



**LACEY CIVIL SERVICE COMMISSION**  
**Meeting Minutes**  
**02/06/23**  
**In Person and via Zoom**

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

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

**MEMBERS OF THE PUBLIC PRESENT:**

None

**CALL TO ORDER/ROLL CALL:**

Chair Jerry Wilkins, called to order the February 6, 2023, Civil Service Commission meeting. The meeting started at 12:15 pm.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF THE MEETING MINUTES:**

Chair Wilkins motioned to approve the November 7, 2022, meeting minutes as published was moved by Commissioner White, seconded by Commissioner Vey and passed unanimously by the commission.

**BUSINESS:**

**Approval of 2023 Chair**

Chair Jerry Wilkins' term will end prior to the end of the 2023 year and is stepping down to Commissioner. Chair Wilkins motioned to appoint Commissioner Amanda Vey as the Commission Chair for 2023, seconded by Commissioner White and passed unanimously by the commission. Chair duties continued with Chair Vey for the remainder of the meeting.

**Motion to Appoint Vennessa Medford as Civil Service Examiner and Civil Service Secretary**

Chair Vey motioned to appoint Vennessa Medford as the Chief Civil Service Examiner and the Civil Service Secretary, seconded by Commissioner Wilkins and passed unanimously by the commission.

## **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 adding a Lieutenant rank at the next commission meeting and provided information on the succession planning model created by adding this rank.

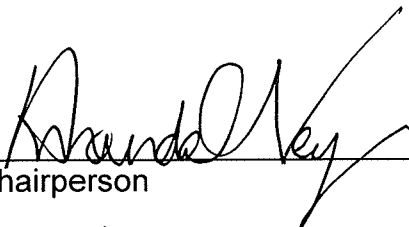
Human Resources Director Leialani Jensen discussed how the classification process works, including bargaining, market study results and the civil service.

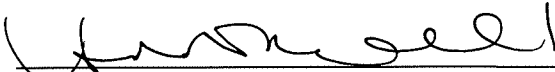
## **Civil Service Rule Updates**

Human Resources Analyst Vennessa Medford provided suggested adjustments to the civil service rules with the commission which include gender neutral consistencies, formatting and general language adjustments. Human Resources Analyst Medford will make the discussed adjustments in a document with changes tracked for review at the next meeting. Human Resources Analyst Medford will review other municipality rules and RCWs for additional language adjustments to be discussed at the next meeting.

**The meeting adjourned at 1:21 pm.**

The next Commission Meeting will be held on May 1, 2023 @ 12:15pm (in person and virtually via Zoom).

  
\_\_\_\_\_  
Chairperson  
5/1/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Recording Secretary  
05/01/2023  
\_\_\_\_\_  
Date