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Secretary Sterbick added that Detective Bailey had spoken to this applicant on the phone more than once. Detective Bailey said it was at least three occasions. Secretary Sterbick pointed out that it wasn't as if Detective Bailey attempted and failed to contact the applicant, he was able to speak to him on three occasions and requested the information from him.

Chair Jacobs said he had a problem with the fact that the candidates were treated differently.

Secretary Sterbick pointed out that they were unable to reach the first candidate by any of the three methods: phone, email or certified mail.

Chief Rodriguez mentioned that it shows who wants the job.

Chair Jacobs said the question is not: who wants the job, the question is: if the Town and Commissioners are doing the right thing. Chair Jacobs continued that there needs to be consistency in the way that the applicants are being contacted. When asked if he was becoming upset, Chair Jacobs explained that he does not want to go through another situation like Harper where the Town's money was wasted. He continued that now they are presented with five names all of which represent potential challenges and potential costs to the Town which is unacceptable unless they know there has been a consistent application in attempting to get things done.

Chief Rodriguez asked to speak and asked how many times they would need to ask an applicant to get documents to them especially when they were told face-to-face and it is indicative of them not being able to follow directions.

Chair Jacobs agreed that it may be but if they were going to send certified mail to one applicant then they should send certified mail to everybody. He continued that they were not going to single out people and approach the way they investigate them differently.

Detective Bailey said he thought the confusion here was that Mr. Burgman applied for a position and never once were they able to make contact with the applicant. Detective Bailey continued that with Mr. Lababara, not only did they contact him, he sat for an oral board, passed as number one, he was offered a personal history statement to be completed and returned by a certain date, he did not return the information on that date nor the documentation to show his qualifications, he was contacted by email, he was contacted by phone, but he failed to provide the information that was asked of him. Detective Bailey asked if after all this he should be sent certified mail.

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Chair Jacobs said the applicant should be sent certified mail advising him of the obligation to respond within a particular timeframe and that they have evidence that they have contacted him. Chair Jacobs added that since the mail is certified by a third party they have corroboration.

Vice-chair Maus said that in this instance if Detective Bailey had spoken to him on the phone it seemed he didn't feel certified mail was necessary, it was necessary in the first case because no one was able to contact the applicant by phone. Vice-chair Maus continued that maybe in some cases it isn't necessary to send certified mail and it was her thought that this is one of the cases where it is not necessary.

Chair Jacobs said a couple years ago there was an issue in regard to the way that the applicants were contacted and at that time the Commission agreed that they should all be done the same way and that certified mail should be done in each case. Chair Jacobs continued that a deadline should be established and phone, email and certified mail should be used to communicate that date.

Vice-chair Maus asked if this individual would have been hired based on his driving record being an unacceptable risk to the Town.

Chief Rodriguez said this person would absolutely not have been hired based on his driving record.

Vice-chair Maus asked if the candidate had been notified that he was being removed from the register also based on his driving history.

Secretary Sterbick let her know that would occur after the meeting depending on what the Commission decided. Secretary Sterbick continued that if the Commission removes his name then he will be sent notice that his name has been removed and that he has the right to appeal.

Chair Jacobs asked what was the evidence for the driving record.

Detective Bailey explained that it was a report from multiple states and through candidate's own admission on his personal history statement.

Chair Jacobs asked if the record was consistent.

Detective Bailey provided the record to Chair Jacobs and then read aloud from the report for Mr. Lababara's background investigation.

Chair Jacobs asked for Mr. Lababara's date of birth and Detective Bailey said he didn't believe he was allowed to disclose that and that they are not allowed to discriminate based on age.

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<b>Alexander Polmikolski</b>	<p>Chair Jacobs said his concern was if any of the items on the candidate's record happened while he was a juvenile.</p> <p>Detective Bailey said that once a person is sixteen years of age they are responsible for all of their driving activities.</p> <p>Chair Jacobs continued to the next applicant Alexander Polmikolski.</p> <p>Detective Bailey gave a brief synopsis that the candidate had failed a polygraph with the City of Issaquah before applying with the Town, which was an automatic disqualifier.</p> <p>Chair Jacobs asked if there was substantiation from Issaquah.</p> <p>Detective Bailey replied that there was very extensive substantiation but he believed it would take up to an hour to read. Detective Bailey gave an overview.</p> <p>Chair Jacobs asked if these were all acknowledged by the candidate.</p> <p>Detective Bailey said the candidate admitted to these and more during his polygraph for Issaquah.</p> <p>Chair Jacobs went on to the next candidate Christopher Rushing.</p> <p>Detective Bailey explained that this candidate failed to respond after attempts to contact him on three occasions.</p> <p>Chair Jacobs asked how he was contacted. Detective Bailey said by phone, email and certified mail.</p> <p>Chair Jacobs asked how long the candidates were given to respond in each case.</p>
<b>Christopher Rushing</b>	<p>Detective Bailey explained that the dates are in the reports and he read from the report stating on 7/27/2016 Rushing had not completed his personal history questionnaire, human resources contacted him and asked him to have his personal history questionnaire completed by 8/8/2016 which he failed to do.</p> <p>Chair Jacobs asked when the certified letter was sent out.</p> <p>Secretary Sterbick said she did not have that certification.</p>

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Detective Bailey explained that he was advised by Secretary Sterbick that the candidate did not provide the personal history statement which is the first step to applying to any job so for all intents and purposes he never applied so he was disqualified.

Secretary Sterbick explained her process of going online to Public Safety Testing where the test scores are sent, there is generally a one or two-page application and the candidate is supposed to fill out a personal history statement online but the personal history statement was not there. She continued that she requested the statement be provided by 8/8/16 but the applicant did not follow through.

Chair Jacobs asked how the candidate was notified.

Secretary Sterbick said she was not sure how the candidates were notified but she has had other individuals who she has notified and requested information through Public Safety Testing and the applicants completed the request in the time allowed.

Chair Jacobs asked if they actually know that the candidate got notified.

Secretary Sterbick said she had not checked with Public Safety Testing to see if they could verify the applicant had logged in and checked his email.

Chair Jacobs said that is something to follow up on and see what they did in this case.

Detective Bailey said that he had misspoke when he said this candidate had been contacted three times but the actual reason he was excused from the process is for defective or incomplete application. Detective Bailey continued that this candidate never even submitted an application and without the initial process he is not considered for an oral board.

Chair Jacobs asked if the candidate from one of the prior discussions, Zachary Burgman, had completed the application. Detective Bailey said yes he did.

Chair Jacobs asked if he was notified by Public Safety Testing and if it had been checked by Secretary Sterbick.

Secretary Sterbick said she did not generally call to check on this.

Chair Jacobs said he wanted to know if the Personal History Statement was found on Public Safety Testing for Burgman.

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After checking her notes, Secretary Sterbick confirmed that his Personal History Statement was there.

Chair Jacobs asked how the process goes from here.

Secretary Sterbick explained that she pulls the Personal History Statement from Public Safety Testing.

Detective Bailey added that he then takes a look at the applicant's Personal History Statement to see if the applicant appeared to be qualified to attend an oral board then the applicant gets the offer to attend the oral board.

Chair Jacobs asked what didn't the candidate have.

Detective Bailey explained that the candidate didn't respond so telephone contact was attempted twice, then email contact was attempted and finally contact was attempted via certified mail, all with negative results. Detective Bailey said this candidate was disqualified because they couldn't get ahold of him after three different forms of trying to contact him.

Chair Jacobs said the Commission expects the candidates to be contacted in a timely matter, with a date to respond and that all the applicants are treated similarly.

Commissioner Lynch asked Secretary Sterbick when is the first time someone from the Town of Steilacoom talks directly to one of the candidates.

Secretary Sterbick replied that it's Detective Bailey, who either has a question regarding items on the Personal History Statement or is checking to see if the applicant is interested in sitting for an oral board.

Commissioner Lynch asked if the HR Director has any contact with the prospective candidate in the process.

Secretary Sterbick replied that the only time she does is at the oral board and just after the oral board in regard to their scores.

Commissioner Lynch said it sounds like we are operating under the assumption that the testing company is getting everything that they need and that we are getting everything that we need to have someone who we think is applying.

Secretary Sterbick explained that she does not know how Public Safety Testing checks to see if the applicants have logged in.

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Commissioner Lynch said that he is concerned about the process where a prospective employee of the Town of Steilacoom never talks to anyone about the position until the background investigation or an oral board is started so basically they don't apply to the Town of Steilacoom, they apply to Public Safety Testing.

Secretary Sterbick explained that they submit their applications to Public Safety Testing and they select the places that they want to apply to.

Commissioner Lynch asked since they select places to apply to they are never applying to the Town of Steilacoom directly.

Secretary Sterbick confirmed that it is through Public Safety Testing.

Commissioner Lynch said that he feels that is part of the problem and the second part of the problem is that all these people were approved to be on a competitive list before they were even certain they were going to apply to the Town of Steilacoom. He continued to say that thirdly the process continues to have burps in it and the process isn't consistently followed with phone, email and certified mail. Commissioner Lynch added that he applauds the efforts that have been made because he knows how frustrating it can be when no one responds. He continued to say that the biggest problem is the applicants are applying to one to six prospective places and not directly to the Town of Steilacoom and he thinks there should be a better way to do this.

Vice-chair Maus asked what kind of contact would the Commission be expecting from the applicant. She said that she agrees that part of the problem is that the applicant never talks to the Town in the process until they get to Detective Bailey.

Commissioner Lynch said that if the Town posts a position the applicant should respond to the HR Director at least initially.

Secretary Sterbick said that she has about one hundred names on a list with scores above 70, then she creates a spreadsheet with added names every month, when they decide to create a list for an oral board she takes the top applicants and then Detective Bailey makes contact to see if they are interested in sitting for an oral board, so that is the time when the applicants are spoken to. Secretary Sterbick said that it would be very difficult to make contacts before this time because the list is always in flux and once the contact is made the applicants will continue to call to see where they are on the list.

Commissioner Lynch said he is not trying to make Secretary Sterbick's job any more difficult than it is but if he was an applicant and he hadn't heard

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from anyone he might be pretty surprised to all of a sudden receive a call from Steilacoom.

Chief Rodriguez said the applicant is checking boxes to say that they want to be considered for certain police departments.

Commissioner Lynch asked where has the Town of Steilacoom announced the position.

Chief Rodriguez said that it is announced in several different mediums.

Commissioner Lynch asked if there is a way for people who are truly interested in Steilacoom to come directly to Steilacoom and then get into the Public Safety Testing since there are probably a lot of people who have gotten onto the list but who really don't care about coming to Steilacoom and they are wasting time and the Town's money.

Detective Bailey added that Public Safety Testing gives military members the opportunity to apply to several different departments but generally he agrees with Commissioner Lynch.

Commissioner Lynch went on to explain that he feels hiring is too personal to be left to a computer system.

Secretary Sterbick explained how the applicants can pick a certain number of cities to apply to for a certain amount of money.

Commissioner Lynch asked how many applicants come talk to someone in the department about job opportunities.

Chief Rodriguez said that about four or five people per month come to the department to ask about job opportunities, they give them the spiel and they direct them to Public Safety Testing.

Chair Jacobs said he wanted to go back to how much it costs to sign up with Public Safety Testing.

Chief Rodriguez said he believes for \$35 you can sign up for five agencies and for \$70 you can do ten agencies and for \$100 it's unlimited.

Chair Jacobs asked if they have any way of knowing if the people on the list were really interested in Steilacoom. Chair Jacobs said that his point is that they treat all of the applicants the same way, they communicate with all of the applicants the same way and they have documentation to support it when there is a challenge in order to protect the Town.

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Commissioner Lynch asked if anyone who is interested and comes directly to the Town can be sent to the HR Director.

Secretary Sterbick explained that the Town used to conduct written examinations before they used Public Safety Testing.

Commissioner Lynch said he understood that and that Public Safety Testing had been helpful but they have not been the panacea for everything in fact they may have caused more work in sifting through leftover applicants. Commissioner Lynch continued that maybe there is a way to capture the best of both worlds and if there were really four or five applicants per month that are coming to ask questions in person they would be more valuable than ten that aren't really interested.

Secretary Sterbick explained that they do list the disqualifiers on Public Safety Testing and a lot of times it seems the applicants don't read the qualifications and they apply anyway.

Commissioner Lynch said he understands that it's a huge effort to come up with all the information the applicants need.

Chief Rodriguez said he wanted to propose the idea of a certified letter from HR to the applicant to open up the process, being fiscally responsible, not opening up the Town to risk.

Commissioner Lynch agreed that that could be a good first step and that a letter from the HR Director of the Town of Steilacoom would seem important and would help the candidate reprioritize their interest and lets them know they came to the attention of the Town.

Chair Jacobs said that it doesn't actually have to be the HR Director who writes the letter, it could be a standard letter with the HR Director's signature and the Town of Steilacoom's logo.

Vice-chair Maus asked if they were saying a letter from the HR Director awakens the applicant more than direct contact from the police department itself.

Commissioner Lynch said he thought so.

Secretary Sterbick said that when the names are received on the spreadsheet and she sends a letter, shouldn't the letter say what is missing in the application otherwise the individual will assume that the Town has everything that they need because they have received acknowledgment. She continued that for each of the one hundred people on the list could

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they review and make sure they had all of the information they need pre-oral board because that would be extremely labor intensive.

Vice-chair Maus used the example of Mr. Burgman who hadn't provided all the information that was needed and asked if Secretary Sterbick would then have to track what comes in.

Chair Jacobs said no, it would go to Public Safety Testing and then they would notify the applicant. Chair Jacobs continued that what gets hung up is that they have the Town's Personal History Statement. Chair Jacobs asked if the Town checks in with anyone who is not high enough for the oral board.

Secretary Sterbick responded that they take the top ten to twelve names when they are ready to conduct the oral board and they pull those names.

Chair Jacobs said that's what they should be doing, they don't need hundreds of names, they just need the names that they are going to pull for the oral board.

Secretary Sterbick pointed out that those names change every month.

Chair Jacobs asked if there is a way to freeze the list when we establish a vacancy and then start doing the notifications.

Secretary Sterbick said that in practice this is what is already done.

Commissioner Lynch said he wanted to go back to the original question and find out how many names are on the register right now.

Secretary Sterbick said she would have to look but she estimated there were five right now.

Commissioner Lynch asked if that included the five in question today.

Secretary Sterbick said that only two of those were from the register.

Commissioner Lynch asked what was the duration that those names have been on the list.

Secretary Sterbick responded that they are on the list for eighteen months.

Commissioner Lynch asked if anyone follows up with the applicants during the eighteen months.

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Secretary Sterbick explained that they do not maintain contact with them during the duration of the list to see if they are still interested.

Commissioner Lynch asked if the applicants were ever notified that they were on the list.

Secretary Sterbick confirmed that they were and they were notified that they would be on the list for eighteen months, where they scored, their position on the list as of the date it was certified, they are given the expiration date and they are notified that with any subsequent oral boards their position is subject to change.

Chair Jacobs said once there is the need for an oral board it triggers the list to freeze.

Secretary Sterbick said that is what they do.

Chair Jacobs asked what is the issue and said that he is lost. He said his only concern is that they are not wasting the Town's money by conducting oral boards and hearings without doing an adequate investigation in the background and that we are ensured that each applicant is treated consistently. He continued that everything else seems to be in place except that two of the commissioners would like to see some kind of communication with the applicant prior to the oral board confirming that they are an applicant for the Town of Steilacoom and advising them that they need to complete the application process. Chair Jacobs continued that he is not talking about Detective Bailey doing this he is talking about the Town doing this.

Secretary Sterbick explained that Detective Bailey does a pre-oral board interview with the applicants and she asked Chair Jacobs if he would rather see her do the pre-oral board interview.

Chair Jacobs said no, he wants the applicants notified that the Town has their application, and that it is either complete or incomplete and if it is incomplete they need to do the following things by a fixed date and this should be sent certified mail.

Secretary Sterbick said it sounds like they need to lengthen the period before the oral board where she makes contact and she reviews to make sure that Detective Bailey has everything that he needs.

Chair Jacobs said this should be done in concert, he said they either get a certified letter that says what they still need to do or they hear from Detective Bailey about what to do next.

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Secretary Sterbick said this would lengthen the time it takes to prepare for oral boards.

Chair Jacobs said it doesn't seem like it should.

Detective Bailey explained that lengthening the process could make it less likely that they even get to see applicants if they are hired by another agency. He also said that certified mail costs about \$5 per letter so in an effort to save money for the Town of Steilacoom would it be possible for a form letter to be created that could be emailed directly to the applicant.

Secretary Sterbick described the proposed process. If Detective Bailey asked for a certain number of names, then Secretary Sterbick would download applications and Personal History Statements from Public Safety Testing. In addition, she would be required to request any information that is not there but needed. She questioned whether, at this time, the Commission was saying something should be sent in writing informing applicants the Town was considering their name for an oral board and requesting their personal history statement by a designated date. Secretary Sterbick said this would be redundant in that it would have already been done electronically.

Chair Jacobs said that he was not saying that Secretary Sterbick had to do this but he is saying that the information that Detective Bailey is lacking needs to be identified to the applicant by certified letter with a certain date to respond with a second form that needs to be returned to the Town of Steilacoom that says they are no longer interested and wish to be deleted from the list. He said that way it is documented.

Secretary Sterbick asked what they should do if the applicant does not return that form.

Chair Jacobs said to make a phone call.

Detective Bailey said that he already does all the steps that Chair Jacobs just spoke of when he gets the packet from Secretary Sterbick.

Chair Jacobs said except that they don't send out a request for the applicant to respond about missing stuff.

Detective Bailey said he agrees all those steps need to occur and maybe they are happening too late but he doesn't think they can charge Secretary Sterbick with that responsibility with the amount of applicants they have.

Chair Jacobs said he does not care who is in charge of the responsibility. He said if it needs to go out on HR Department letterhead then it should be

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<p><b>Schmidt</b></p>	<p>sent out on HR Department letterhead because it doesn't matter to the Commission who sends it but the HR Director should be the one who signs it because Commissioner Lynch believes it carries more weight.</p> <p>Commissioner Lynch said that the applicant hasn't applied to the Town of Steilacoom, they have applied to Public Safety Testing and what needs to happen is those need to be separated and whatever it takes to get five names, they get a letter from the Town of Steilacoom saying "Thank you for your interest in the Town of Steilacoom, we are interested in you," and now they are no longer waiting for six months to see if anyone cares.</p> <p>Commissioner Lynch continued to explain what is very disturbing to him is that someone can be number one on the list from the oral boards like Lababara and be a failure to begin with. He said the system has got to be tweaked so they are not having an oral board with people who shouldn't be that far in the process.</p> <p>Chair Jacobs asked about applicant Schmidt.</p> <p>Detective Bailey went over the applicants use of marijuana and Adderall, he explained that Adderall is a prescription narcotic (not prescribed for him) and a potential disqualifier. Detective Bailey summarized that the applicant was disqualified for ever making illegal use of a controlled substance.</p> <p>Chair Jacobs asked if applicant had admitted this information in writing.</p> <p>Detective Bailey said the applicant had.</p> <p>Chair Jacobs said that he does not have any problems as long as they have substantiation but it drives him crazy when they lack substantiation and it costs the Town when they wind up having to go through a hearing.</p>
<p><b>Rushing</b></p>	<p>Chair Jacobs asked if Rushing was notified through certified mail. Detective Bailey said he was not notified by certified mail because he had not reached the point in the process where he was considered a candidate because he hadn't completed the application.</p>
<p><b>Burgman</b></p>	<p>Chair Jacobs asked for confirmation that Burgman had completed the process but didn't respond. Detective Bailey said that was correct.</p>
<p><b>Polmikolski</b></p>	<p>Chair Jacobs asked to be reminded why Polmikowski was being requested to be disqualified.</p> <p>Chief Rodriguez responded that it was polygraph failure.</p> <p>Chair Jacobs asked to be reminded of the attempted deception or fraud.</p>

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Chief Rodriguez explained that the applicant answered questions to the point that the polygrapher detected deception. He further explained that there were a number of indicators that the polygrapher passed on to Detective Bailey and were listed in his report.

Chair Jacobs asked for a motion regarding the list and a motion for changes the Commission wants made.

Secretary Sterbick said that what they generally do is discuss the changes in one meeting and actually change it at another.

Chair Jacobs asked if it is in their rules to have 1) a consistent application of notice, 2) some notice from the Town to the applicants.

Secretary Sterbick said a notice from the Town to the applicant is not specifically in the rules however the other requiring notification by phone, email and certified mail is in the rules.

Commissioner Lynch said since they are talking about two elements of process, one at the beginning when the person applies, and the discussion had indicated that maybe this needs to be refined but we don't have to do that today. Commissioner Lynch said that second is the process to notify to remove from the list which is phone, email and certified mail applied consistently across the board.

Vice-chair Maus made a motion for the removal of the five names from the hiring process or the register dated October 20, 2016. Commissioner Lynch seconded the motion.

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<b>Yes: All</b>	
<b><u>Discussion/Action</u></b> Amending Process	<p>Chair Jacobs asked Secretary Sterbick if she had a fairly good idea of how they wanted to make the process amended.</p> <p>Secretary Sterbick said that she did. Chair Jacobs asked if the phone, email and certified mail was already in the rules, why wasn't it done. Secretary Sterbick said she would be speaking for Detective Bailey that he did make contact.</p> <p>Chair Jacobs said if it says all three why wasn't that done.</p> <p>Commissioner Lynch said it seems if either phone or email was successful why would they need to follow up with certified mail.</p> <p>Chair Jacobs said it is for documentation that is irrefutable.</p> <p>Detective Bailey said that email is irrefutable and to spend \$5 on every applicant would be an astronomical expenditure for the Town.</p> <p>Vice-chair Maus said she's not sure she wants to have Detective Bailey spending his time making these phone calls if they are going to follow up anyway with a certified letter.</p> <p>Chair Jacobs said he wants something that is certifiable and verifiable. Secretary Sterbick asked if Detective Bailey receives an email back that says the applicant is no longer interested then it's her understanding that they don't need to follow up with anything else. Chair Jacobs said it depends on what they have put in their rules.</p> <p>Secretary Sterbick pointed out that at that point they have made contact.</p> <p>Commissioner Lynch said that whatever is done whether it be phone, email or certified mail it needs to be documented and he believes the information that has been recorded is documenting emails and telephone calls.</p> <p>Chair Jacobs asked if Harper had been followed up with by phone, email or certified letter in regard to taking the polygraph with Kent rather than Lacey.</p> <p>Chief Rodriguez said there was no reason to follow up because it was admitted to at the hearing.</p> <p>Chair Jacobs said that the reason they were at the hearing is because someone didn't follow up with that question.</p>

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	<p>Chief Rodriguez said that Harper had not followed up with the request for release of information.</p> <p>Chair Jacobs said for the want of a phone call they spent a lot of money.</p> <p>Detective Bailey said he didn't understand why Chair Jacobs is saying he should have sent Harper a certified letter to confirm what he just heard on the phone.</p> <p>Chair Jacobs said it could have been an email.</p> <p>Detective Bailey said there was email and her own personal history statement.</p>
<b><u>Reports:</u></b>	None
<b><u>Adjournment:</u></b>	Chair Jacobs adjourned the October 20, 2016 meeting of the Civil Service Commission at 12:15 p.m.