



**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  
Vennessa 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 Vennessa Medford discussed the new Lieutenant job description and the upcoming promotional process.

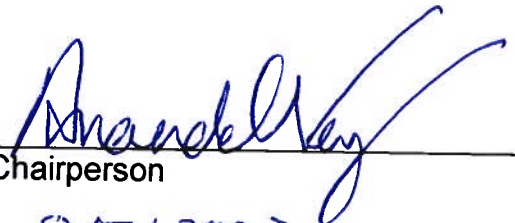
Chief Almada discussed the succession plan for the department and the importance of adding the Lieutenant position.

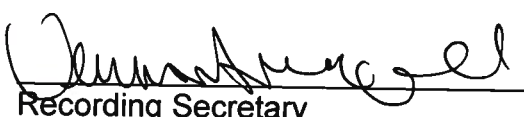
**Civil Service Rule Update Review and Revision Recommendations**

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  
  
8/7/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Recording Secretary  
  
8/7/2023  
\_\_\_\_\_  
Date