

Steilacoom Civil Service Commission Minutes
July 2, 2020

<u>Call to Order:</u>	Vice-chair Maus called the July 2, 2020 meeting of the Steilacoom Civil Service Commission to order at 2:00 p.m. in the Steilacoom Community Center.
<u>Roll Call:</u>	In attendance were Vice-chair Maus, and Commissioner Lynch. Staff members present were Town Administrator, Paul Loveless, Chief Yabe, Detective Bailey, and Secretary Sterbick.
<u>Approval of Minutes:</u> June 4, 2020	Commissioner Lynch moved and Vice-chair Maus seconded to approve the minutes of the June 4, 2020 meeting as written.
Yes: All	
<u>Disqualification</u>	Secretary Sterbick informed the Commission Public Safety was seeking to disqualify Mr. Macleod. Detective Bailey explained the primary reason for the disqualification. Commissioner Lynch motioned to approve the disqualification, Vice-chair Maus seconded.
Yes: All	
<u>Sergeant Promotional</u>	Secretary Sterbick explained Chief Yabe was the subject matter expert working with Public Safety Testing for the upcoming Sergeant Promotional Exam. She stated Chief Yabe wished to discuss scoring of the examinations. Chief Yabe discussed the written examination and the assessment center minimum score threshold. He referenced Steilacoom Civil Service Rule 6.20.010.3 where 70% is currently considered passing on a written examination and rule 6.30.010.1 where two or more parts shall be graded with a minimally acceptable score of 70% for each. Chief Yabe presented an excerpt from Lakewood's Civil Service Rules, section 8.6, and proposed the Commission allow the ability not to have a minimum score for either of the tests. He suggested this would give more latitude in considering all applicants. Vice-chair Maus indicated she understood his intent but questioned why we would not want to score testing elements. She asked how we would make the determination without scoring each stage of the testing. Commissioner Lynch suggested Chief could have more control over testing elements by deciding topics & sources for the written exam. He indicated there should be a rating standard. Chief Yabe questioned how internal vs external candidates in an open competitive Sergeant's examination would be evaluated when nothing is known about the external applicant(s). He suggested the Commission consider crafting a section for promotional scoring or give an option to not have a minimum passing score.

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<p><u>Lateral & Open Competitive Oral Board</u></p> <p>Yes : All</p>	<p>Vice-chair Maus said she could appreciate the discussion but would have difficulty in giving a test and not having a standard.</p> <p>Paul Loveless stated scoring in the civil service rules exists to assist in objective selection.</p> <p>Commissioner Lynch indicated a compelling case had not been made. He stated he did not see it any other way.</p> <p>Vice-chair Maus agreed.</p> <p>Paul Loveless suggested Chief focus on areas of desired skills/abilities when constructing the tests.</p> <p>Secretary Sterbick stated the department wished to conduct a combined lateral and open competitive oral board in the next two months. She requested the Commission grant Chief the authority to select oral board panelists and questions.</p> <p>Commissioner Lynch motioned to approve and Vice-chair Maus seconded Chief Yabe selecting oral board panelists/questions for an upcoming combined lateral/open competitive oral board.</p>
<p><u>Reports:</u></p>	<p>Chief Yabe stated backgrounds were still being conducted to fill an open position. He reported the academy has been limited in conducting classes and he would like to consider laterals.</p> <p>Paul Loveless reported the Town is still in phase 2 of the reopening.</p>
<p><u>Adjournment:</u></p>	<p>Vice-chair Maus adjourned the July 2, 2020 meeting of the Civil Service Commission at 2:53 p.m.</p>