



# MEDINA, WASHINGTON

## CIVIL SERVICE COMMISSION MEETING

Virtual/Online

Thursday, February 10, 2022 – 3:00 PM

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### MINUTES

#### **1. CALL TO ORDER / ROLL CALL**

Meeting was called to order by Civil Service Secretary, Dawn Nations and roll call was taken.

Commissioners Present: John Bell, Lou Hillenbrand

Commissioner Absent: Dan Becker

Staff Present: Steve Burns, Jeff Sass, Dawn Nations

#### **2. ANNOUNCEMENTS**

None.

#### **3. PUBLIC COMMENT**

None.

#### **4. NEW BUSINESS**

##### 4.1 Election of Chair and Vice Chair

- a) Chair
- b) Vice Chair

Elections were held and John Bell was elected as Chair and Lou Hillenbrand was elected as Vice Chair.

##### 4.2 Approval of Civil Service Commission Meeting Minutes of February 10, 2021

**Recommendation:** Adopt Minutes.

**Staff Contact:** Dawn Nations, Civil Service Secretary

Motion to approve by Bell Second Hillenbrand. Minutes approved by 2-0 vote.

##### 4.3 Civil Service Commission Annual Report for 2021

**Recommendation:** Approve.

**Staff Contact:** Dawn Nations, Civil Service Secretary

Motion to approve by Bell, Second Hillenbrand. Annual reports for 2020 and 2021 approved. 2-0.

- 4.4 Approval of Police Officer Eligibility Register  
**Recommendation:** Approve.  
**Staff Contact:** Dawn Nations, Civil Service Secretary

Commissioners Bell and Hillenbrand reviewed the Eligibility Roster and discussed scoring process with the Civil Service Secretary. Interim City Manager/Chief Burns explained the recruitment process and open positions. The recruitment process included lateral and entry level candidates. Interim City Manager/Chief Burns gave explanation on how competitive the market is right now and the gave the definition of lateral office and entry level officer. Civil Service Secretary Nations explained the scoring criteria and how applicants were ranked. The commissioners discussed.

Motion to approve by Hillenbrand Second Bell. Police Officer Eligibility List approved 2-0.

- 4.5 Approval of 1 year Extension of Police Captain Eligibility Register from February 10, 2021  
**Recommendation:** Approve Extension to February 10, 2023.  
**Staff Contact:** Stephen R. Burns, Police Chief

Interim City Manager/Chief Burns gave update on changes in the police department regarding his appointment to Interim City Manager (in January 2022); with his anticipated permanent appointment this would allow for promotions within the police department. The extension of the Police Captain Eligibility Register is in anticipation of these potential openings. The civil service rules allow for the Civil Service Commission to extend an eligibility list for an additional 12 months. The commissioners discussed the process.

Motion to approve by Bell Second Hillenbrand. Extension of Police Captain Eligibility List approved 2-0.

## **5. ADJOURNMENT**

Meeting adjourned at 3:23PM.

Minutes taken by:



Dawn Nations, Civil Service Secretary