

**EDMONDS CIVIL SERVICE COMMISSION
MINUTES
CIVIL SERVICE COMMISSION MEETING**

Regularly Called Meeting

October 2, 2018

Commissioners present: Norm Davis
 Chris Fleck

Others present: Professional Standards Sergeant Josh McClure
 Secretary & Chief Examiner Mary Ann Hardie

CALL TO ORDER

Acting Chair Norm Davis called the meeting to order at 6:00 pm. Chair Mike Fields was unable to attend the meeting.

MINUTES:

The approval of the September 2018 meeting minutes were deferred to the next regularly scheduled meeting for review and approval (as not all the commissioners in attendance at that meeting were present).

CORRESPONDENCE

None.

POLICE BUSINESS

Discussion of the Police Services Assistant Eligibility List and starting a new recruitment process

Sergeant McClure explained that there was a Police Services Assistant (Sharon Diehl) who would be retiring on October 19, 2018 that would result in a vacancy for the position. Sergeant McClure explained that while there is a current eligibility list for this position, the remaining candidates on the list are not suitable to move forward with based on the oral board interviews. It was the intent of the department to start a fresh process and eligibility list for the position.

There was further discussion that followed by the commission as to whether this position was a promotion from within (which Sergeant McClure explained that it was not) and who handled public records in the department. Sergeant McClure further explained that one of the Police Services Assistants (Mindy Broman) is the public records specialist.

Sergeant McClure further explained that there were over 150 applicants with the previous opening. **Commissioner Chris Fleck made a motion to close the previous Police Service Assistant Eligibility List and to start a new recruitment process for the Police Services Assitant position. Acting Chair Davis seconded the motion. The motion carried.**

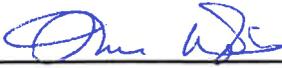
OTHER

Civil Service Secretary & Chief Examiner Mary Ann Hardie explained that, unfortunately, former (first class) Police Officer Justin Lee was separated from employment with the City on 9/15/18.

Acting Chair Davis adjourned the meeting at 6:10 pm.

NEW BUSINESS

None.

 2/6/2019

Acting Chair Norm Davis Date

 2.6.19

Mary Ann Hardie, Secretary and Chief Examiner Date