

Thursday, September 10, 2020
College Place Civil Service Commission

12:00 P.M.

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#931 0783 4772

1. OPENING ITEMS

Subject :	1.01 Call to Order
Meeting :	Sep 10, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for September 10, 2020
Meeting :	Sep 10, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

Consent

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. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. 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.

Subject :	2.02 Approve Minutes from August 13, 2020
Meeting :	Sep 10, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[8_13_2020_CivilServiceMeetingMinutes.pdf \(57 KB\)](#)

Consent

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. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. 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.

Subject :	2.03 Approve Civil Service Payroll for August
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2020

Meeting : Sep 10, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

File Attachments

[8 - 2020 Payroll Certification.pdf \(424 KB\)](#)

Consent

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. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. 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.

Subject : 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.

Meeting : Sep 10, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

Recommended Action : Motion to approve the consent agenda that includes the agenda for September 10, 2020, the minutes from August 13, 2020, and payroll for August 2020.

Consent

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. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. 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.

3. Regular Agenda

Subject : 3.01 2020 Civil Service Conference

Meeting : Sep 10, 2020 - College Place Civil Service Commission

Category : 3. Regular Agenda

Type : Information

Public Content

The 2020 Civil Service Conference will be held virtually on October 13 & 14, 2020. On October 13th from 9:00am until noon they will have the Basic Training for New Commissioners. It would be a great opportunity for our Commissioners to learn more about the Civil Service. Let me know if you would like me to register you or you can register at the link below.

<https://fp.foster.com/rv/ff0068c801ce3f96f746649cf0499448b2adbc35>

File Attachments

[2020 Civil Service Conference.png \(314 KB\)](#)

Subject :	3.02 Full-time Police Records Clerk transfer to part-time Police Records Clerk
Meeting :	Sep 10, 2020 - College Place Civil Service Commission
Category :	3. Regular Agenda
Type :	Discussion

Public Content

The City budgeted for a part-time Police Records Clerk in the 2020 budget. Due to budgeting concerns caused by COVID, the City has not filled that position. Our current full-time Police Records Clerk has requested to transition to the part-time position when the budget allows the City to fill the position. We would then go through the Civil Service testing process to recruit for the full-time position.

4. CLOSING ITEMS

Subject :	4.01 Any Business for the Good of the Order
Meeting :	Sep 10, 2020 - College Place Civil Service Commission
Category :	4. CLOSING ITEMS
Type :	Discussion
Subject :	4.02 Adjourn
Meeting :	Sep 10, 2020 - College Place Civil Service Commission
Category :	4. CLOSING ITEMS
Type :	Action, Procedural
Recommended Action :	Motion to adjourn the meeting

PRESENT:	Commissioners	JoAnn Wiggins (Chair), Roger Maidment (Vice-Chair), Bill Kelly
	Civil Service Secretary	Shawn Doering
	Staff	Lisa Neissl

ABSENT:

College Place Civil Service Commission (Thursday, August 13, 2020)

Generated by Shawn Doering on Thursday, August 13, 2020

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Commissioner Wiggins called the meeting to order at 12:04pm

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for August 13, 2020

Action (Consent): 2.02 Approve Minutes from July 2, 2020

Action (Consent): 2.03 Approve Civil Service Payroll for June and July 2020

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 Kelly made a motion to approve the consent agenda that included the agenda for August 13, 2020, the minutes from July 2, 2020, and payroll for June and July 2020. Second by Commissioner Maidment, the motion passed 3-0.

3. Regular Agenda

Action: 3.01 Entry-Level Police Officer Testing

Commissioner Wiggins made a motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List. Second by Commissioner Maidment, the motion passed 3-0.

Action: 3.02 Lateral Police Officer Testing

Commissioner Kelly made a motion to approve the testing process to update the continuous Lateral Police Officer Eligibility List. Second by Commissioner Maidment, the motion passed 3-0.

4. CLOSING ITEMS

Discussion: 4.01 Any Business for the Good of the Order

None

Action, Procedural: 4.02 Adjourn

Commissioner Maidment made a motion to adjourn the meeting at 12:14pm

Approved:

Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred August 13, 2020.

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
9/3/2020	Boose, John A	8/31/2020	Firefighter	177	\$ 5,803.86
9/3/2020	Drury, Charles O	8/31/2020	Firefighter	272	\$ 7,246.66
9/3/2020	Evensen, Patrick J	8/31/2020	Firefighter	304	\$ 7,965.90
9/3/2020	Williams, Troy J	8/31/2020	Firefighter	240	\$ 5,580.30
9/3/2020	Barr, Marianne K	8/31/2020	Chief Clerk - PD	168	\$ 4,466.00
9/3/2020	Benfield, Robert D	8/31/2020	Patrol Sergeant	191.5	\$ 6,889.00
9/3/2020	Parker, Alan J	8/31/2020	Patrol Sergeant	165.5	\$ 6,889.00
9/3/2020	Adams, Eric H	8/31/2020	Police Officer	165.5	\$ 5,735.65
9/3/2020	Cole, Tanner C	8/31/2020	Police Officer	165.5	\$ 5,890.63
9/3/2020	Diaz, Salvador M	8/31/2020	Police Officer	187	\$ 6,351.81
9/3/2020	Duede, Jimmy C	8/31/2020	Police Officer	191	\$ 5,911.73
9/3/2020	Fortin, Brian R	8/31/2020	Detective	173.5	\$ 6,334.24
9/3/2020	Harris, Tanner M	8/31/2020	Police Officer	207	\$ 6,915.89
9/3/2020	Langlois, Joseph T	8/31/2020	Police Officer	171	\$ 5,990.39
9/3/2020	Schild, Andrew D	8/31/2020	Police Officer	193.5	\$ 5,599.64
9/3/2020	Schmick, Dylan E	8/31/2020	Police Officer	161	\$ 5,717.05
9/3/2020	Watkins, Daniel I	8/31/2020	Police Officer	167	\$ 6,037.96
9/3/2020	Brink, Brielle M	8/31/2020	Records Clerk	168.75	\$ 3,642.00
9/3/2020	Nordman, Ronald A	8/31/2020	Special Enforcement Officer	160	\$ 4,583.24

I certify that, to the best of my knowledge, this is an accurate and complete listing of all Civil Service employees for the City of College Place as of August 31, 2020

Shawn Doering
Civil Service Secretary/Payroll Clerk

Roger Maidment
Commission Vice-Chair



PLEASE JOIN US

39th Annual Civil Service Conference

Please join us for the 39th Annual Civil Service Conference, which will be held virtually on Tuesday, October 13 and Wednesday, October 14.

Who should attend? The conference provides the Civil Service Commissioner, Secretary and Examiner, other local human resources officials and legal counsel with practical information on best practices and emerging issues they face every day.

Agenda: The conference will offer a condensed version that includes:

- Tuesday, October 13, 9:00 a.m. to noon: Basic Training for New Commissioners & Essentials Refresher for Commissioners and Staff - Steve DiJulio, Foster Garvey
- Wednesday, October 14:
 - 9:00 to 10:30 a.m.: "Bias, Racism and Hiring: What we know, What we don't and What we need," Panel discussion with experts
 - 10:30 a.m. to noon: Public Safety Testing Annual All-Agency Business Meeting

The conference will be complimentary for our guests and hosted via the Zoom platform.

Registration. Please [click here](#) to register for the Civil Service Conference.

Credits. We are pleased to offer both CLE and SHRM credits. We will also offer certificates of completion by request. Credit hours pending.

Questions? For questions related to registration, please contact events@foster.com. For questions about Public Safety's Annual All-Agency meeting, please contact Jon Walters at contact@PublicSafetyTesting.com or 1.866.HIRE.911.

Tuesday, October 13
9:00 a.m. to noon

Wednesday, October 14
9:00 a.m. to noon