

LACEY CIVIL SERVICE COMMISSION

Meeting Minutes

05/02/22

In Person and via Zoom

MEMBERS PRESENT:

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

STAFF PRESENT:

Leialani Jensen, Acting Assistant Human Resources Director/Civil Service Examiner
Venessa Medford, Acting 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 May 2, 2022, Civil Service Commission meeting. The meeting started at 12:18 pm.

APPROVAL OF THE AGENDA:

Commission Chair Wilkins motioned to approve the May 2, 2022, 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 March 14, 2022, meeting minutes as published was moved by Commissioner White, seconded by Commissioner Vey and passed unanimously by the commission.

BUSINESS:

New Hires, Promotions, Resignations and Recruitments

Deputy Chief (DC) Robert Hollis presented information on the Corporal promotional process, staffing levels and recruitment status updates to the commission, which included departure, vacancy and hiring statistics. Deputy Chief Hollis also provided information on what Lacey Resource Officers and Community Service officers are to the commission. Chief Robert Almada discussed the timeline associated with hiring a new officer, to include the hiring process, academy and field training.

Review Civil Service Rules

Acting Assistant HR Director Leialani Jensen presented to the commission that the adjustment to the passing score in the Civil Service Rules, (Rule VI, Examinations, Section 2) of 80% to 75% has been

completed. The updated document will be provided to the commission for signature and will be used going forward. Chief Almada discussed that the change is to adhere to the City's commitment to supporting diversity and remove implicit bias.

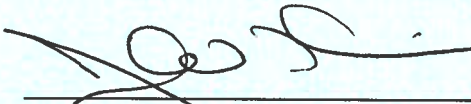
Acting Assistant HR Director Jensen recommended that the commission and command staff conduct a review of the Civil Service Rules annually to determine if adjustments need to be considered or if further information needs to be provided. Acting Assistant HR Director Jensen also discussed that the commission and command staff will be provided with a list of items to review for clarification and additional language for clearer processing. Chair Wilkins discussed that there was a previous submission for clarification on Civil Service Examiner tasks and Commissioner tasks, as there is ambiguity in the language and inconsistencies in items stated. Chair Wilkins offered to resend the submission as Acting Assistant HR Director Jensen provided an update that the HR Director, Mary Ann Hardie was leaving the City of Lacey.

Commissioner White inquired on future meeting options. Acting Assistant HR Director Jensen let the commission know that the meetings would be held in a hybrid (in person and virtual) model going forward.

Chair Wilkins inquired on the status of the collective bargaining negotiations. Chief Almada provided an update on where the Lacey Police Officer's Guild and the Lacey Police Management Association negotiation processes stand currently.

The next Commission Meeting will be held on August 1, 2022 @ 12:15pm (in person and virtually via Zoom).

The meeting adjourned at 12:34 pm.



Chairperson
08/01/2022

Date



Recording Secretary
08/01/2022

Date