

# KIRKLAND CIVIL SERVICE COMMISSION

## Meeting Minutes

July 13, 2021

Present (Via Zoom)

Chairperson Mark Nelson  
Commissioner Dianne Ramerman  
Commissioner Terry Coonan  
Kirkland Human Resources Senior Recruiter Crystal Lee Jones  
Deputy Chief Dave Van Valkenburg

Chairperson Nelson opened the meeting at 4:00pm.

The meeting was being recorded using Zoom technology.

Chairperson Nelson advised:

1. The Commission Does not have a Secretary / Examiner.
  - A. On June 22 – after learning that Ms. Friang was leaving the City – Nelson met with Secretary / Examiner Shawn Friang and her Director Ahn Hoang. Hoang is the Director of the City's Human Resources Department.
    - i. Hoang, Friang and Nelson discussed the transition plan for Friang's job, and the Civil Service Commission and Kirkland Municipal Code requirements.
    - ii. Nelson requested that Hoang attend the July 13, 2021 meeting.
    - iii. Hoang offered an idea that the Chief Examiner and Secretary duties be split. Nelson told Hoang that topic would require consideration by all the Commissioners.
    - iv. Nelson also requested that when Hoang presented the proposed solution it be consistent with the Civil Service Rules and Kirkland Municipal Code.
  - B. On July 12 when Nelson reviewed the agenda for this meeting, it was apparent that his request to Hoang was not included on the agenda. Nelson learned that Hoang is out on a 3-month leave.
  - C. Nelson then contacted Tracey Dunlap, Kirkland's Deputy City Manager of Operations and requested that she phone him and advise how the City intended to replace Friang. Dunlap did not phone.

2. So what does this mean? Three things.
- A. The Commission must designate a secretary for this meeting. Nelson offered to serve as the secretary – or support the nomination of another Commissioner to serve as the secretary – of this meeting.

A motion was made by Terry Coonan and seconded by Dianne Ramerman for Nelson to serve as the Secretary for the July 13 meeting.

- B. The Commission will not be able to act at this meeting on Agenda Item II – Certification of Lieutenant Eligibility List.
- C. The Commissioners confirmed they will be available for a special meeting to
  - i. Approve the appointment of a Secretary Examiner.
  - ii. Consider the Fire Department request to certify the Fire Lieutenant Eligibility List.

Ms. Jones informed the Commission that James Lopez, the City's Deputy City Manager for External Affairs has been appointed as the Acting Human Resources Director.

Nelson committed to contact Lopez and brief him on the need to recommend a candidate for the Secretary / Examiner for appointment by the Commission.

Nelson requested that Jones call the Commissioners to notify them when a special meeting is scheduled.

Minutes from the March 9, April 13, May 11 and June 8 meetings were approved. A correction to the March 9 minutes was offered by Commissioner Ramerman and was incorporated into the certified version.

Chairperson Nelson adjourned the meeting at 4:41 pm.

 08/10/2021

Mark B. Nelson  
*Interim Secretary*  
Kirkland Civil Service Commission