

**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:



Al Willis
Chairperson

SUBMITTED BY:



Katy McKee
Civil Service Secretary