

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
October 17, 2017**

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Judith Gilmore, Pam DeCounter and Mark Lindsey. A moment of silence was observed for Mr. Douglas Amsbury who passed away this summer. Mr. Amsbury had served the Civil Service Commission from 1987 until 2002.

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of September 19, 2017. A motion to adopt was put forth by Ms. DeCounter and seconded by Ms. Gilmore. The motion passed unanimously.

Agenda Item II.

Staff Activities:

September:

Announcements issued:	5	Classifications revised:	5	
Examinations:	33	Classifications new/deleted:	1/0	
Requisitions received:	40	Requisitions certified:	42	
Class Surveys completed:	2	Class Surveys in progress:	4	
Requisitions canceled:	3			
Average days from department initiation of request to receipt in Civil Service:				4.1
Average days from requisition receipt to certification:				.3
Percentage certified within 24 hours:				100%
Average days from department initiation to completion of hire				1.0

Ms. George-Hatcher presented the statistics for the month of September. Mr. Bryan Sullivan, Analyst III, attended the Department Head Retreat for the Chief Examiner and presented information to the Commission. The retreat took place at the Red Lion Hotel at the Park on September 7, 2017. Mr. Sullivan reported that the mayor talked about succession planning and divided the group up into teams to brainstorm projects that could improve or transform the City for a new mayor to come into.

Ms. George-Hatcher reported on the on-going Police Officer recruitment with two sessions conducted in September and a third scheduled for October. She thanked Ms. Crystal Rodgers for her hard work on the recruitment sessions.

Ms. George-Hatcher reported that Civil Service paid for and put up two police hiring billboards, one on Monroe and Boone and the other on Washington and Boone.

A meeting of the Diversity Recruitment committee was held in September and that the Fire Department has indicated that they would also be interested in conducting recruitment sessions similar to what was put together for Police. Additional meetings are scheduled to finalize the details. This time, the participants at the meeting were internal and she stated that the Committee may eventually evolve into a mostly internal committee.

The Chief Examiner provided information on the continuing Lunch and Learn series which is a program that provides education for employees, on Civil Service functions and processes, focusing on a specific process at each session. The session in September and focused on the promotional process. These sessions are focused on customer service and providing clear communication regarding Civil Service rules and processes to our employees and appointing officials.

At the request of the Police Department, Civil Service will also be providing twice yearly informational meetings for the Police Department on the promotional process. The Spokane Police Department has requested presentations on the promotional process for Police positions. The Chief Examiner provided kudos to Crystal Rodgers for creating the presentation and for continuing to keep our SharePoint site updated with useful information.

Ms. George-Hatcher will also be scheduling a session to present the Civil Service rule changes to department heads and hiring officials. A memo from the Chief Examiner was sent out in September to department heads regarding the significant rules changes pertaining to hiring. She is currently scheduled to speak at the November department head meeting regarding the new rule on removals from the list.

Ms. George-Hatcher presented the proposed Eligibility List Maintenance administrative policy put together with staff input to the Commission and requested discussion and guidance as to whether the Commission might have any objections to staff implementing the administrative policy. There were questions and discussions and there was no objection to implementation of this policy. Ms. Gilmore asked about the size of staff Civil Service has and how those numbers have changed over the years. The Chief Examiner responded that in 2016, for the first time since the 1970's, an additional Analyst was added to Civil Service staff. The number of Analysts had remained at four since the 1970's despite the increasing number of classifications adopted and required to be maintained.

Ms. George-Hatcher stated that she is waiting to hear regarding the addition of an additional Analyst in the 2018 budget.

Ms. George-Hatcher presented information regarding a request from City Administration on behalf of Mayor Condon for Civil Service to consider implementing a Supported Employment Program to hire persons with significant disabilities. Ms. George-Hatcher is in the process of researching agencies who have these types of programs and should be able to present information to the Commission, City Administration and other appropriate parties by the November meeting.

Ms. George-Hatcher asked the Commission how they would like to consider the option of hiring special counsel on a case by case basis when the interests of Civil Service may be different than that of City Administration so that legal staff assigned to Civil Service by the City is not placed in a position of conflict of interest. She complimented Mr. Piccolo with respect to his role in providing counsel to the Commission and expressed that this consideration is only for the purpose of addressing issues on a case by case situation in which legal counsel may be placed in a conflict of interest situation. Mr. Hult said that a blanket authorization for counsel would not be a great idea and that we have counsel from the City who is good at stepping back if there is a conflict. After questions and discussion, the Commission's guidance was for the Chief Examiner to bring issues on a case by case basis for the Commission's consideration as to whether special legal counsel may be needed.

Ms. George-Hatcher went through a handout that listed the accomplishments of Civil Service since 2014.

Agenda Item III.

Classification Resolution

Adopt:

SPN 625 Fleet Service Writer

A motion to adopt this classification was put forth by Ms. Judith Gilmore and seconded by Mr. Mark Lindsey. The motion carried unanimously.

Agenda Item IV.

Administrative Complaint

No representatives from Local 270 were present for the administrative complaint regarding the Chief Examiner's decision with respect to the promotional probation failure of Mr. Bruce Babnick. A motion to dismiss the complaint was put forth by Ms. Pam DeCounter and seconded by Mr. Scott Stephens. A motion to dismiss the administrative complaint passed unanimously.

The Commission went into Executive Session at 10:09 a.m. and returned at 12:19 p.m.

Agenda Item V.

Other Business

There being no additional business to come before the Commission, the meeting was adjourned at 12:20 p.m.

Gita S. George-Hatcher
Chief Examiner