

AGENDA
ENUMCLAW CIVIL SERVICE MEETING
November 16, 2022 – Time 9:00 am

Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022
Phone: (360) 802-0226

1. CALL TO ORDER AND ATTENDANCE

- A. Meeting called to order by Chairperson Willis
- B. Attendance

2. APPROVAL OF MEETING MINUTES

- A. Move to approve the minutes of the October 19, 2022, Civil Service Commission meeting

3. NEW BUSINESS ITEMS

4. OLD BUSINESS ITEMS

- A. Updates to Civil Service Rules
 - a. Motion to update Civil Service Rule 2.01 Commission – Meetings – Quorum to reflect the updated meeting time from 4:00 PM to 9:00 AM
 - b. Motion to update Civil Service Rule 2.09 Office Hours to reflect the updated office hours from the third Wednesday of every month at 4 PM to Monday – Friday from 8:30 AM to 5:00 PM.

5. COMMUNICATIONS/REPORTS

- A. Secretary Examiners Report
- B. Police Department Update

6. OTHER TOPICS

7. NEXT MEETING

- A. Next meeting scheduled for December 21, 2022

8. ADJOURNMENT.....Motion to Adjourn Meeting

MINUTES
ENUMCLAW CIVIL SERVICE MEETING
October 19, 2022 – Time 9:00 am

Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022
Phone: (360) 802-0226

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 8:59 AM by Chairperson Willis. In attendance was Chairperson Al Willis, Commissioner Danielle Munroe, Acting Police Chief Mike Graddon, Civil Service Secretary Katy McKee and Human Resource Manager Tana Nissen who is the Civil Service back up.

2. APPROVAL OF MEETING MINUTES

None.

3. NEW BUSINESS ITEMS

Updates to Civil Service Rules were presented by Secretary McKee. The first update discussed was under 2.01 Commission – Meetings – Quorum and would be to update the meeting time from 4:00 PM in the rules to 9:00 AM. The second update was in reference to 2.09 Office Hours of the Civil Service Secretary and updating the language to reflect the working hours of Monday – Friday 8:30 AM to 5:00 PM.

Commission agreed that the updates were necessary and will bring back for a vote at the next meeting.

Acting Chief Graddon presented a request for an extension of administrative leave. The 30-day leave will end on October 19, 2022, and a 14-day extension is being requested based on an ongoing internal affairs investigation.

Munroe moved to approve the 14-day administrative leave request commencing October 20, 2022, as requested by Acting Chief Mike Graddon, Willis seconded. Motion carried 2-0.

Acting Chief Graddon presented a second request for an extension of administrative leave. The 30-day leave will end on November 7, 2022, and a 14-day extension is being requested based on an ongoing internal affairs investigation.

Munroe moved to approve the 14-day administrative leave request commencing November 8, 2022, as requested by Acting Chief Mike Graddon, Willis seconded. Motion carried 2-0.

Acting Chief Graddon discussed the ambiguity of the language under Civil Service Rule 17.01.01 related to suspension. He indicated that he will be bringing a suggested revision to the Commission in a future meeting.

4. OLD BUSINESS ITEMS

None.

5. COMMUNICATIONS/REPORTS

Secretary McKee discussed transition from previous Civil Service Secretary and spoke about an upcoming training for best practices for law enforcement recruiting. This is a 2-day event in December that will cost \$395 out of the Civil Service Commission's \$1,000 annual budget for training.

Acting Police Chief, Graddon spoke briefly about Chief Floyd's attendance at a training at Quantico and how less than 1% of sworn are awarded the opportunity to attend this training. He indicated that this would open the doors for connections all over the world for assistance in police cases.

6. OTHER TOPICS

None.

7. NEXT MEETING

Next meeting scheduled for November 16, 2022

8. ADJOURNMENT

Chair Willis moved to adjourn the meeting at 9:05 AM, seconded by Munroe. Motion carried 2-0.

These minutes represent a brief description of the meeting; a recording of each meeting is maintained by the Civil Service Commission.

APPROVED BY:

SUBMITTED BY:

Al Willis
Chairperson

Katy McKee
Civil Service Secretary

2. ADMINISTRATION AND OPERATIONS.

- 2.01 COMMISSION—MEETINGS—QUORUM. In the necessary conduct of its work, the Commission shall meet on the third Wednesday of each month, at ~~4:00 PM~~9:00 AM, in City Hall unless there is no pending business requiring Commission action. Notice of special meetings shall be provided as required by the Open Public Meetings Act (Chapter 42.30 RCW, as amended). The Commission shall conduct hearings as required. Notice of hearings shall be provided as required by these rules. Two members of the Commission shall constitute a quorum. No action of the Commission shall be effective unless two members concur therein. All Commission meetings or hearings, regular or as required, shall be open and public provided, however, that the Commission may meet in executive session as authorized by the Open Public Meetings Act. See RCW 42.30.140(1) and (2).
- 2.03 CHAIR—VICE CHAIR. At the first regular meeting in January of each year, the Commission shall elect one of its members as Chair and another member to serve as Vice Chair for a term of one year. Should a Chair and/or Vice Chair resign or be removed from the position prior to the expiration of his/her term, the Commission, upon appointment of a new member, shall proceed to the election of a new Chair and/or Vice Chair.
- 2.05 RULES OF ORDER. Roberts Rules of Order shall be final authority on all questions of procedure and parliamentary law not otherwise provided by these rules. However, with the concurrence of two commissioners such rules may be waived or modified. In quasi-judicial proceedings, the Commission shall be guided, but not bound by, the Civil Rules for Superior Court.
- 2.07 COMMISSIONERS—CHALLENGE. Any challenge to a Commissioner's participation at a hearing shall be made by an interested party prior to the commencement of a hearing. The challenged Commissioners shall review and rule on the challenge prior to proceeding with the hearing. Failure to timely raise a challenge shall constitute a waiver of the challenge by the party unless, in the exercise of reasonable diligence, a basis for challenge is unknown by a party prior to commencement of a hearing.
- 2.08 COMMISSIONERS—CHALLENGE—NECESSITY. If, as a result of disqualification(s) pursuant to Rule 2.07, there is no longer a lawfully constituted quorum available, then by reason of necessity, the disqualified Commissioners(s) shall return and proceed with the hearing.
- 2.09 OFFICE HOURS. The office address of the Civil Service Commission is Enumclaw City Hall, 1339 Griffin Ave., Enumclaw, WA 98022. The regular office hours of the Commission shall be ~~Monday through Friday from 8:30 AM to 5 PM.~~Monday through Friday from 8:30 AM to 5 PM.~~the third Wednesday of every month at 4PM.~~

- 2.11 PUBLIC RECORDS. Public records of the Commission shall be available for inspection and copying during the regular office hours of the Commission staff. No fee will be charged for inspection of public records. Inspection will be permitted during office hours in a space provided by the Commission staff, and under its supervision, and must be accomplished without excessive interference with the essential functions of the Commission. Copies will be made available at actual cost or as provided by the City of Enumclaw, WA ordinance. These rules shall be printed for free public distribution.
- 2.13 RECORD OF PROCEEDINGS. The Commission shall keep a record of its proceedings. The record of the Commission will not include a written verbatim report of proceedings unless ordered. The Commission may retain a court reporter to record all or part of a proceeding. In addition, a party to a proceeding, at his/her own expense, may have a court reporter record all or part of a proceeding. On appeal or review, costs of transcription may be recovered by the Commission, or a prevailing party, at the discretion of the reviewing court or the Commission. Upon appeal or review, transcription and certification of a record of proceedings shall be arranged by the Secretary.
- 2.15 REPORTS—APPLICANTS, ELIGIBLES, EMPLOYEES.
- 2.15.01 Each applicant, eligible and employee shall keep the Commission informed, by written notice to the Secretary, of current address and telephone number, and shall report any change of name through marriage or otherwise.
- 2.15.02 Each eligible shall keep the Secretary informed, in writing, regarding availability and any refusal to accept appointment or promotion and the reasons therefor.
- 2.17 REPORTS—DEPARTMENT HEADS. A department head shall immediately report to the Secretary in such detail and on such forms as the Secretary may prescribe:
- 2.17.01 Every appointment, transfer, promotion, demotion, reduction, layoff, reinstatement, suspension, leave of absence without pay, return to duty, assignment, change of position within a class or within an assignment title, change of title, change of compensation;
- 2.17.02 Every separation from the service with the reasons therefor;
- 2.17.03 Every refusal or failure to accept appointment by a person whose name has been certified.