



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

**April 2, 2019
8:30 a.m.**

- 1) Minutes started 8:28am.
- 2) Roll Call – Dave Munro, John D’Urso, Cliff Brehan, Chief Crain, Sgt. Madison, Emily Stednick – Civil Service Examiner
- 3) Approval of Minutes: March 5, 2019 – approved, motion carried
- 4) Unfinished Business:
 - a) Scoring tool – for review at July 2019 meeting. We’re prioritizing our efforts in backgrounds and hiring right now, will move this to July agenda for review.
- 5) New Business:
 - a) General update on Police Department – New Lateral officer completed all of her training obligations and is working well on her own at this point.
 - b) Update on background investigations and conditional offers:
 - i) Entry-level Candidates – conditional offer has been extended. He’s currently going through additional testing (physical, polygraph, etc.) and we’re waiting on results. All spring academy classes are full, so we’re looking at registering him for BLEA in July, which works well as he’s currently finishing his AA at Peninsula College.
 - ii) Lateral Candidates
 - (1) Update certified list – additional name added to the lateral list as second oral boards happened after last Civil Service meeting. Motion made to certify new list – passed.
 - (2) May give a conditional offer prior to our next meeting to our top lateral candidate.
- 6) Next Meeting: May 7, 2019 – cancelled, will follow up in June.
- 7) Adjournment – 8:35am