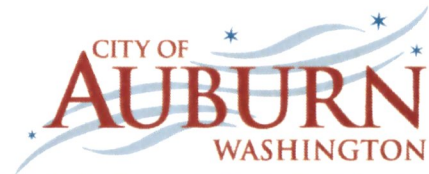


CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: September 10, 2019, at 3:30 p.m.
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: David Menke, Member; Stan Adamski, Member (via phone call)

STAFF PRESENT: Kendra Comeau, Assistant City Attorney; Candis Martinson, Director of HR/Risk Management; Terry Mendoza, HR Analyst/Civil Service Examiner Pro Tem

I. **CALL TO ORDER:** Member Menke called the meeting to order at 3:38 p.m.

II. **APPROVAL MINUTES:** Approval of August 13th, 2019 Civil Service Commission meeting minutes.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	Adamski	<i>CONCUR:</i>		APPROVED
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III. **APPOINTMENT OF CIVIL SERVICE COMMISSION CHAIR PRO-TEM:** Per Kendra Comeau, Assistant City Attorney, a Chair Pro-Tem needed to be appointed since David Menke was the only member present (member Stan Adamski called in for the meeting). Nomination made by Member Adamski to appoint Member Menke as Chair Pro-Tem. Member Menke accepted. **Item added to the agenda.*

IV. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list. (Completed Public Safety Testing after April 1, 2019)

<i>FIRST:</i>	Menke	<i>SECOND:</i>	Adamski	<i>CONCUR:</i>		APPROVED
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V. **LATERAL POLICE OFFICER:** Review and approval of the Lateral Police Officer eligibility list.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	Adamski	<i>CONCUR:</i>		APPROVED
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VI. **APPOINTMENT OF CHIEF CIVIL SERVICE EXAMINER:** Terry Mendoza, HR Analyst, was appointed Chief Civil Service Examiner.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	Adamski	<i>CONCUR:</i>		APPROVED
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VII. **APPOINTMENT OF CIVIL SERVICE EXAMINER PRO-TEM:** Melissa Medisch, HR Manager, was appointed Civil Service Examiner Pro-Tem. **Item added to the agenda.*

<i>FIRST:</i>	Menke	<i>SECOND:</i>	Adamski	<i>CONCUR:</i>		APPROVED
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VIII. **UPDATES/NEW BUSINESS:**

a. None

*Informational Only

CIVIL SERVICE COMMISSION

Heidi Harris, Chairman
David Menke, Member
Stan Adamski, Member

CIVIL SERVICE STAFF

Terry Mendoza, Chief Examiner
P 253-876-1944 | F 253-288-4305
tmendoza@auburnwa.gov

c: Nancy Backus, Mayor
Candis Martinson, Director of HR/Risk Mgmt
Shawn Campbell, City Clerk

Bill Pierson, Chief of Police
Mark Caillier, Asst Police Chief
Matt Wilkinson, Police Guild

Steve Gross, City Attorney
Kendra Comeau, Assistant City Attorney

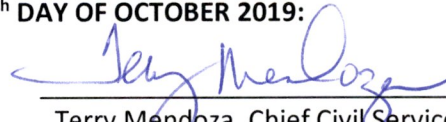
IX. **ADJOURN:** The meeting adjourned at approximately 3:42 p.m.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	Adamski	<i>CONCUR:</i>		APPROVED
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APPROVED THE 8th DAY OF OCTOBER 2019:



David Menke, Chair Pro-Tem



Terry Mendoza, Chief Civil Service Examiner

*Informational Only

CIVIL SERVICE COMMISSION

Heidi Harris, Chairman
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