



AGENDA

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

1:30 P.M. AUGUST 16, 2022

CITY HALL – CITY COUNCIL CHAMBERS

LOWER LEVEL CITY HALL

808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF MINUTES

- a. July 19, 2022 Minutes
(p. 3)

3. CHIEF EXAMINER UPDATE

4. NEW BUSINESS

- a. Commission Meetings – Approval of Change to Regular Commission Meetings
(Pearson p. 5)
- b. Administrative Complaint Investigation
(Pearson p. 6)

5. OTHER BUSINESS

6. ADJOURN

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



**REGULAR MEETING NOTICE/AGENDA
THE CIVIL SERVICE COMMISSION
1:30 P.M. – AUGUST 16, 2022**

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on August 16, 2022, commencing at 1:30 P.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, August 15, 2022) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 10th day of June, 2022.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
MINUTES – JULY 19, 2022**

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 1:30 P.M.

2. APPROVAL OF MINUTES

- a. June 21, 2022, Minutes

MOTION: Move to accept the minutes as received

Gilmore/Palmerston: Motion accepted unanimously

3. CHIEF EXAMINER UPDATE

Chief examiner Pearson provided updates regarding Civil Service department operations.

- a. Welcome to the July meeting.
- b. Introduce new staff members:
 - o Caitlin – new Personnel Analyst I promoted from Municipal Court- Court Clerk II
 - o Shellee – Administrative Specialist promoted from Human Resources
- c. Recruiting is getting tough with the number of employees retiring and leaving this organization. We have 27 open recruitments this week and we had 35 last week. We are opening and recruiting as fast as we can.
- d. Second round of free testing this year for police and fire both have academies coming up. This week started a two month social media marketing campaign with Careers and government and Public Safety Testing to drum up excitement and get the word out that we are free testing in September. More details to come.
- e. Supported Employment will be doing an open house/meet and greet in September to kick off our Supported employment recruitment opening in October and November this year. We are reaching out to the community members and trying something new.
 - o Commissioner Hult welcomed the 2 new team members.

4. NEW BUSINESS

- a. Resolution 2022-03: Classification Actions

MOTION: To adopt them as recommended

Stephens/Gilmore: Motion passes unanimously

- b. Administrative Complaint: Request for investigation regarding the termination of a probationary employee in Parking Services Department.

- Joe Cavanaugh, President of Local 270, filed administrative complaint regarding the manner in which a termination took place of a probationary employee in parking services. Request for an investigation.
Use the link below to view and hear the proceedings of Agenda Item 4b.
City of Spokane Vimeo
<https://vimeo.com/731514801>

The Commission heard the complaint presented.

MOTION: Move that we investigate this further as requested by Mr. Cavanaugh of Local 270.

- Commissioner Gilmore expressed the importance of PAR's.
- Commissioner Hult asked Chief Examiner Pearson if the investigation was done by Civil Service staff only or in conjunction with Human Resources?
- Chief Examiner Pearson stated that she would be doing the investigation.
- Commissioner Hult asked if it was reasonable to expect the report at the next commission meeting.
- Chief Examiner Pearson stated that she would have the results at the next meeting.
- Commissioner Stephens appreciated Mr. Cavanaugh not inferring inappropriate conduct by the City and it is not unreasonable to call for an documentation that supports the decision that was made.

Gilmore/Stephens: Motion passes unanimously

- c. Reappointment of Mark Lindsey by the police and fire unions for a four -year term from 2023-2026 pursuant to Section 52 A of the City Charter.
 - Chair Lindsey said "Thank you, I'm honored"

Informational Item no action needed

5. OTHER BUSINESS

- a) Commissioner Gilmore asked about the Rule Review.
 - Chief Examiner Pearson stated that we just met last week. Completed 4 rules this far. Getting into a more volatile discussion regarding promotions, eligible lists and rules of the list. Should be done by first quarter of 2023. No meetings in November and December.
 - We will present the Commission updated language for adoption.
- b) Commissioner Stephens confirmed the time of next meeting.
Chief Examiner Pearson confirmed that it was still at 1:30 pm for August.

6. ADJOURN

The Commission adjourned at 1:46 P.M.

Motion: To adjourn

Hult/Palmerton: Passed unanimously

ITEM 4A – APPROVAL OF CHANGE TO REGULAR COMMISSION MEETINGS

BACKGROUND

Starting in September, we will be moving back to our regular 9:30 a.m. monthly meeting time in City Council Chambers.

Action by the Commission is needed.



Civil Service Commission



ITEM 4B – ADMINISTRATIVE COMPLAINT INVESTIGATION

BACKGROUND

The Chief Examiner will provide information regarding the investigation requested by Mr. Joe Cavanaugh, president, Local 270 at the July Commission meeting.



Civil Service Commission

