



CITY OF BAINBRIDGE ISLAND

REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:00 AM - SEPTEMBER 9, 2014
BAINBRIDGE ISLAND CITY HALL
280 MADISON AVE. N., BAINBRIDGE ISLAND, WA

AGENDA

Action

1. CALL TO ORDER / ROLL CALL

9:00 AM

Chair: Richard Daniels

Vice Chair: Trennon Bird

Commissioners: Katherine Dunn Robert Killian Daniel Reisfeld

2. CONFLICT OF INTEREST DISCLOSURE

9:05 AM

3. PUBLIC COMMENT

9:10 AM

4. APPROVE REGULAR MEETING MINUTES – AUGUST 12, 2014

9:15 AM

Consider Approval

5. NEW BUSINESS

9:20 AM

a. Dismissal of Yates Appeal Hearing

Consider Approval

b. Consider promotional examination options

Consider Approval

6. UNFINISHED BUSINESS

10:00 AM

a. Consider setting oral interview schedule

Consider Approval

7. REPORT BY CHIEF OF POLICE

10:30 AM

Information

8. REPORT BY SECRETARY/CHIEF EXAMINER

10:45 AM

Information

a. Update/recommendations from W. Scott Snyder

b. Update/recommendations from Jon Walters

c. Update on Entry Level Officer Eligibility List

d. Update on Ethics/OPMA training

e. Update on Civil Service Conference

All times listed are approximate. Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the Secretary/Chief Examiner Amber Richards at 206.780.2545 or arichards@bainbridgewa.gov by noon the day preceding the Meeting.



CITY OF BAINBRIDGE ISLAND

CIVIL SERVICE COMMISSION
REGULAR MEETING
AUGUST 12, 2014

MINUTES

Call to order

The Civil Service Commission Special Meeting was called to order in the Council Conference Room at City Hall at 4:04 pm by Chair Rich Daniels. A quorum was present consisting of Commissioners Trennon Bird, Kathy Dunn, Rob Killian, and Dan Reisfeld.

Disclosure of conflicts of interest and between-meeting communications

Each Commissioner reported that no new conflicts of interest had arisen since the last meeting; some commissioners shared important inter-meeting communications.

Public comment

There was no public comment.

Approve July 16 Minutes

Commissioner Bird motioned to approve the July 16 minutes.
Commissioner Killian seconded the motion.
The motion passed unanimously.

Introduction of Deputy Chief Horn

Deputy Chief Horn introduced himself and provided a brief overview of his background.

Introduction of Commissioner Daniel Reisfeld

Commissioner Reisfeld introduced himself and provided a brief overview of his background.

Elect Chair/Vice Chair

Commissioner Killian motioned to elect Commissioner Daniels as Chair.
Commissioner Bird seconded the motion.
The motion passed unanimously.
Commissioner Killian motioned to elect Commissioner Bird as Vice Chair.
Commissioner Dunn seconded the motion.
The motion passed unanimously.

Consider approval of proposed rule changes

Commissioner Killian motioned to approve the proposed rules changes as drafted by W. Scott Snyder, the Commission's legal counsel.

Commissioner Bird seconded the motion.
The motion passed unanimously.

Executive Session – Discuss the qualifications of an applicant

The commission adjourned into executive session at 4:23 pm.
The commission resumed open session at 5:28 pm.

Consider setting future oral board interview schedule

This item will be readdressed at a future meeting. No oral board interview has been scheduled at this time.

Report by Secretary/Chief Examiner

S/CE Richards discussed having the Commission use electronic documents versus hard copy.

Documents will be provided electronically unless a hard copy is specifically requested.

S/CE Richards discussed the Commission's meeting date and time as it was incorrectly listed in the rules and additionally, would likely need to be moved due to City Council Regular Meetings moving to Tuesday evenings starting in September.

Commissioner Killian moved to set the Commission's regular meeting date/time to the second Tuesday of every month at 9:00 am.

Commissioner Daniels seconded the motion.

The motion passed unanimously.

S/CE Richards discussed scheduling ethics training for the Commission.

S/CE Richards discussed the upcoming Civil Service Conference.

The meeting was adjourned at 5:44 pm.

Richard Daniels, Chair

Amber Richards, Secretary/Chief Examiner

Amber Richards

From: Adam [yates_98110@yahoo.com]
Sent: Monday, August 18, 2014 2:25 PM
To: Amber Richards
Subject: Re: 08072014 Prehearing Order - Notice of Appeal Hearing

Thank you.

Adam

Sent from my iPhone

On Aug 18, 2014, at 14:17, <arichards@bainbridgewa.gov> wrote:

Dear Mr. Yates,

Thank you for the update. I will cancel the hearing immediately. Please do consider me a resource if you have any future questions or concerns – I would be happy to help you!

Amber

Amber Richards
S/CE

<image001.jpg>
City of Bainbridge Island
T: 206.780.8629
E: arichards@bainbridgewa.gov

From: adam [mailto:yates_98110@yahoo.com]
Sent: Monday, August 18, 2014 2:14 PM
To: Amber Richards
Subject: Re: 08072014 Prehearing Order - Notice of Appeal Hearing

Ms. Richards,

I now that I have gained access to my background report I no longer have reason for an appeal as that was the goal. At this time I would like to repeal my request for appeal.

Thank you very much for your time and hard work and I look forward to using the information I have gained to be a better candidate in the future.

Thanks again for your time,

Adam Yates
Sent from my iPad

On Aug 8, 2014, at 9:17 AM, <arichards@bainbridgewa.gov> wrote:

You too!

Amber Richards

Executive Assistant to the City Manager

<image001.jpg>

City of Bainbridge Island

T: 206.780.8629

E: arichards@bainbridgewa.gov

From: adam [mailto:yates_98110@yahoo.com]

Sent: Friday, August 08, 2014 9:16 AM

To: Amber Richards

Subject: Re: 08072014 Prehearing Order - Notice of Appeal Hearing

Thank you.

Have a good weekend,

Adam Yates

Sent from my iPad

On Aug 8, 2014, at 11:53 AM, <arichards@bainbridgewa.gov> wrote:

Dear Adam,

Ms. Marshall's contact information is provided below – per your request.

E: lmarshall@bainbridgewa.gov

T: 206.780.8622

Thank you,

Amber

Amber Richards

Executive Assistant to the City Manager

<image001.jpg>

City of Bainbridge Island

T: 206.780.8629

E: arichards@bainbridgewa.gov

From: adam [mailto:yates_98110@yahoo.com]
Sent: Friday, August 08, 2014 7:15 AM
To: Amber Richards
Subject: Re: 08072014 Prehearing Order - Notice of Appeal Hearing

Hello Ms. Richards,

Could you provide me with Ms. Marshall's contact information as I would like to meet with her prior to the hearing?

Adam Yates

Sent from my iPad

On Aug 7, 2014, at 6:26 PM, <arichards@bainbridgewa.gov> wrote:

Ok – I will await your request.

Amber

Amber Richards
S/CE

<image001.jpg>
City of Bainbridge Island
T: 206.780.8629
E: arichards@bainbridgewa.gov

From: Adam [mailto:yates_98110@yahoo.com]
Sent: Thursday, August 07, 2014 3:11 PM
To: Amber Richards
Subject: Re: 08072014 Prehearing Order - Notice of Appeal Hearing

Thanks. I will be back in town next week and most likely will be filling a motion of discovery.

Thanks

Adam

Sent from my iPhone

On Aug 7, 2014, at 17:55,
<arichards@bainbridgewa.gov> wrote:

Dear Mr. Yates,

Please find the attached prehearing order and notice of appeal hearing date – note that it is set for Monday, August

25th at 1:00 pm in the Council
Conference Room at City Hall: 280
Madison Ave. N. Bainbridge Island, WA
98110. Exact details regarding the
hearing can be found in the attached
order. Please confirm receipt of this
email.

Thank you,
Amber

Amber Richards
S/CE

<image001.jpg>
City of Bainbridge Island
280 Madison Ave. North
Bainbridge Island, WA 98110
T: 206.780.8629
E: arichards@bainbridgewa.gov

<08072014 Prehearing Order -
Executed.pdf>



Promotional Assessment Centers

Using the Best of the Best Sources

- The Behavioral Dimensions are used throughout the industry
- The scoring model derived from the International Congress on Assessment Centers
- Improved upon the 16 years of experience of delivering more than 225 assessment centers

It's the Exercises

- Each exercise is custom-built to the unique needs of the agency. Each has the look and feel of being real to the candidate
- Exercises can be linked with common themes to challenge the candidate to see the whole picture
- The agency's subject matter expert(s) validates each exercise
- No leaderless group discussions, just realistic exercises that are valid & defensible

Preparing the Candidates

- Three-hour workshop to orient the candidate to the assessment center process; this helps them to prepare and removes/reduces the mystery and apprehension often associated with AC's
- PST offers a half-day expanded candidate workshop for agencies who want to use the promotional process as an opportunity for staff professional development
- Clear instructions for each exercise with no tricks or games
- Individual Candidate Feedback Reports

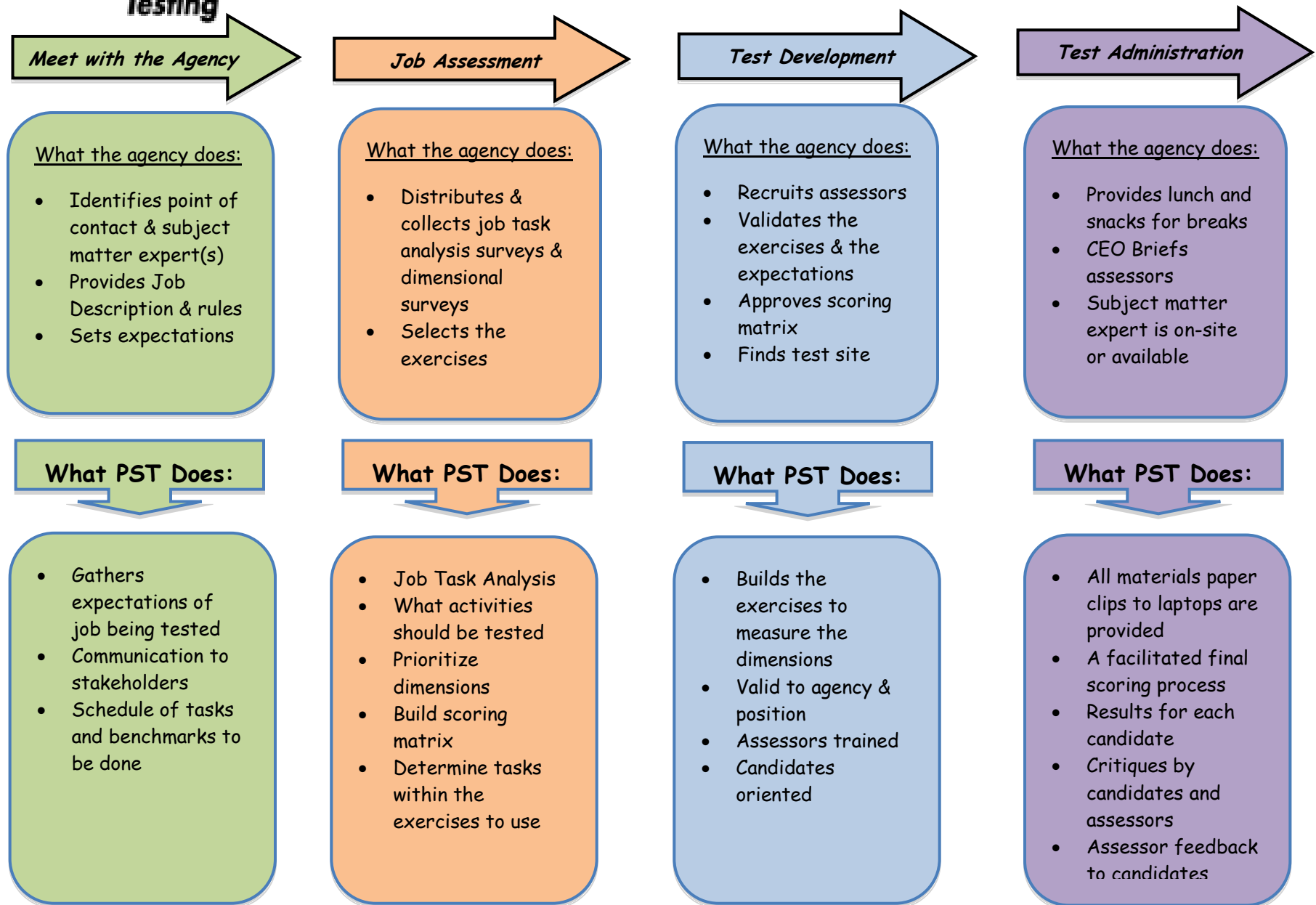
Training the Assessors

- Expanded assessor training on the day before the assessment center that includes practicing their exercise, mastering the scoring process, tips for success, and pitfalls to avoid
- Assessors critique their experience and we continue to improve the process

It's the Other Services We Offer

- Work Performance Rating: a way to incorporate a candidate's history of work performance into the promotional process.
- Semi-Customized Written Exam: For law enforcement manager/supervisor; references include a management/supervision text, Law Enforcement Digests, RCW's & your agency's critical policies.
- ProfileXT: a state of the art occupational assessment tool used to measure how well an individual fits a specific job in your organization.

The Process of Delivering an Assessment Center





Promotional Testing & Assessment Centers

CLIENT LIST

- Boise, ID Police Sergeant
- Fife Police Lieutenant
- Kirkland Police Corporal
- Bellevue Police Corporal
- Port of Seattle Police Sergeant
- Lacey Police Commander
- University of Washington Police Sergeant
- University of Washington Police Lieutenant
- Lake Forest Park Police Sergeant
- Mill Creek Police Sergeant
- Kitsap County Sheriff Sergeant
- Kitsap County Sheriff Lieutenant
- Steilacoom Dept of Public Safety Sergeant
- Cheney Police Sergeant
- Des Moines Police Sergeant
- Coupeville Marshal/Chief
- Ferndale Police Sergeant
- Wapato Police Chief
- Edmonds Police Sergeant
- Snoqualmie Police Captain
- Bothell Police Sergeant
- Des Moines Police Commander
- Kent PD Corrections Commander
- Federal Way Police Commander
- Federal Way Police Lieutenant
- Tukwila Police Sergeant
- Puyallup Police Sergeant
- Kent PD Corrections Sergeant
- Cowlitz County Sheriff Sergeant
- Thurston County Sheriff Sergeant
- Kitsap County Jail Sergeant
- Skagit County Sheriff Sergeant
- Mattawa Police Chief
- Chelan County Sheriff Sergeant
- Port of Seattle PD Commander
- Wenatchee PD Sergeant
- San Juan County Sheriff Sergeant
- Gig Harbor Police Sergeant
- Kent Police Commander
- Bellingham Police Sergeant
- Walla Walla County Corrections Sergeant
- Mill Creek Police Sergeant
- Tukwila Police Sergeant
- Port of Seattle Police Sergeant
- University of WA Police Sergeant
- University of WA Police Lieutenant
- Tukwila Fire Battalion Chief
- Adams County Sheriff Sergeant
- Lynnwood Police Sergeant
- Kent Police Assistant Chief
- Island County Sheriff Sergeant
- Port Orchard Police Sergeant
- Skagit County Sheriff Corrections Sergeant
- Kent Police Sergeant
- Thurston County Sheriff Corrections Sergeant
- Edmonds Police Corporal
- Bellingham Police Lieutenant
- Issaquah Police Sergeant
- Kirkland Police Sergeant
- Mason County Sheriff's Sergeant
- Everett Police Lieutenant
- Everett Police Captain
- Grandview Police Sergeant
- Port Angeles Police Sergeant
- Port Angeles Communication Supervisor
- Kitsap County Corrections Lieutenant
- Lake Stevens Police Lieutenant
- Benton County Sheriff Sergeant
- Federal Way Police Commander
- Federal Way Police Lieutenant
- Kitsap County Sheriff Sergeant
- Auburn Police Sergeant
- Kitsap County Sheriff Lieutenant
- Tukwila Fire Captain
- Des Moines Police Sergeant
- Bremerton Police Sergeant
- Lacey Police Sergeant
- Puyallup Police Sergeant
- Port Townsend Police Sergeant
- Walla Walla Sheriff Sergeant

IN PROGRESS

- Maple Valley Fire Lieutenant, Captain & Battalion Chief
- Port of Seattle Police Sergeant
- Aberdeen Police Lieutenant
- Kent Police Commander
- Mountlake Terrace Police Sergeant
- Lewis County Sheriff Sergeant