

**Civil Service Commission
Thursday, July 11, 2019**

Minutes

CALL TO ORDER

Chair Jones called the meeting to order at 10:20 am.

PRESENT

Commissioner Ken Jones

Commissioner Leslie Lamb

Acting Secretary John Millard

HOUSEKEEPING

Agenda Approval.

Motion made by Commissioner Lamb, Seconded by Commissioner Jones.

Voting Yea: Commissioner Jones, Commissioner Lamb

Approval of Minutes: May 9, 2019 Regular Meeting

Motion made by Commissioner Lamb, Seconded by Commissioner Jones.

Voting Yea: Commissioner Jones, Commissioner Lamb

PUBLIC COMMENT

No members of the Public were present.

UNFINISHED BUSINESS

At the May 9 meeting, it was decided that Acting Secretary Millard would prepare a proposed set of Tenino Civil Service Rules in order that the Commissioners may have a template from which to craft a set of Civil Service Rules that will work for the City of Tenino.

Acting Secretary Millard averred that he has not been able to produce a draft set of proposed Civil Service Rules, but will have them available for the next meeting. This item shall be brought forward to the August 15 meeting.

NEW BUSINESS

The City announced the vacancy opened by the resignation of Commissioner Lucas. Three applications have been received and are being considered by Mayor Fournier (Ms. Lauraine Carlson, Ms. Donna

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Wilson, Ms. Ronna Barnes)

The Commissioners spent some time reviewing the applications in order that they may make recommendations to the Administration for consideration and await his decision.

3. The City implemented an electronic meeting management system designed to standardize the preparation of the agendas, packets, and minutes of each of the City's Councils, Commissions, and Committees. Acting Secretary Millard will demonstrate how this system works and what the potential advantages and disadvantages are to the Civil Service Commission.

Acting Secretary Millard demonstrated the City's electronic meeting management system (Muni Meetings) and then entered into a dialog with the Commissioners regarding their preferred way of producing the agendas, packets, and minutes of the Tenino Civil Service Commission.

It was agreed that Acting Secretary Millard would accept input from either the Mayor or any of the Civil Service Commissioners in the same manner as described in the City's "Agenda Management Policy" recently published by the City.

ADJOURN

Commissioner Jones adjourned the meeting at 11:00 am.