

Steilacoom Civil Service Commission Minutes
September 2, 2021

<u>Call to Order:</u>	Chair Jacobs called the September 2, 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 Chair Jacobs, and Commissioner Lynch. Staff members present were Town Administrator, Paul Loveless, Chief Yabe, and Secretary Sterbick.
<u>Approval of Minutes:</u> August 5, 2021 Yes: All	Commissioner Lynch moved to approve and Chair Jacobs seconded approval of the August 5, 2021 minutes as written.
<u>Applicant Withdrawal</u> <u>Yes, All</u>	<p>Chief Yabe reported Mr. Briggs requested removal of his name from the lateral register as he has relocated.</p> <p>Commissioner Lynch moved to accept the withdrawal and Chair Jacobs seconded.</p>
<u>Discussion Rule</u> <u>6.20.040(3)</u>	<p>Chief Yabe stated feedback from oral board panelists has been that our 1-5 scoring system presents challenges in not giving panelists the ability to score candidates within the passing range. A score of 70% is required to pass. Chief Yabe indicated, at present, a score of 3 is 60% and a score of 4 is 80% so, in practice, for the panelists seeking to know if a candidate is passing a question, the only two options providing a passing score on a question would be a score of 4 or 5. Chief Yabe requested an expansion of scoring to allow for more differentiation within the passing scores and suggested scoring of 1-10 instead of 1-5.</p> <p>Chief Yabe suggested modifying scoring to be 1-10 instead of 1-5. As an example, he suggested the following ranges 1-2 range, 3-4, 5-6, 7-8 and 9-10. This, he stated, would give the panelists the ability to more accurately score the oral board participants.</p> <p>Chair Jacobs stated he would like to see the range from 0-10 with 0 being unresponsive or providing a response not correlating to the question. He proposed the rating of 1-5 would be the same definition as for 1 currently (applicant is unsuited). The rating for number 6 would be the same definition as for number 2 currently (slightly below acceptable). The rating for number 7 would be the same definition as for number 3 currently (minimally acceptable level of transferable skills). The rating for numbers 8 and 9 would be the same definition as for number 4 currently (suitable /average response). The rating for number 10 would be the same definition as for number 5 currently (above average). Chair Jacobs also suggested you could make numbers 9 and 10 the same definition as for number 5.</p> <p>Commissioner Lynch discussed the 70% passing score and rank ordering of applicants.</p>

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<p><u>Discussion Rule 6.10.090(17)</u></p> <p><u>Oral Board – October</u></p> <p><u>Yes, All</u></p>	<p>Chair Jacobs stated each question has expectations of what should be included in the answer. He suggested going to 10 point scoring in which applicants are scored as they answer the question. He recommends each question provides those on the panel with a breakdown of what is considered essential/positive to have in response to the question. He indicated this would give panelists parameters in which to apply scoring of 0-10.</p> <p>Chair Jacobs asked Chief Yabe to draw up a scoring matrix for the October meeting.</p> <p>Chief Yabe asked the Commission, in light of recent legislative changes to reclassifying drug possession/use, if they wished to reevaluate the civil service disqualifiers related to drugs. Chief Yabe indicated some police departments have elected not to change their policies. Chair Jacobs and Commissioner Lynch stated a preference to have the disqualifiers remain status quo.</p> <p>Secretary Sterbick requested the Commission grant approval to conduct an oral board in October, and to have Chief Yabe select panelists/questions.</p> <p>Commissioner Lynch moved to approve Chief Yabe moving forward with his oral board selections. Chair Jacobs seconded.</p>
<p><u>Reports</u></p>	<p>Chief Yabe reported three people in the academy. He indicated the first recruit is to graduate in about a month and anticipated another to graduate the month following and a third the month following.</p> <p>Chief Yabe stated he was still awaiting a response to his grant proposal.</p> <p>Commissioner Lynch suggested reading the September 2, 2021 <i>Seattle Times</i> article on the challenges law enforcement faces in dealing with mental health issues.</p>
<p><u>Adjournment:</u></p>	<p>Chair Jacobs adjourned the September 2, 2021 meeting of the Civil Service Commission at 2:44 p.m.</p>