

Steilacoom Civil Service Commission Minutes
February 4, 2021

<u>Call to Order:</u>	Vice-chair Maus called the February 4, 2021 regular meeting of the Steilacoom Civil Service Commission to order at 2:02 p.m. via Zoom.
<u>Roll Call:</u>	In attendance were Vice-chair Maus, and Commissioner Lynch. Staff members present were the Town Administrator, Paul Loveless, Chief Tom Yabe, Sergeant Chris Bailey, and Secretary Sterbick.
<u>Approval of Minutes: November 5, 2020</u> Yes: All	Commissioner Lynch moved, and Vice-chair Maus seconded to approve the minutes of the November 5, 2020 meeting as written.
<u>Disqualifications</u> Yes: All <u>Open Competitive Register Certification</u> Yes: All <u>Lateral Register Certification</u> Yes: All <u>Ratification of January Oral Board</u> Yes: All <u>Video Oral Board Discussion</u>	<p>Sergeant Bailey presented names for disqualification. He requested disqualification of the following applicants: Artman, Do, Farrell, Hayes, Holmes, Irvine, Jedidi, Miles, Ramirez-Sanchez, Tyan, Smith, Spindler, and Straus. Sgt. Bailey requested the following names be removed from the open competitive register: Conte, and Sandoval. He also requested Coleman, and McPherson be removed from the lateral register.</p> <p>Commissioner Lynch moved, and Vice-chair Maus seconded to approve disqualification of the names presented.</p> <p>Secretary Sterbick presented an open competitive register dated February 4, 2021 adding names from the January 14, 2021 oral board.</p> <p>Vice-chair Maus moved and Commissioner Lynch seconded to approve the open competitive register dated February 4, 2021 as presented.</p> <p>Secretary Sterbick presented a lateral register dated February 4, 2021 for certification.</p> <p>Commissioner Lynch moved and Vice-chair Maus seconded to approve the lateral register dated February 4, 2021 as presented.</p> <p>Secretary Sterbick asked the Commission to ratify the oral board conducted on January 14, 2021. Since there was not a quorum to conduct a January meeting, Secretary Sterbick sought initial approval via email.</p> <p>Commissioner Lynch moved to ratify the January oral board and Vice-chair Maus seconded ratification.</p> <p>Secretary Sterbick explained Chief Yabe had proposed the idea of utilizing video oral boards during COVID – 19 or in certain circumstances with out-of-state applicants.</p>

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	<p>Vice-chair Maus asked Chief Yabe if there was a downside to using video. Chief Yabe explained, in December, COVID-19 cases were so high he was concerned about applicants/panelists not wanting to participate in an in-person oral board. He felt it might be difficult to recruit panelists for in-person oral boards especially if other departments were holding their own oral boards virtually. In those instances, we would be asking panelists to do something they would not do at their own agencies.</p> <p>Chief Yabe also stated video conferencing is a way for out-of-state applicants to interview without having to go to the expense of having to be here for an in-person oral board.</p> <p>Vice-chair Maus stated she does not have an issue with utilizing video but indicated there is a lot to be gained from interviewing face-to-face. She stated, as long as long as the video does not become the norm, she would be okay with it. Commissioner Lynch concurred.</p> <p>Chief Yabe suggested video oral boards might be beneficial in unique circumstances where in-person interviews are not feasible such as with out-of-state applicants or when military applicants are temporarily out of the area.</p> <p>Secretary Sterbick suggested either defining unique circumstances or, prior to every oral board, obtaining the Commission's approval to conduct a virtual interview. Vice-chair Maus suggested obtaining approval might be more feasible than trying to define various unique circumstances. Commissioner Lynch concurred as well as Chief Yabe.</p>
<u>Background Checks</u>	Chief Yabe explained that there was no longer a need to discuss this topic.
<u>Reports</u>	<p>Chief Yabe reported Chris Bailey has been promoted to Sergeant and Officer Hamrick has been appointed as the Detective.</p> <p>Chief Yabe stated there have been 2 conditional offers of employment and briefed the Commission. He also reported Officer Bentz is now employed by the City of Lakewood.</p>
<u>Adjournment:</u>	Vice-chair Maus adjourned the February 4, 2021 meeting of the Civil Service Commission at 2:38 p.m.