



**CIVIL SERVICE MEETING MINUTES**  
**Thursday, March 22, 2018, 4:30 PM**  
**Fire Station 42, 4321 NW Parker Street**

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**SPECIAL MEETING**

**I. CALL TO ORDER**

Kacie Jones called the meeting to order at 4:37 PM  
Present: Lynn Valenter and Brody Barnes  
Excused: Ron Goodpaster  
Staff: Mitch Lackey, Bernie Bacon and Kacie Jones

**II. MINUTES TO BE APPROVED**

Present: Lynn Valenter

- A. Approve the January 10, 2018, Civil Service Commission meeting minutes.

 [2018 01-10 Draft Minutes](#)

**It was moved by Valenter, seconded by Barnes, that the January 10, 2018 Civil Service Commission Minutes be approved. The motion carried unanimously.**

**III. MEETING ITEMS**

- A. Appoint Civil Service Examiner/Secretary  
Presenter: Bernie Bacon, Deputy City Clerk

Bacon presented information regarding the applicant for Civil Service Secretary/Examiner, and Jennifer Gorsuch's recommendation to appoint Kacie Jones to the position.

**It was moved by Valenter, seconded by Barnes, that Kacie Jones be appointed as the Civil Service Secretary/Examiner. The motion carried unanimously.**

- B. Civil Service 2018 Employee Lists  
Presenter: Kacie Jones

 [2018 Employee Lists](#)

Kacie Jones presented the Civil Service employee lists for 2018 for certification. Lackey provided some background as to the purpose of the list certification process.

**It was moved by Barnes, seconded by Valenter, that the employee lists for 2018 be certified. The motion carried unanimously.**

- C. Police Department Eligibility List  
Presenter: Police Department

 [PD RC-D II Hiring List 2018](#)

Lackey advised that after the application process, a list of 8 candidates has been identified and is presented to the Commission for certification. Jones gave a brief overview of the application and testing process.

**It was moved by Barnes, seconded by Valenter, that the Hiring Eligibility list for the Police Department be certified. The motion carried unanimously.**

- D. Proposed Rules Language Change  
Presenter: Police Department

 [Rules Section 13](#)

Lackey explained that in section 13.7 of the Civil Service rules, the language and procedure are antiquated and no longer observed. He asked that the language be stricken from the rules.

**It was moved by Barnes, seconded by Valenter, that item 7 in section 13 of the Civil Service Rules be stricken. The motion carried unanimously.**

#### **IV. OTHER ITEMS**

Barnes advised that the meeting schedule should remain as published and he will attempt to change his schedule accordingly. Bacon provided information and guidance to the Commission regarding materials retention and destruction, communication and compliance with the Open Public Meetings Act.

#### **V. REPORTS**

#### **VI. ADJOURNMENT**

Jones adjourned the meeting at 5:13 PM

Respectfully submitted:

Kacie Jones  
Secretary / Chief Examiner

NOTE: The City welcomes citizen participation in public meetings. Staff ensures that anyone with special needs can participate. For more information, call (360) 834-6864.