



**Regular Meeting Minutes
Civil Service Commission
152 West Cedar Street
Sequim, WA 98382**

**August 9, 2018
8:30 a.m.**

- A. Meeting was called to order at 8:30am by Dave Munro. In attendance: *Dave Munro, Cliff Brehan, John D’Urso, Chief Sheri Crain, Staff Sergeant Sean Madison, Emily Stednick*
- B. Approval of Minutes from June 5, 2018 made by Dave Munro, second by John D’Urso. Motion carries.
- C. Unfinished Business: None
- D. New Business:
- 1) Chief Crain gave a general update on Police department
 - i. Updated the commission on the employee who left the PD by mutual separation agreement. This leaves us with one full vacancy.
 - ii. As discussed in June, we started pulling “Public Service Testing” lists.
 - iii. The latest PD hire is Tiffany Banning, Executive Administrative Assistant. Her first day was July 16 and she’s doing a great job, already in the groove of the department.
 - iv. The department intends to update our lateral applicant list candidates from the PST roster, and complete interviews. At this point we’re expecting the background process to happen in September.
 - v. The vacancy has been posted on formal and informal sites: Facebook, Public Safety Testing, etc. In the next few weeks, we will start inviting people in for interviews.
 - 2) Dave thanked Chief for her update and also welcomed Emily Stednick as the new Civil Service Secretary.
- E. Next Meeting is scheduled for September 3, 2018, however will likely move to October as that’s a short week with the Labor Day holiday.
- F. Meeting Adjourned at 8:36am.