



CIVIL SERVICE MINUTES

February 20, 2017

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on February 20, 2017. The meeting was called to order at 8:45 a.m. by Commissioner Mackey.

Members Present: Commission Members Alan Key and Jeff Mackey

Staff Present: Police Chief Mike Warren and City Clerk/Chief Examiner Leslie Trachsler.

Motion to excuse Commissioner Lowe (m/s Key/Mackey) Motion carried.

Commissioner Mackey was selected to co-chair this meeting.

Additions/Deletion to Agenda: None

Approve Minutes: Motion to approve minutes of the November 21, 2016 meeting. (m/s Key/Mackey) Motion carried.

Correspondence: None

Update on Records/Evidence Clerk Position: Oral Interviews were conducted on December 6, 2016. Of the 10 scheduled to interview, two withdrew and one missed the appointment. Four applicants passed the Oral Board and began the background process. Two individuals passed background and were interviewed by Mayor Reim, Chief Warren and City Administrator Crago. A conditional offer was given and applicant failed the polygraph. After long discussions, Chief Warren and staff decided to postpone hiring and re-evaluate the need for this position at a future date.

Council Appointment of Debbie Lowe: Council approved the re-appointment of Debbie Lowe as Civil Service Commission at their regular meeting held December 21, 2016.

Request to add item (z) to Section 5 – Non-acceptance of Applicant: Chief Warren addressed the commission regarding an addition to the Civil Service Rules under Section 5 – Non-acceptance of Applicant item (z) Failure to follow instructions. Motion to approve the addition of Item (z) Failure to follow instructions to Section 5 – Non-Acceptance of Applicant. (m/s Mackey/Key) Motion carried.

Next meeting is scheduled for Monday, March 20th at 8:45 a.m.

There being no further business meeting adjourned at 9:13 a.m.

Jeff Mackey, Co-Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner