

CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
June 20, 2017

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Pam DeCounter, Judith Gilmore and Mark Lindsey.

A Change to the Agenda to include Agenda Item VI. – Request for Indefinite Leave of Absence. A motion to add this agenda item was put forth by Ms. Judith Gilmore and seconded by Mr. Mark Lindsey. The motion carried unanimously.

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of May 16, 2017. The minutes were approved as written.

Agenda Item II.

Staff Activities:

May:

Announcements issued:	5	Classifications revised:	1
Examinations:	43	Classifications new/deleted:	0/1
Requisitions received:	36	Requisitions certified:	54
Class Surveys pending/done:	3/0	Class Reviews in progress/done:	18/4
Requisitions pending:	0	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service:		4.0	
Average days from requisition receipt to certification:		0.0	
Percentage certified within 24 hours:		100%	
Average days from department initiation to completion of hire		2.6	

Ms. George-Hatcher presented Staff Activities for the month of May. Also presented were charts and percentages of the 2016 new hires and breakdown by demographics. Ms. George-Hatcher reported that out of all new hires in 2016, not including transfers, promotions or demotions, the percentage of persons of color hired into classified positions was 11% and compares well to the diversity percentage within the geographic limits of the city of Spokane of between 12.12% and 13.53%. Ms. George-Hatcher also reported on improvements in diversity hires since the

implementation of continuous testing through Public Safety Testing for Police Officer and Firefighter entry level hires.

The Chief Examiner reported that the test team, consisting of Ms. Barbara Ackermann, Mr. Ken Hoekema and Mr. Bryan Sullivan have researched vendors of Item Banking software which would store test items, analyze and provide statistics for Analysts to improve efficiencies in testing by using an item bank to develop test questions and analyze individual test questions. An informal quote request was created and we are currently accepting quotes.

Ms. George-Hatcher reported that the budget for 2018 has been submitted and that an additional Analyst has been requested but it has however, not been allowed to be entered into the budget request at this time. She reported that the City Council has passed a resolution supporting the additional Analyst and has also included an additional \$100,000 for marketing and advertising. Ms. George-Hatcher officially thanked the Council for their support of Civil Service. She reported that with the addition of the Analyst and the marketing funds, the Civil Service budget will still be below the allowable 1%, at .81% of the total annual classified personal costs as mandated by the City Charter.

A recruitment plan for 2018 was created by Human Resources and Ms. George-Hatcher has sent it out to all the Commissioners. She reported that she will be meeting with Ms. Chris Cavanaugh, Human Resources Director, in the near future to provide Civil Service input and create a combined recruitment plan delineating the recruiting roles for the two departments.

The Commission study session will take place on Thursday, July 20, 2017 in the Civil Service Testing Room at 2:00pm.

Agenda Item III.

Appointment of Civil Service Commissioner

Commissioners discussed the process for appointment of the fifth Commission member. The Commission discussed closing the current recruitment as there are five candidates, inviting all five candidates to the next Commission meeting, have them give a 3 minute presentation to the Commission on their reasons for desiring to serve on the Commission, with an opportunity for current Commissioners to ask the candidates questions. This was put forth as a motion by Ms. Gilmore and seconded by Ms. Pam DeCounter. A motion to close the current recruitment and invite the five candidates to the next meeting as put forth, passed unanimously.

Agenda Item IV.**Classification Resolution****Delete:**

SPN 130 Cash Accounting Supervisor

A motion to delete this classification was put forth by Ms. Gilmore and seconded by Ms. DeCounter. The motion carries unanimously.

Agenda Item V.**Appeal of Kristine Redmond**

The Chief Examiner reported that the appeal was withdrawn by Ms. Kristine Redmond on June 8, 2017. Ms. Gilmore questioned why, with all of the work that went into this process, when a meeting was scheduled with all parties and did not occur, why Civil Service continued to move forward. Ms. George-Hatcher responded that Civil Service was not obliged to move forward but that she took the lead in reviewing all the new information that was submitted by Ms. Redmond, trying to work with all the parties to attempt to make the best decision. She reported that after new information was received from Ms. Redmond and no additional comment was received from her supervisor, a new determination was made after which, Ms. Cavanaugh responded and stated that she did not agree with the new decision. At this juncture another meeting was scheduled at which all the parties were present and the issues discussed, resulting in a revised determination.

Ms. Cavanaugh, Human Resources Director and Ms. Redmond's supervisor commented that she was not made aware that she was supposed to comment on the survey. She received notification that Ms. Redmond's position was not being re-classified. She said she later received a meeting notice and did not think a meeting was required as the position survey was complete. She then later received notice that Ms. Redmond's classification was being re-classified to the higher position. Ms. Cavanaugh said she then reached out to Civil Service for clarification and thought she was following the proper procedure. She wanted to make it clear that she did respond when she thought it was necessary and did have her comments on the original written forms and through a discussion with Ms. Ackermann, who did the original Job Survey.

Agenda Item VI.**Request for Leave of Absence**

A leave of absence from Civil Service has been requested by Ms. Michelle Hughes, a Division Accountant in the Accounting Department. She has accepted an exempt appointment as the Chief

Accountant. A motion to grant this Leave of Absence was put forth by Ms. DeCounter and seconded by Mr. Lindsey. The motion carried unanimously.

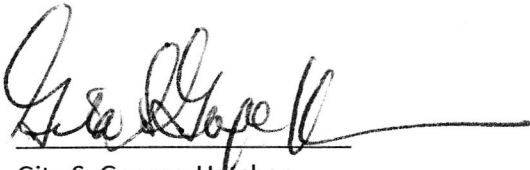
The Commission went into Executive Session at 10:05 a.m.

Agenda Item VII.

Other Business

Mr. Mike Piccolo presented information regarding public records and the use of personal email and mobile phones. He explained that any communications that are of a work related nature, whether on a personal phone or computer are subject to public records release. Mr. Piccolo suggested that Commissioners sending emails copy the Chief Examiner because then they can be retrieved if needed through the City's email system. He said it would be likely that all Civil Service Commissioners would be provided with City email addresses soon so they could use the City email for Commission business. Mr. Piccolo said that if phones were used, any messages left should be minimal such as a message for a call back, for example.

There being no additional business to come before the Commission, the meeting was adjourned at 10:33 a.m.

A handwritten signature in black ink, appearing to read 'Gita S. George-Hatcher', with a long horizontal line extending to the right.

Gita S. George-Hatcher
Chief Examiner