

Steilacoom Civil Service Commission Minutes
October 7, 2021

<u>Call to Order:</u>	Chair Jacobs called the October 7, 2021 regular meeting of the Steilacoom Civil Service Commission to order at 2:30 p.m. via Zoom.
<u>Roll Call:</u>	In attendance were Chair Jacobs, Vice-chair Maus, and Commissioner Lynch. Staff members present were Town Administrator, Paul Loveless, and Secretary Sterbick.
<u>Approval of Minutes:</u> September 2, 2021	Commissioner Lynch moved to approve and Vice-chair Maus seconded approval of the September 2, 2021 minutes as written.
Yes: All	
<u>Oral Board</u>	Secretary Sterbick stated, prior approval of the October oral board did not designate whether the oral board would be in-person or virtual. She asked that Commissioners approve both as two of the applicants are from out-of-state.
<u>Yes, All</u>	Vice-chair Maus moved to approve the October oral board as being a combined in-person and virtual oral board, Commissioner Lynch seconded.
<u>Rule 6.20.040(3)</u> Oral Board Scoring	Secretary Sterbick presented a copy of the oral board rating revisions as well as a legislative update to rule 6.20.040.3 supporting the revised rating system.
	Chair Jacobs requested the third sentence in the third paragraph eliminate '100' so that the applicant's final oral board score remains in decimal form (applicants total points divided by total possible points) prior to being multiplied by the percentage of the assigned weighted average.
	Commissioner Lynch questioned the descriptive language associated with the oral board rating values.
	Vice-chair Maus suggested consistency with language used and Commissioner Lynch agreed. She suggested using degrees of one descriptive term. Commissioner Lynch and Chair Jacobs suggested not using the word 'average'.
	Chair Jacobs suggested providing examples of responses that would be definitive of each rating as with the rating description used in defining the rating of '7'. He suggested using the ratings presented and current language defining the ratings for the October oral board only. He recommended asking panel members what would be helpful to them as raters before formulating new definitive language.
	Commissioner Lynch suggested asking Chief Yabe to provide distinguishing commentary for the new ratings at the November 4 th meeting.

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<u>Yes, All</u>	Commissioner Lynch motioned to move forward with the oral examination rating schedule as presented for the October oral board only. Vice-chair Maus seconded
<u>Reports</u>	<p>Paul Loveless reported Recruit Palma graduated the academy today and would then enter FTO training. He stated there were two additional recruits currently at the academy and reported they are doing well.</p> <p>Commissioner Lynch inquired as to vaccination status of employees. Mr. Loveless indicated the Officers are EMTs and therefore subject to the governor's proclamation.</p>
<u>Adjournment:</u>	Chair Jacobs adjourned the October 7, 2021 meeting of the Civil Service Commission at 3:00 p.m.