

KIRKLAND CIVIL SERVICE COMMISSION

Special Meeting Minutes

September 12th, 2023

4:00pm

Present (via Zoom):

Chairperson Mark Nelson

Commissioner Doug Jacobson

Commissioner Suzanne Frindt

Police Chief Cherie Harris

Sr. Assistant City Attorney Darcey Eilers

Human Resources Director/Interim Civil Service Commission Secretary Truc Dever

Paralegal Leta Santangelo

- I. Approve Minutes from August 10, 2023 Regular Meeting
 - a. **Chairperson Nelson made a motion to approve the minutes. Commissioner Frindt seconded the motion. The motion passed unanimously.**
- II. Consideration of updates to the Civil Service Rules & Regulations
 - a. Chief Cherie Harris provided a summary of the memo to the Commission and reviewed the proposed language additions to the Civil Service Rules and Regulations.
 - b. Commissioner Frindt recommended consistent language that reads “next scheduled meeting” rather than “next regularly scheduled meeting” which allows greater flexibility for review of eligibility lists and correction of errors in a timely manner.
 - c. Commissioner Nelson discussed his concerns about ensuring testing criteria remain “substantially similar” and offered language from Bellevue’s Civil Service Commission Rules that states if eligibility lists are merged, the criteria by which the lists are established need to be the “same.” Chief Harris explained that there are routine changes to tests, including the written tests, which prevent against cheating and unfair advantages for those who take the test multiple times. The physical fitness test can also change, but an applicant must pass with a score of 70% or higher. Commissioner Frindt shared that she preferred simplicity clarity and Commissioner Jacobson stated he didn’t object to adding Bellevue’s language but was also okay with the original proposed language. Commissioner Nelson summarized his intent, stating if an applicant protests their ranking, it would be clear how the lists were merged. He asked if the Commission and staff needed more time to develop the language.
 - d. Chief Harris stated it would be okay to delay approval of the new language until the next regular meeting.
 - e. Senior Assistant City Attorney Eilers said staff would bring back the fully revised Civil Service Rules and Regulations with all of the proposed changes to the Commission at the next regular meeting. Ms. Eilers asked if the Commission

would like to approve the addition of the other proposed amendment regarding "Correction of Errors" to Article IX now. **Commissioner Nelson made a motion that the Civil Service Commission adopt changes in the September 10th revised memo regarding "Correction of Errors" effective as of the date of this motion. Commissioner Jacobson seconded the motion and it passed unanimously.**

III. The Meeting was adjourned at 4:24pm