

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

Specially Called Meeting

October 8, 2019

Commissioners present: Mike Fields
 Norm Davis

Others present: Professional Standards Sergeant, Josh McClure
 Secretary and Chief Examiner, Jessica Neill Hoyson
 HR Analyst, Emily Wagener

1. CALL TO ORDER

Chair Mike Fields called the meeting to order at 6:00 pm.

2. Appoint Civil Service Secretary/Chief Examiner

The Civil Service Secretary/Chief Examiner position has been vacant since the former Secretary and Chief Examiner left employment with the City in June of 2019. Due to this and a lack of business, a meeting had not been held for July, August, or September of 2019.

Chair Fields made a motion to appoint Jessica Neill Hoyson, the City's HR Director, as the new Civil Service Secretary and Chief Examiner. Commissioner Norm Davis seconded the motion. The motion carried.

3. Correspondence

Secretary and Chief Examiner Jessica Neill Hoyson confirmed that there was no correspondence for review at this meeting.

4. Approval of meeting minutes – 6/5/2019

After a brief review, **Commissioner Norm Davis made a motion to approve the 6/5/2019 meeting minutes. Chair Fields seconded the motion. The motion carried.**

POLICE BUSINESS

a-i. Review/Approval of the Academy Certified Eligibility List

Sergeant Josh McClure presented the Academy Certified Eligibility List to the Commission for approval/certification. Sergeant McClure indicated that the listed names were in the queue for public safety testing for those who had completed the Basic Law Enforcement Academy in WA. Sergeant McClure further explained that while he has had contact via phone with some of the candidates no interviews have been scheduled due to the lack of an appointed Secretary and Chief Examiner. Sergeant McClure indicated that with the recent appointment of Jessica Neill Hoyson as the Secretary and Chief Examiner the Police Department would be able to move forward with hiring processes as appropriate with these candidates.

Chair Fields commented that there were three lists: Academy Certified, Entry Level and Lateral, and asked what the current vacancy situation was. Sergeant McClure replied that there were four vacancies. Chair fields asked if there was any particular priority for filling these positions in regards to the lists. Sergeant McClure indicated that Lateral is used first, and the Academy Certified and Entry Level lists had become stagnant due to not having an appointed Secretary and Chief Examiner.

Commissioner Davis made a motion to approve/certify the Academy Certified Eligibility list dated 10/1/2019. Chair Fields seconded the motion. The motion carried.

a-ii. Review/Approval of the Entry Level Police Eligibility List

Sergeant McClure explained that candidate "1" on the list had recently been disqualified and that he would need to make the correction with Secretary and Chief Examiner Neill Hoyson. Sergeant McClure further indicated that candidate "2" had moved to the background phase and, if accepted by the Chief, would move to a conditional offer phase. Sergeant McClure confirmed that none of the other candidates on the list were currently moving forward at this time.

Chair Fields asked if the commission should delay approval/certification of the list pending the needed correction. Sergeant McClure said that he would prefer to have the list approved/certified as is so as not to further delay the process with candidate "2" and that he would follow up with the correction and correspondence for the next meeting.

Chair Fields made a motion to approve/certify the 9/4/2019 Entry Level Police Eligibility List. Commissioner Davis seconded the motion. The motion carried.

a-iii. Review/Approval of the Lateral Level Police Eligibility List

Sergeant Josh McClure explained that both candidates are from Hawaii and that candidate "2" has a skype interview with command staff scheduled for Thursday and candidate "1" has had his personal history statement reviewed and the police are conducting further investigation based on the results. Sergeant McClure confirmed they would move forward as appropriate once both candidates were evaluated. Sergeant McClure indicated there was a 3rd candidate from Hawaii who had been disqualified during background and did not make it on this list.

Chair Fields made a motion to approve/certify the 9/4/2019 Entry Level Police Eligibility List. Commissioner Davis seconded the motion. The motion carried.

Chair Fields asked what the estimate or goal was to fill all four vacancies. Sergeant McClure estimated that two positions will be filled prior to the end of the 2019 year and two were "over hires" for expected retirements in 2020. Sergeant McClure further explained that due to an ongoing employee issue it is possible one of the vacancies could disappear and the department would need to wait for other officers to announce retirement dates before conducting additional recruitment efforts.

Chair Fields asked at what point FTO becomes a bottleneck and if there was a number they were restricted to. Sergeant McClure explained that the department was able to manage 5 at once during the summer and all 5 would be going to the PAT on 10/9/2019 prior to the Academy and if all successfully complete the academy we will have 5 new FTO officers in April of 2020.

NEW BUSINESS

Chair Fields confirmed there was no new business. Commissioner Davis asked to confirm if the meeting schedule would be the same going forward. Secretary and Chief Examiner Neill Hoyson confirmed that regular meetings would take place going forward on the first Wednesday of each month at 6pm, so long as there is business to conduct a meeting. The meeting adjourned at 6:07 pm



Chair Mike Fields

11/6/19

Date



City of Edmonds Secretary and Chief Examiner

11/6/19

Date