



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

May 21, 2024 6:00 PM
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

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

APPROVAL OF MINUTES:

Commissioner Rollo motioned for approval of the minutes from the regular meeting of May 21, seconded by Commissioner Marshall, motion passed unanimously.

OLD BUSINESS:

The Rules and Regulations were reviewed by the Commission – Rule 3.2 Annual Budget process was changed from August to September for the month that the Commission would review the budget prepared by Secretary/Chief Examiner Alexander for submission. City Councilman Weidiger was present at the meeting and stated that the City's budget process is September/October. Secretary/Chief Examiner Alexander stated that after talking to City Clerk Denham about the budget process Clerk Denham advised that the Civil Service Commission's budget falls under the Police Department's budget and that Secretary/Chief Examiner Alexander would meet with the Police Department for the budget process.

Secretary/Chief Examiner Alexander will rewrite Rule 3.3.1 Notifications and Cancellations and submit it to the commission for approval before the finalization of the Rules and Regulations.

Commissioner Marshall motioned to adopt the new sub section 3.3.1 under Rule 3, seconded by Commissioner Rollo, motion passed unanimously.

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

It was brought to the Commission's attention by City Councilman Weidiger that the July meeting from July 16th to July 23rd would not be a plausible date because the City Council has their meeting that night. The Commission decided to move the meeting to July 30th instead. Commissioner Marshall stated that she could possible remote in and appear via Teleconference.

Motion by Commissioner Rollo to change the July meeting to the 30th, seconded by Commissioner Marshall, motion passed unanimously.

NEW BUSINESS:

None

CORRESPONDENCE:

MISCELLANEOUS:

It was noted the Secretary/Chief Examiner Alexander is officially a Notary.

ADJOURNMENT:

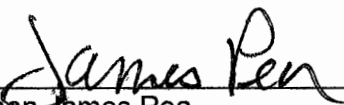
Commissioner Marshall made a motion to adjourn the meeting, seconded by Commissioner Rollo, motion passed unanimously.

The meeting was adjourned at 6:28 pm.

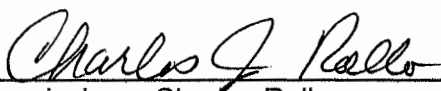
NEXT MEETING:

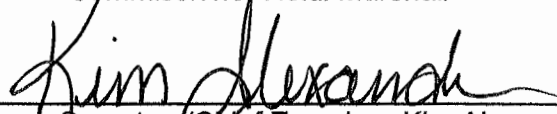
June 18, 2024 at 6:00 pm.

Respectfully Submitted,


Chairman James Pea

Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander