

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
May 15, 2018**

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

Agenda Item I.

Approval of Minutes:

A motion to approve the minutes for April 2018 was put forth by Ms. Gilmore and seconded by Ms. De Counter. The motion passes unanimously.

Agenda Item II.

Staff Activities:

Ms. Bjork introduced two new employees Civil Service recently hired in the position of Personnel Analyst I: Mr. Colin Martin and Ms. Keri Mitchell. Ms. Bjork then presented the staff activities for the month of April.

April:

Announcements issued:	10	Classifications revised:	1
Examinations:	96	Classifications new/deleted:	0/0
Requisitions received:	14	Requisitions certified:	9
Class Surveys completed:	0	Class Surveys in progress:	4
Requisitions pending:	18	Requisitions canceled:	0
Average days from department initiation of request to receipt in Civil Service:	3.1		
Average days from requisition receipt to certification:	0.4		
Percentage certified within 24 hours:	100%		
Average days from department initiation to completion of hire	11.4		

Agenda Item III.

Supported Employment Program

Ms. Christine Cavanaugh, Human Resources Director, addressed the Commission about her recent steps to bring Supported Employment to the City using temporary/seasonal employees, since Civil Service has not created classified Supported Employment positions. She showed a video presentation from HireAbility Spokane, a local agency which works to connect employers with individuals seeking employment who have developmental disabilities. She introduced members of local agencies involved in Supported Employment, who shared information about the use of the program. Brian Nichols, Program Manager for the Developmental Disabilities Division at

Spokane County, spoke about his experience with Spokane agencies involved in the program, and his knowledge of other cities in Washington where Supported Employment is a success.

Mayor David Condon then spoke to the Commission, stating that Supported Employment is a vital aspect of the strategic plan for the City, in support of diversity and inclusion, and this program needs to move forward. He requests that we convene the Rule Review Committee to discuss how we can have fully employed, represented individuals with disabilities working for the City. The long term goal is to be fully inclusive and offer opportunities to all citizens of our community.

Ms. Bjork agreed that Supported Employment is an excellent program. However, it is not a simple process to bring this to the City of Spokane under Civil Service. She explained that we have a merit based system of employment, for which we create job classifications, and free and open competitive examinations, as defined in the City Charter and Civil Service Rules. The required work of the City is the basis for this process, and thus we must focus on the job requirements rather than the individuals we want to employ. Supported Employment is new to the City, and adjustment is required in order to adopt this program properly. If the Rule Review Committee is to be convened, she suggests that we must wait until a new Chief Examiner has been appointed to lead this process.

Ms. Cavanaugh responded by affirming her commitment to the merit system. She feels that as many City employees as possible should have the protection that Civil Service and the merit system provides. She requested that the Rule Review Committee be convened as soon as possible.

Agenda Item IV.

Rule IX Lay Off procedure clarification

Ms. Bjork presented information regarding the lay-off of Officer Neil Higgins. After 120 days in an approved leave of absence, Officer Higgins was laid off by the Police Department, since he was not ready to return to work. Human Resources supports allowing Officer Higgins extended time off since he has gone overseas, but to allow him to remain on the laid off list for Police Officer until he returns, without being certified for positions that are open during his absence. Ms. Bjork explained that Civil Service can offer a waiver of certification pursuant to Rule V, section 8. She requested guidance from the Commission to clarify if they would like to make formal decisions in these cases, or if the Chief Examiner should make the determinations independently. Mr. Stephens put forth a motion to approve the current request for Officer Higgins, and in future to determine these on a case by case basis with initial acceptance of the request coming from the Chief Examiner, followed by Commission approval. Ms. Gilmore seconded the motion. The Commission agreed unanimously. Ms. Christine Cavanaugh stated that she agreed this was a good process and thanked the Commission.

Agenda Item V.

Update on the Chief Examiner selection process

Ms. Bjork informed the Commission on the current status of the Chief Examiner process. The recruitment has closed, Training and Experience evaluations have been scored, and a list is ready. She has reached out to stakeholders for group interview panelists, and participants have been identified. Ms. Bjork would like to confirm which candidates the Commission would like to interview and which Commissioners would like to participate in the group interview panels.

The Commission went into Executive session for discussion of the selection process at 9:43 a.m. and returned at 10:00 a.m.

Agenda Item VII.

Other Business

Ms. De Counter asked for clarification regarding the next steps for the Supported Employment Program implementation. Mr. Hult asked why the Commission is still discussing this, as it was presented in November of 2017 and approved to move forward. Ms. Bjork replied stating that more work is to be done in establishing procedures which are permitted within the Civil Service Rules. This is a new program to the City, and it requires a careful plan for implementation, which the new Chief Examiner would be the best party to undertake.

Ms. Gilmore reiterated her support for Supported Employment and her belief that the new Chief Examiner should be a part of the process. Mr. Lindsey stated that interviews and hiring of a new Chief Examiner will be done in the next few weeks.

Ms. Melissa Wittstruck, representing M&P bargaining unit, spoke briefly in support of Civil Service's careful, considered approach to starting a Supported Employment program.

There being no additional business to come before the Commission, the meeting was adjourned at 10:55 a.m.

A handwritten signature in cursive script, appearing to read "Jerri Bjork", written over a horizontal line.

Jerri Bjork
Acting Chief Examiner