



CITY OF SHELTON

Civil Service Meeting Minutes  
January 17, 2019 – 9:30 a.m.  
Shelton Civic Center – Meeting Room

**Present:** Commission Members: Chair, Marilyn Vogler, and Commissioner John Tarrant.  
Commissioner #3 position is vacant.

Commission Secretary/Examiner (S/E): Mari Herold

City Staff: Mari Herold, Darrin Moody

**Meeting Called to Order:** Commissioner Vogler called the meeting to order at 9:30 AM

**Approval of Minutes:** The following minutes were reviewed: *November 16, 2018.*

Chief Moody noted that the minutes needed to be updated to reflect that Mike Fiola attended the November 16, 2018 meeting; Chief Moody did not attend.

*Subject to confirmation of attendance, a motion was made, seconded, a vote was taken, and the motion passed to approve the November 16, 2018 meeting minutes.*

**Staff Requests:**

1. Certify 2019 Salary Schedule

*After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the 2019 Civil Service Salaries.*

2. Approve recruitment for CSO:

- Approve updated Code Enforcement/Community Service Officer (CSO) Job Description

Commissioner Vogler noted that position supervisor title changed and requested to update the job description accordingly.

*A motion was made, seconded, a vote was taken, and the motion passed to update the CSO Job Description as amended.*

- Testing Process as approved on April 3, 2017

*Commission and staff agreed that testing process is valid. No action required.*

- Approve SPD clerk to proctor CSO testing on behalf of HR for this testing examination only.

*After a brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to approve SPD clerk to proctor CSO testing on behalf of HR for this testing examination only.*

3. Certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

Chief Moody noted that two (2) lateral applicants were no longer eligible and should be removed from the list.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the eligibility list as amended for the position of Lateral Police Officer.*

4. Certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.

*After brief discussion, a motion was made, and seconded; a vote was taken and the motion passed to certify the eligibility list for the position of Entry Level Police Officer.*

**Old Business:**

1. Commission Vacancy

The commission and staff were saddened by the passing of Commissioner John Weichert.

S/E Herold advised the Commission that announcements are in the Mason County Journal and City social media regarding the vacancy, and soliciting Letters of Interest from citizens interested in acting as a Shelton Civil Service Commissioner.

To date, no letters have been submitted. Staff and Commissioners will reach out to local citizens to generate interest in the position.

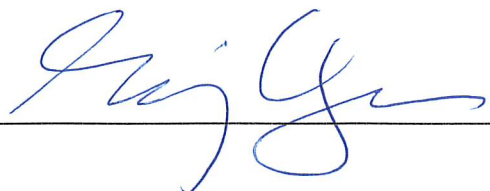
**General Discussion:**

1. S/E Herold advised that in she is reviewing and updating the Shelton Civils Service Rules to ensure compliance with the current form of government, laws, and to clarify language. She will update the commission at the next regularly scheduled meeting.
2. Next Meeting Scheduled for May 16, 2019: Commissioner Tarrant requested the meeting be changed to May 23, 2019. S/E Herold will send an updated meeting request.

**Public Comment:** There was no public comment.

The meeting was adjourned at 10:13 AM

Submitted by: Mari Herold

APPROVED  Chair Marilyn Vogler