



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
Venessa 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.

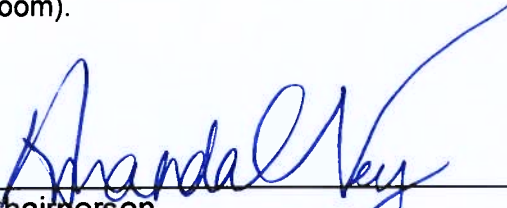
Civil Service Rule Review

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.

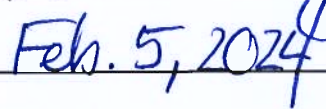
Commissioner Brown motioned to approve the civil service rules as drafted, seconded by Commissioner White and passed unanimously by the commission.

The meeting adjourned at 12:54 pm.

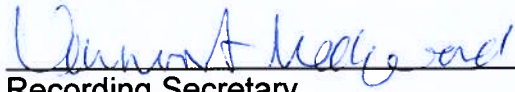
The next Commission Meeting will be held on February 5, 2024 @ 12:15pm (in person and virtually via Zoom).



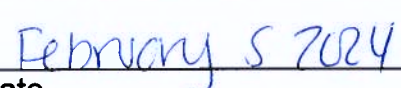
Chairperson



Date



Recording Secretary



Date

Probationary Period. The trial period of employment following certification and appointment to, or reemployment in, the classified service and continuing for twelve (12) months after the Entry Level Police Officer graduates from the Washington State Criminal Justice Training Commission (WSCJTC) Academy, twelve (12) months after appointment for a Lateral Officer, or six (6) months for promotional positions, unless extended by the Commission as requested by the appointing authority.

Promotion. The change of a regular employee from a position in one class, to a position in a class, having a higher maximum salary.

Regular Employee. An employee who successfully completed the prescribed probationary period and has not had a break in service.

Seniority. A measure of the last period of unbroken time, as a ~~fully commissioned~~ Lacey Police Department Officer, served in the classified service under the jurisdiction of the City of Lacey Civil Service Commission. Time spent on leave without pay is not credited unless statutes require it.

Supervisor. Any individual having full-time responsibility to participate regularly in all, or most, of the following functions: supervise, evaluate, discipline, and direct employees or adjudicate grievances.

Suspension. An enforced absence without pay for disciplinary purposes.

Transfer. The change of an employee from one to another classified position having the same salary range number.

