



CIVIL SERVICE MINUTES

November 21, 2016

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on November 21, 2016. The meeting was called to order at 8:47 a.m. by Commissioner Lowe .

Members Present: Commission Members Debbie Lowe, Alan Key and Jeff Mackey

Staff Present: City Clerk/Chief Examiner Leslie Trachsler.

Elect Chairman: Commissioner Key nominated Debbie Lowe as Chairman, Mackey seconded, motion carried.

Additions/Deletion to Agenda: None

Approve Minutes: Motion to approve minutes of the September 19, 2016 meeting. (m/s Key/Lowe) Motion carried.

Correspondence:

- Appointment of Jeff Mackey to Civil Service Commission
- Police Officer list of eligible candidates
- Appointment of Elizabeth Kallstrom as Police Officer

Update on Records/Evidence Clerk position: We received 42 applications for this position. There were 32 applicants who took the written test that was conducted on November 8th. Of those who took the test, 18 passed. The top ten scores will participate in the Oral Board Interviews scheduled for December 6th.

Expiring Commission appointment – Debbie Lowe: Commission Appointments are for 6 year terms expiring in December. Expirations are as follows:

- D. Lowe 12/2016
- A. Key 12/2017
- J. Mackey 12/2018 – unexpired term for R. Johnson

There being no further business meeting adjourned at 9:08 a.m.

The next meeting is scheduled for December 19, 2016.

Roger Johnson, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner