



**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
TUESDAY, AUGUST 6, 2019  
3:00 PM – 4:05 PM  
COUNCIL CONFERENCE ROOM  
280 MADISON AVENUE NORTH  
BAINBRIDGE ISLAND, WA 98110**

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**REGULAR MEETING  
MINUTES**

**1. CALL TO ORDER / ROLL CALL**

JULIE HERSUM, CHAIR

RICHARD DANIELS, VICE CHAIR

COMMISSIONERS: TRENNON BIRD, DANIEL REISFELD, JOHANNA VANDER STOEP

The Civil Service Regular Meeting was called to order in the Council Conference Room at City Hall at 3:05 p.m. by Chair Julie Hersum. In attendance were Commissioners Richard Daniels and Johanna Vander Stoep, as well as Attorney Scott Snyder and Acting Police Chief Jeff Horn.

**2. CONFLICT OF INTEREST DISCLOSURE**

Each Commissioner stated they had no new conflict of interest.

**PUBLIC COMMENT**

No members of the public were present.

**NEW BUSINESS**

**A. REPORT BY CHIEF OF POLICE**

The Chief of Police provided an update on the activities of the Department, including that two (2) new officers had been hired since the last meeting.

**B. REVIEW JUNE 19, 2019 SPECIAL MEETING MINUTES –**

Motion by Daniels: I move we approve the Special Meeting minutes  
Discussion for approval but not formally seconded or passed.

**C. PRESENTATION OF RESOLUTIONS RE: CS RULES BY ATTORNEY/CHIEF EXAMINER –**

**AGENCY DISQUALIFIERS.** Presented amended list of Disqualifiers as discussed by Commissioners at Special Meeting on June 6, 2019 (Attached).

Motion by Daniels: I move we approve the Disqualifiers as discussed and as presented on the document dated 8/6/2019. Vander Stoep: Second the motion. Hersum: The motion passed unanimously.



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***CERTIFICATION PROCESS OF CANDIDATE LIST.*** Attorney Snyder presented draft resolution (Attached) to allow the chair or vice-chair to certify candidate lists. Appeals by candidates still go to the commission. (Authority CS Rule 10.1.1)

Approval of concept took place at prior CSC meeting.

Attorney Snyder: This can be signed by the Chair after corrections to spelling errors and with Resolution number.

**D. STATUS REPORT OF HIRING PROCESS BY CHIEF EXAMINER – PRESENTATION AND DISCUSSION**

***HIRING PROCESS REVIEWED BY CHIEF EXAMINER.***

***POLICY DISCUSSION.***

Chief Examiner proposed implementation of policy regarding “no shows”, i.e. cancellation within 24 hours of scheduled interview without compelling reason. These candidates will not be able to interview with BI for 1 year from interview date. Implementation will include future notice to all candidates with revision of interview invitation. (Authority CS Rule 3.3.6)

Commission agreed with approach.

**E. CERTIFY SCORES FROM LATEST ENTRY AND LATERAL OFFICER ORAL BOARDS –**

Motion by Vander Stoep: I move we certify the scores of the entry level scores for 7/30 and 7/31 2019

Daniels: Second the motion.

Hersum: The motion passed unanimously.

Motion by Daniels: I move we certify the scores of the lateral candidates for 7/30 and 7/31, 2019

Vander Stoep: Second the motion.

Hersum: The motion passed unanimously.

**F. POTENTIAL FUTURE TOPICS FROM CHIEF EXAMINER – DISCUSSION**

***CS TRAINING IN YAKIMA IN SEPTEMBER.***

Conference materials shared and all Commissioners invited to attend.

**5. ADJOURNMENT**

**4:05 PM**

**Times listed on this agenda are approximate.**

**Public Comment will be taken following discussion of each New Business item.**

**For special accommodations, please contact Eileen McSherry by noon on the day preceding the meeting.**

**206-780-8632 or at [emcsherry@bainbridgewa.gov](mailto:emcsherry@bainbridgewa.gov)**