



Lakewood Civil Service Commission
Thursday, September 3, 2015 at 9:30 a.m.
Lakewood City Hall
1st Floor Conference Room 1E
6000 Main Street SW
Lakewood, WA 98499

Present: Chair David Boyd, Commissioner Bonnie Boyle, Commissioner Dennis Roden, Civil Service Secretary-Chief Examiner Mary Pandrea, Assistant City Attorney Kimberly Cox, Sergeant Chris Westby, Interim Police Chief Mike Zaro

MINUTES

Call to Order

The meeting was called to order by Chair Boyd at 9:30 a.m.

Amendments to Agenda

None

Approval of Minutes

It was moved and seconded to approve the minutes for the July 2, 2015 meeting. The motion carried unanimously.

Public Comment

None

Old Business

Skype Interviews

There was discussion of whether oral board interviews via skype should be allowed as an alternative to the in person oral board interview. Interim Chief Zaro stated that he supports providing the option to interview via skype if requested by the candidate and the candidate resides a considerable distance away. The Commissioners agreed that a skype interview should be offered as an option when a candidate requests an alternative to the in person oral board interview and they would need to travel more than 200 miles to Lakewood City Hall. Providing this alternative will eliminate a potential barrier to employment.

New Business

None

Chief Examiner's Report

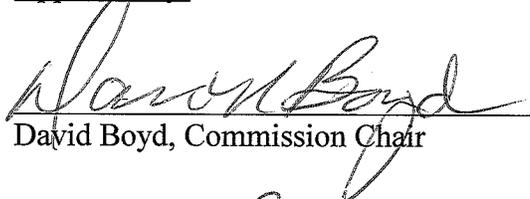
- The promotional process to establish an eligibility list for Sergeant has opened. There are no changes

to the approved examination process which includes a written exam. The written exam will be administered on November 30th and an eligibility list should be ready for certification at the January meeting.

- A recruitment process for Police Chief opened this week. This is an internal process, only current City employees may apply. The closing date is September 8th.
- Conditional offers of employment were made for Animal Control Officer and Court Compliance Officer. The candidates are in the final stage of the hiring process.
- Negotiations for a new collective bargaining agreement with the Lakewood Police Independent Guild began last month. Negotiations with the Lieutenants' guild begin this month.
- Ms. Pandrea will attend the annual Civil Service conference in Yakima next week.
- Interim Chief Zaro commended Ms. Pandrea on her performance, stating that she's done a "fantastic job" during the busiest time he remembers for Civil Service hiring, promotions and processes.

The meeting was adjourned at 9:52 a.m.

Approved by:



David Boyd, Commission Chair

Date



Mary Pandrea, Chief Examiner

11/5/15

Date

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