

PRESENT: Commissioners Karen Scott (Chair), JoAnn Wiggins
Civil Service Secretary Shawn Doering
Staff

ABSENT:

College Place Civil Service Commission (Thursday, January 9, 2020)

Generated by Shawn Doering on Wednesday, February 12, 2020

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Commissioner Scott called the meeting to order at 12:03pm.

Procedural: 1.02 Public Comment

There was no public comment.

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for January 9, 2020

Action (Consent): 2.02 Approve Minutes from December 12, 2019

Action (Consent): 2.03 Approve Civil Service payroll for December 2019

Action (Consent): 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Commissioner Wiggins made a motion to approve the consent agenda that includes the agenda for January 9, 2020, the minutes from December 12, 2019, and payroll for December 2019. Second by Commissioner Scott, the motion passed 2-0.

3. Regular Agenda

Action, Information: 3.01 Request to extend the Police Records Clerk Eligibility List

Commissioner Wiggins made a motion to approve extending the Police Records Clerk Eligibility List for 30 days from today. Second by Commissioner Scott, the motion passed 2-0.

Action: 3.02 Tentative - Update Certified Police Records Clerk List

Commissioner Wiggins made a motion to approve the updated list of Certified Eligible Candidates. Second by Commissioner Scott, the motion passed 2-0.

Action: 3.03 Tentative - Police Records Clerk Recruitment

Commissioner Wiggins made a motion to approve the Police Records Clerk Testing Process and granted approval to proceed with the testing process if none of the candidates on the extended list were interested in the position. Second by Commissioner Scott, the motion passed 2-0.

Action: 3.04 Approve testing process to update the continuous Entry-Level Police Officer Eligibility List

Commissioner Wiggins made a motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List. Second by Commissioner Scott, the motion passed 2-0.

4. CLOSING ITEMS

Procedural: 4.01 Adjourn

Commissioner Scott made a motion to adjourn the meeting at 12:16pm. Second by Commissioner Wiggins, the motion passed 2-0.

Approved:

Karen Scott-Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred January 9, 2020.