



LACEY CIVIL SERVICE COMMISSION

Meeting Minutes

08/01/22

In Person and via Zoom

MEMBERS PRESENT:

Jerry Wilkins, Commission Chair

Amanda Vey, Commissioner

STAFF PRESENT:

Leialani Jensen, Acting Human Resources Director/Civil Service Examiner

Vennessa Medford, Human Resources Analyst

Robert Almada, Chief of Police

MEMBERS OF THE PUBLIC PRESENT:

None

CALL TO ORDER/ROLL CALL:

Chair Jerry Wilkins, called to order the August 1, 2022, Civil Service Commission meeting. The meeting started at 12:16 pm.

APPROVAL OF THE AGENDA:

Commission Chair Wilkins motioned to approve the August 1, 2022, agenda as published was moved by Commissioner Amanda Vey, and passed unanimously by the Commission.

APPROVAL OF THE MEETING MINUTES:

Chair Wilkins motioned to approve the May 2, 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. Chief Almada also provided information on discipline and investigation cases.

Civil Service Rule Interpretation

Acting HR Director Leialani Jensen confirmed that the the Civil Service Rule adjustment, (Rule VI, Examinations, Section 2) has been finalized. Acting HR Director Jensen requests that both the Commission and the Lacey Police Command Staff review the Civil Service Rules for any clarification or interpretation concerns, prior to the next scheduled meeting. These concerns will be presented by the commission and Lacey Police Command Staff for discussion during the November 7, 2022 meeting.

Commission and Civil Service Examiner Task Separation of Duties

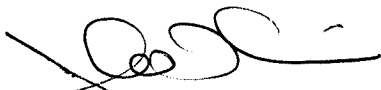
Acting HR Director Jensen discussed that the separation of duties will be addressed in conjunction with the rule interpretation as mentioned above. Acting HR Director Jensen requested that these items be

provided to HR analyst Vennessa Medford to compile for discussion. Chair Wilkins presented the option of clearly stating position duties in the rules for consideration.

Chair Wilkins will be attending a civil service conference in September and will bring forth any potential items of concern.

The next Commission Meeting will be held on November 7, 2022 @ 12:15pm (in person and virtually via Zoom).

The meeting adjourned at 12:39 pm.



Chairperson

11/07/22

Date



Recording Secretary

11/07/2022

Date