

MINUTES
ENUMCLAW CIVIL SERVICE SPECIAL MEETING
January 25, 2023 – Time 9:00 am

Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 9:03 AM by Chairperson Willis. In attendance was Chairperson Al Willis, Commissioner Danielle Munroe, Police Chief Tim Floyd, Civil Service Secretary Katy McKee and Human Resource Manager Tana Nissen.

2. APPROVAL OF MEETING MINUTES

Chair Willis moved to approve the minutes of the December 21, 2022, Civil Service Commission meeting, seconded by Commissioner Munroe. Motion carried 2-0.

3. NEW BUSINESS ITEMS

Secretary McKee spoke about the roles of Chair and Vice Chair with respect to the Commission and noted that at the first meeting of the year there is an election. She suggested the election be tabled until the following meeting to allow for full Commission presence.

Secretary McKee presented the eligibility register for Entry Level Communications Officer following oral boards that were held on Thursday, January 19, 2023.

Chair Willis moved to approve the eligibility register for Entry Level Communications Officer, seconded by Commissioner Munroe. Motion carried 2-0.

Secretary McKee presented the eligibility register for Lateral Level Communications Officer following oral boards that were held on Thursday, January 19, 2023.

Chair Willis moved to approve the eligibility register for Lateral Level Communications Officer, seconded by Commissioner Munroe. Motion carried 2-0.

4. OLD BUSINESS ITEMS

None.

5. COMMUNICATIONS/REPORTS

Secretary McKee spoke about the open recruitment for both Lateral Level and Entry Level Police Officer. She indicated that Lateral Level Police Officer oral boards will be held on Thursday February 9th, 2023 and Entry Level Police Officer oral boards will be held Friday February 17th, 2023.

Chief Floyd provided a brief update on the status of discipline appeals and indicated they are both pending with the City Administrator. He also discussed recruitment efforts being done by Officer McCall at Enumclaw High School, and Officer Brewer at military job fairs. He also spoke about the Black Diamond Police Chief and himself attending a recruitment fair in April at Central Washington University in Ellensburg.

Additionally, Chief Floyd briefly discussed the two new Corrections Officers going to academy here shortly and how the Corrections Department is currently fully staffed.

6. OTHER TOPICS

Secretary McKee discussed the potential update to the Civil Service Rules regarding eligibility lists. She has reached out to MRSC (Municipal Research and Services Center) regarding remote approval and was advised that this is a violation of the OPMA (Open Public Meetings Act). She was advised however that an amendment to the rules could be made so that the registers could be updated more frequently, without requiring action by the entire commission. She has reached out to City Attorney Brett Vinson to research this further. Will provide an update at the next meeting if there is more information.

7. NEXT MEETING

Next meeting scheduled for February 15, 2023.

8. ADJOURNMENT

Chair Willis moved to adjourn the meeting at 9:10 AM, seconded by Commissioner Munroe. Motion carried 2-0.

These minutes represent a brief description of the meeting; in error in recording by Civil Service Secretary McKee resulted in lost audio recording of this meeting.

APPROVED BY:

SUBMITTED BY:



Al Willis
Chairperson



Katy McKee
Civil Service Secretary