Commission meeting. The meeting started at 12:15 pm.

APPROVAL OF THE AGENDA:

Commission Chair Vey motioned to approve the November 6, 2023, agenda as published, was moved by Commissioner Mark Brown, seconded by Commissioner Madelin White and passed unanimously by the Commission.

APPROVAL OF THE MEETING MINUTES:

Chair Vey motioned to approve the May 1, 2023, meeting minutes as published, was moved by Commissioner White, seconded by Commissioner Brown and passed unanimously by the commission.

BUSINESS:

Welcome New Commissioner

Commissioner Brown was welcomed to the commission. Commissioner Brown provided a background introduction.

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 presented information on disciplinary actions completed during last quarter.

Civil Service Rule Review

Human Resources Analyst Vennessa Medford provided two copies of the civil service rules, including a full track change copy and a formatted final draft of all proposed adjustments accepted.

Commissioner Brown motioned to approve the civil service rules as drafted, seconded by Commissioner White and passed unanimously by the commission.

The meeting adjourned at 12:54 pm.

The next Commission Meeting will be held on February 5, 2024 @ 12:15pm (in person and virtually via Zoom).

Chairperson

Recording Secretary

Date

Date

DRAFT