

KIRKLAND CIVIL SERVICE COMMISSION

Meeting Minutes

July 11th, 2023

Present (via Zoom):

Chairperson Mark Nelson

Commissioner Doug Jacobson

Police Chief Cherie Harris

Deputy Fire Chief Bill Newbold

Human Resources Director/Interim Civil Service Commission Secretary Truc Dever

Absent:

Commissioner Suzanne Frindt

- I. Approve Minutes from March 14, 2023 Regular Meeting
 - a. The CSC did not approve the minutes in the last meeting because Commissioner Frindt was not yet a Commissioner in March and Commissioner Doug Jacobson was absent. Commissioner Jacobson reviewed the meeting minutes and had no changes to suggest. **He made a motion to approve the minutes and Chairperson Mark Nelson seconded the motion.**
- II. Approve Minutes from June 13, 2023 Regular Meeting
 - a. This item was deferred because Commissioner Jacobson was not in attendance at the June 13th meeting, so the CSC will wait until the next meeting when Commissioner Frindt is available.
- III. Certification of Police Corporal Eligibility List
 - a. Police Chief Cherie Harris prefaced that they completed the Police Corporal eligibility promotional testing, which included a written test, work performance rating and oral board interviews. She presented the final scores, stating there were initially three applicants, but one dropped out. They are moving forward with two, and currently have two openings at the rank of Corporal. If the Commission certifies the list, Chief Harris will move forward with the Chief's interviews and assessing their readiness since all the candidates did very well as represented by their scores.
 - i. **Chairperson Nelson motioned to certify the Police Corporal eligibility list with two names. Commissioner Jacobson seconded the motion.**
- IV. Update on Kirkland Police Department Civil Service List Audit
 - a. Chief Harris explained that they have completed an audit of the Civil Service list. An extensive audit was conducted, but two items still need to be completed before bringing it to the CSC: 1) A summary report of what the audit found, and 2) A personnel investigation conducted by an outside investigator that is associated with the audit, which will lead to some questions about the audit. Chief Harris initially briefed the Commission on this at the May meeting and was to bring back a report this month. Since there are outstanding items, she suggested either waiting for the August regular meeting or addressing it at a special meeting between now and August.

- i. Commissioner Jacobson asked what would facilitate a need for a special meeting. Chief Harris said it would be to provide a report, but is fine with bringing this back in the August meeting.
 - b. Chairman Mark Nelson offered his thoughts, first noting that the CSC should not be involved in personnel investigations, but they could have a discussion about how there is more than one eligibility list and how more than one list was created. The primary concern would be if there were candidates who were hired from the wrong list, and whether those who were not hired should have been. Commissioner Jacobson further expressed concern that if the decision was made from the wrong list, should or could it be corrected. He would also like the Department to provide enough of a summary to show that changes have been made so it won't happen again.
 - i. Mark Nelson asked Chief Harris if that provided some direction and added that if the investigation takes longer to understand the details of what happened, he would prefer that not hold up explaining to the Commission the result of the findings. HR Director Truc Dever provided follow up, stating the memo would also address the Civil Service Secretary's authority to certify the Police Department's entry level eligibility list.
- V. Adjourned at 4:13pm.