



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – May 20, 2025

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 May 20, 2025, commencing at 9:30 A.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, May 19, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 7th DAY OF MAY 2025.

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 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mLOWmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Agenda

Regular Meeting of the Civil Service Commission

9:30 AM – May 20, 2025

City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. April 15, 2025, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Introduction of HR Director, Allison Adam (pg. 5)
 - b. Performance Evaluation Process for Chief Examiner (pg. 6)
5. **OTHER BUSINESS**
6. **ADJOURN**

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



Minutes

Regular Meeting of the Civil Service Commission

April 15, 2025

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present except Commissioner Hult who had an excused absence.

2. APPROVAL OF MINUTES

- a. February 18, 2025, Minutes

MOTION: I move to accept the minutes from February.

Palmerton/Stratton: Motion passed unanimously.

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. Supported Employment job fair went well.
- b. Fire Captain Assessment Center is complete.

4. NEW BUSINESS

- a. Administrative Complaint: Kelly Long Job Survey Determination

MOTION: To continue the hearing to June 17 so that the current Commissioners can be available to continue hearing evidence from Mr. Teal.

Palmerton/Lindsey: Motion passed unanimously.

- b. Resolution 2025-04: Classification Actions

MOTION: Move to approve.

Stratton/Palmerton: Motion passed unanimously.

- c. Annual Report Presentation

- d. Rule Review Committee Rule Change Presentation

- i. Resolution 2025-05

MOTION: I move to accept resolution 2025-05.

Palmerton/Lindsey: Motion passed unanimously.

- ii. Resolution 2025-06

MOTION: I move to accept resolution 2025-06.

Palmerton/Stratton: Motion passed unanimously.

5. OTHER BUSINESS

- a. The Commission adjourned into executive session at 10:37am and resumed open session at 11:10am.

6. ADJOURN

MOTION: I move to adjourn.

Palmerton/Stratton: Motion passed unanimously.

Meeting adjourned at 11:11 am.

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

Civil Service
Commission



Item 4A – Introduction of HR Director, Allison Adam

Background

The new HR Director, Allison Adam, will be introduced to the Commission.

No Commission action needed.



Item 4B – Performance Evaluation Process for Chief Examiner

Background

The Chief Examiner will present a performance evaluation process.

No Commission action needed.