



LACEY CIVIL SERVICE COMMISSION
Meeting Minutes
11/07/22
In Person and via Zoom

MEMBERS PRESENT:

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

STAFF PRESENT:

Leialani Jensen, Acting Human Resources Director/Civil Service Examiner
Venessa 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 November 7, 2022, Civil Service Commission meeting. The meeting started at 12:15 pm.

APPROVAL OF THE AGENDA:

Commission Chair Wilkins motioned to approve the November 7, 2022, agenda as published was moved by Commissioner Amanda Vey, seconded by Commissioner Madelin White and passed unanimously by the Commission.

APPROVAL OF THE MEETING MINUTES:

Chair Wilkins motioned to approve the August 1, 2022, meeting minutes as published was moved by Commissioner Vey, seconded by Chair 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.

Civil Service Rule Interpretation and Task Separation of Duties

Acting HR Director Leialani Jensen discussed that the civil service rules indicate the separation of duties of the Civil Service Examiner and the Civil Service Secretary. Keeping the duties separated in the function of bodies of work, Acting HR Director Jensen put forward for consideration of the commission to delegate full Civil Service Examiner duties to Venessa Medford at the next commission meeting. Venessa Medford would then have both the Civil Service Examiner and the Civil Service Secretary duties.

Chair Wilkins discussed that cities have the option to separate the duties and may choose to consolidate. Chair Wilkins inquired on the level of detail of identifying the duties in the rules needed. Acting HR Director Jensen recommended that reference to the pertinent RCW be added to the beginning of the Civil Service Rules and keep the language as current.

Commissioner White inquired on if the Civil Service duties will be included in a job description. Acting HR Director Jensen confirmed that the duties are currently included in the Human Resources Analyst job description and the Assistant HR Director role. The duties would be shifted within the classification deemed appropriate.

HR Analyst Vennessa Medford addressed proposed adjustments to the Civil Service Rules. Commissioners Vey and Commissioner White discussed rules that require clarification.

Chair Wilkins suggested the commission provide HR Analyst with proposed changes in one month for consolidation for future discussion.

HR Analyst Medford discussed that the Lacey Police Department has been approved as an on the job training facility through the Department of Veterans Affairs.

The next Commission Meeting will be held on February 6, 2023 @ 12:15pm (in person and virtually via Zoom).

The meeting adjourned at 12:56 pm.



Chairperson

02/06/2023

Date



Recording Secretary

02/06/2023

Date