

Civil Service Commission Minutes
August 1, 2019

<u>Call to Order:</u>	Chair Jacobs called the August 1, 2019 meeting of the Steilacoom Civil Service Commission to order at 2:00 p.m. in Town Hall.
<u>Roll Call:</u>	In attendance were Chair Jacobs, Vice-chair Maus, and Commissioner Lynch. Staff members representing the Town were Chief Rodriguez, Detective Bailey, Town Administrator, Paul Loveless, Tim Tweet, and Secretary Sterbick. Attorney Larry Hoffman was present to represent the Town.
<u>Approval of Minutes:</u> May 2, 2019 Yes: All	Commissioner Lynch moved and Vice-chair Maus seconded to approve the minutes of the May 2, 2019 meeting as written.
<u>Discussion/Action:</u> <u>Appeal Hearings</u> Yes: All	<p>Secretary Sterbick stated there were two appeal hearings scheduled, one for Hanley and one for Groshell. She contacted both on Tuesday, July 30, 2019 to confirm attendance. At that point, Mr. Hanley stated he wished to withdraw his appeal and confirmed via email. Secretary Sterbick stated she reached out to Mr. Groshell again (via phone) on Wednesday, July 31, 2019. She reported Denise Bollman (coworker) was present for that phone call.</p> <p>Ms. Sterbick asked Mr. Groshell if he intended to be present for the appeal. Mr. Groshell indicated he thought the appeal hearing was set for later in August and therefore had made plans to travel to China. Secretary Sterbick stated notification of the August 1st hearing had been sent to him on June 13th via letter and on June 25th, the same letter was sent via email. The purpose of this letter was to reschedule the hearing for August 1, 2019.</p> <p>Mr. Hoffman asked that the Commission first take action on Mr. Hanley's request to abandon his appeal.</p> <p>Commissioner Lynch motioned to accept Mr. Hanley's request and Vice-chair Maus seconded.</p> <p>Mr. Hoffman then went on to address Mr. Groshell's appeal explaining that Mr. Groshell did not respond to the initial attempts from Detective Bailey to reach him via phone, email, and surface mail. Mr. Groshell's inaction prompted action to remove his application from the hiring process. Mr. Groshell appealed stating he was interested in appealing if the appeal process would accommodate his schedule. Subsequent correspondence involved two notices rescheduling the appeal hearing. During this time, Ms. Sterbick heard from Mr. Groshell once when he acknowledged receipt of the email rescheduling the hearing.</p> <p>Ms. Sterbick had reached out to Mr. Groshell to confirm attendance at the appeal hearing. Mr. Groshell stated he had attempted many times to reach</p>

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out in response to employment to the Town. Mr. Groshell had not reached out to Ms. Sterbick to indicate he would not be at the appeal hearing today. Mr. Hoffman asked the Commission to either reschedule Mr. Groshell (has asked for something to fit his schedule) or deny the appeal. Chair Jacobs noted if his ticket to China had been purchased a month ago as Mr. Groshell stated, it was after he received notice the appeal hearing was to be August 1, 2019.

According to Mr. Hoffman, Mr. Groshell had plenty of opportunity to contact the Town in regard to not being available for the hearing today. Mr. Hoffman commented that the Town arranged for conflict counsel to represent the Commission while he represented the Town. Since Mr. Groshell was not going to be present, conflict counsel was canceled. Mr. Hoffman submitted that Mr. Groshell has not had contact and has scheduled a trip on the date of the appeal hearing.

Mr. Hoffman stated it was the Town's position the Commission find that Mr. Groshell's appeal be denied.

Commissioner Lynch discussed Mr. Groshell's unresponsiveness.

Vice-chair Maus referred to Mr. Groshell's request that the appeal would accommodate his schedule/availability. She stated he works Monday-Friday so that would leave the weekend or evenings.

Commissioner Jacobs stated Mr. Groshell had knowledge of the appeal before travel arrangements were made to China.

Secretary Sterbick indicated she contacted Mr. Groshell and if she had not, the Commissioners would have convened for the appeal hearing and Mr. Groshell would have failed to appear.

Mr. Hoffman pointed out that it's Mr. Groshell's failure to appear for the appeal hearing is the reason for the denial of the appeal.

Chair Jacobs stated it is the burden of the Town to give notice of the appeal and it is the burden of the appellant to appear.

Chair Jacobs called for a motion.

Larry Hoffman requested that the Commission simply deny the appeal.

Vice-chair Maus motioned to deny Mr. Groshell's appeal under civil service rule 6.10.090(11), Commissioner Lynch seconded.

Yes: All

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<p><u>Reports:</u></p>	<p>Secretary Sterbick addressed the Commission's request to gather information on the drug policies of other police departments. She presented information from two departments. Chair Jacobs requested the Chief look at a dozen other departments in providing the information. He sated he would like the information to be from departments 'comparably located' from the west side but would also accept east side cities like Yakima, Tri Cities, Spokane, but not Ephrata.</p> <p>Commissioner Lynch addressed the Town's phone system and stated it would be to the Town's benefit to have their phone number identified to the receiver.</p> <p>Chair Jacobs indicated the Town's number shows as an 800 number on his system. He stated it depends on the receiver's phone provider as to how the incoming call is displayed. He suggested letting the phone ring 6-10 times before terminating the call and recording the number of rings if the call is made on behalf of the Commission.</p>
<p><u>Adjournment:</u></p>	<p>Chair Jacobs adjourned the August 1, 2019 meeting of the Civil Service Commission at 2:36 p.m.</p>