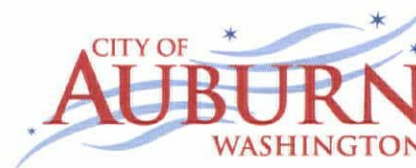


CIVIL SERVICE COMMISSION

Meeting Minutes



DATE/LOCATION: January 8, 2019, at 3:30 pm
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: Heidi Harris, Chairman Pro Tem; David Menke, Member

STAFF PRESENT: Bill Pierson, Police Chief; Kendra Comeau, Assistant City Attorney; Julie Balza, HR Coordinator/Civil Service Examiner

I. **CALL TO ORDER:** Chairman Pro Tem Harris called the meeting to order at 3:32 pm.

II. **APPROVAL MINUTES:** Approval of December 11, 2018 Civil Service Commission meeting minutes.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
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III. **RULE 3.01:** The Commission motioned to elect Heidi Harris as the 2019 Civil Service Commission Chairman.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	-	APPROVED
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IV. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	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>	-	<i>CONCUR:</i>	Harris	APPROVED
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VI. **POLICE COMMANDER:** Review and extension of the Police Commander eligibility list.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
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VII. **UPDATES/NEW BUSINESS:**

- a. Julie informed the Commission that based on the recruitment statistics from 2018, there was a decline in the number of Entry Level Police Officer candidates. For this reason, we will be lowering the minimum passing score from 80% to 75% of the Public Safety Testing written exam for 2019. This will provide the opportunity for more candidates to interview.

CIVIL SERVICE COMMISSION

Heidi Harris, Chairman
David Menke, Member

CIVIL SERVICE STAFF

Julie Balza, Chief Examiner
P 253-876-1983 | F 253-288-4305
jbalza@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

VIII. ADJOURN: The meeting adjourned at approximately 3:39 p.m.

<i>FIRST:</i>	Menke	<i>SECOND:</i>	-	<i>CONCUR:</i>	Harris	APPROVED
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APPROVED THE 12th DAY OF MARCH 2019:



Heidi Harris, Chairman



Julie Balza, Civil Service Examiner

CIVIL SERVICE COMMISSION

Heidi Harris, Chairman
David Menke, Member

CIVIL SERVICE STAFF

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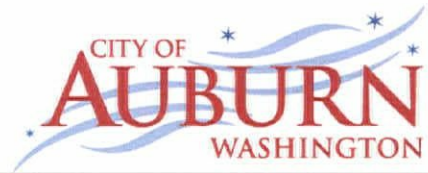
c: Nancy Backus, Mayor
Candis Martinson, Director of HR/Risk Mgmt
Shawn Campbell, City Clerk

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

Steve Gross, City Attorney
Kendra Comeau, Assistant City Attorney

CIVIL SERVICE COMMISSION

Special Meeting Minutes



DATE/LOCATION: February 26, 2019, at 3:30 pm
Auburn City Hall – 2nd Floor, Conference Room #3
25 West Main Street, Auburn, WA 98001

MEMBERS PRESENT: Heidi Harris, Chairman; David Menke, Member

STAFF PRESENT: Bill Pierson, Police Chief; Kendra Comeau, Assistant City Attorney; Janelle Tarasewicz, HR Manager; Julie Balza, HR Coordinator/Civil Service Examiner

- I. **CALL TO ORDER:** Chairman Harris called the meeting to order at 3:30 pm.
- II. **CANDIDATE APPEAL – PAUL GONZALEZ:** On January 8th, the City received a letter from Paul Gonzalez, appealing his removal from the Entry Level Police Officer eligibility list. On January 17th, the City responded to his letter, denying his appeal. On January 22nd, Gonzalez submitted a letter, contesting the facts of our denial. On January 30th, the City responded to Gonzalez, again, denying his appeal. On February 12th, Gonzalez submitted his Petition for Commission Review. Julie emailed the aforementioned documents to the Commission on February 12th for their review.

At 3:34 pm the Commission entered quasi-judicial deliberation with Assistant City Attorney, Kendra Comeau, per RCW 42.30.140(2). The Commission returned from deliberation to the Open Public Meeting at 3:45 pm.

Commissioner David Menke moved to deny the petition for review. Heidi Harris seconded that motion. Upon the Commission's review of the petition and accompanying documentation, Heidi Harris called for vote. Both commissioners voted affirmatively to deny the petition for a hearing.

- III. **ADJOURN:** The meeting adjourned at approximately 3:46 p.m.

FIRST:	Menke	SECOND:	-	CONCUR:	Harris	APPROVED
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APPROVED THE 12th DAY OF MARCH 2019:


Heidi Harris, Chairman


Julie Balza, Civil Service Examiner

CIVIL SERVICE COMMISSION

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

CIVIL SERVICE STAFF

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c: Nancy Backus, Mayor
Candis Martinson, Director of HR/Risk Mgmt
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