



**CIVIL SERVICE COMMISSION**  
**Meeting Minutes**  
**City Hall, 11930 Cyrus Way**  
**October 2, 2014 – 6:00 PM**

<b>Commission Members Present:</b> <input checked="" type="checkbox"/> Jim Rand, Chair <input checked="" type="checkbox"/> Jeff Bohnet A Steve Throckmorton <input checked="" type="checkbox"/> Nancy Passovoy, Civil Service Secretary/ Chief Examiner	<b>Guests present:</b> Rex Caldwell, Police Chief
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Agenda Items	Actions & Discussion
<b>Call to Order</b>	Civil Service Commission Chair Jim Rand called the meeting to order at 6:13pm, followed by the Flag Salute and Roll Call.
<b>Minutes</b>	<p>The minutes from July 24, 2014 were reviewed.</p> <p><u>Motion:</u> To approve the minutes as written.  <u>Motion by:</u> Bohnet  <u>Seconded by:</u> Rand  <u>Action:</u> PASS 2-0  <u>Vote:</u> Unanimous</p>
<b>New Business</b>	<p><b>1. Certification of a Lateral Police Officer Eligibility List</b></p> <p>Four candidates participated in Oral Boards on September 29, 2014 and their names sent to the Commission for certification.</p> <p><u>Motion:</u> To certify the Lateral Police Officer List dated 10/2/2014.  <u>Motion by:</u> Bohnet  <u>Seconded by:</u> Rand  <u>Action:</u> PASS 2-0  <u>Vote:</u> Unanimous</p> <p><b>2. Revision of Civil Service Commission <i>Rule II Definitions</i>, Section 5. Classified Service</b></p> <p>This section was revised to improve clarity of who is included under Civil Service and who is excepted.</p> <p><u>Motion:</u> To approve the <i>Rule II</i> revisions as written.  <u>Motion by:</u> Bohnet  <u>Seconded by:</u> Rand  <u>Action:</u> PASS 2-0  <u>Vote:</u> Unanimous</p> <p><b>3. Revision of <i>Rule X Appointment</i>, Section 1</b></p> <p style="padding-left: 40px;">a. Implementing the "rule of five" when an entry eligibility list includes at least 11 candidates.</p> <p><u>Motion:</u> To approve <i>Rule X</i>, Section 1 inclusion of "rule of five" as written.  <u>Motion by:</u> Bohnet  <u>Seconded by:</u> Rand  <u>Action:</u> PASS 2-0</p>

	<p><u>Vote:</u> Unanimous</p> <p>b. Inclusion of paragraph from MMC 2.62.040(10)</p> <p><u>Motion:</u> To approve the inclusion of a new paragraph in <i>Rule X</i>, Section 1 from MMC 2.62.040(10) that gives the Commission the authority to certify three times the number of persons necessary to fill more than one vacant position.</p> <p><u>Motion by:</u> Bohnet  <u>Seconded by:</u> Rand  <u>Action:</u> PASS 2-0  <u>Vote:</u> Unanimous</p>
<b>Old Business</b>	None.
<b>Reports/Communications</b>	<p>1. Open Public Meetings Act (OPMA) Training</p> <p>All commissioners on all City Commissions and Boards must complete state-mandated OPMA training (RCW 42.30). Secretary Passovoy will send the Commissioners a link to the Attorney General's site with the training links. The Commissioners will confirm by email to Secretary Passovoy that their training has been completed.</p> <p>2. Attendance at Commission Meetings</p> <p>Secretary Passovoy requested a commitment by the Commissioners to attend scheduled meetings or notify her in the case of absence. City Council will review a new Ordinance that applies to all Commissions and deals with the consequences of unexcused absences.</p> <p>3. The next Civil Service Meeting will be held Thursday, <u>November 13</u> at 6pm to certify an Entry Police Officer Eligibility List. Oral Boards are scheduled for October 27 &amp; 28.</p>
<b>Adjourn</b>	Chair Rand adjourned the meeting at 6:45 PM.

Note: These minutes are excerpts from the Civil Service Commission proceedings.

Respectfully submitted,



Nancy Passovoy  
Civil Service Secretary/Chief Examiner