



## NAPAVINE CIVIL SERVICE COMMISSION MINUTES

April 16, 2024 6:00 PM

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

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### CALL TO ORDER:

Chairman James Pea called the regular Civil Service Commission meeting to order at 6:00 pm.

### ROLL CALL:

Chairman James Pea, Commissioner Charles Rollo and Commissioner Heidi Marshall and Secretary/Chief Examiner Kim Alexander.

### APPROVAL OF AGENDA:

Commissioner Rollo motioned for approval of the agenda, seconded by Chairman Pea, motion passed unanimously.

### APPROVAL OF MINUTES:

Commissioner Rollo motioned for approval of the minutes from the regular meeting of March 19, seconded by Chairman Pea, motion passed unanimously.

### OLD BUSINESS:

Secretary/Chief Examiner Alexander stated that she had a few issues with making the changes in the Rules and Regulations because of the prior formatting of the document, changes made will be yellow highlighted. Secretary/Chief Examiner Alexander went through all the changes with the Commissioners.

The Commission addressed Rule 3 under 3.2 that the Secretary/Chief Examiner check with Ms. Denham for a date certain for submitting the proposed budget to the City in time for the August budget deadline.

Chairman Pea stated that there should be an added Rule as to any meeting cancellations due to the Secretary/Chief Examiner advising the Commission that there were no agenda items and no business for the Commission to address. It was suggested that this new item would be under Rule 3 and be added as 3.3.1 in the Rules and Regulations. The Commission could always call an emergency meeting if needed.

Secretary/Chief Examiner Alexander to write 3.3.1 and submit to the commission for approval.

Commissioner Marshall made a motion to adopt the new sub section under Rule 3 as 3.3.1 Notifications and Cancellations, seconded by Commissioner Rollo. Motion passed unanimously.

Secretary/Chief Examiner Alexander to check with Ms. Godbey of the Police Department to check on the status of the police department records that were to be provided to the commission.

NEW BUSINESS:

None

CORRESPONDENCE:

MISCELLANEOUS:

Secretary/Chief Examiner Alexander stated that she received the city owned computer to be used for Civil Service Commission purposes. And that there were no costs involved as previously mentioned that there would be. Secretary/Chief Examiner Alexander may need to purchase thumb drives for backup and submit the receipt to the City for reimbursement.

ADJOURNMENT:

Commissioner Rollo made a motion to adjourn the meeting, seconded by Commissioner Marshall, motion passed unanimously. The meeting was adjourned at 6:40 pm.

NEXT MEETING:

May 21, 2024 at 6:00 pm.

Respectfully Submitted,

  
Chairman James Pea

  
Commissioner Heidi Marshall

  
Commissioner Charles Rollo

  
Secretary/Chief Examiner Kim Alexander