



ORTING CIVIL SERVICE COMMISSION

Meeting Summary
June 25th, 2018, 6:00pm
Multipurpose Center
202 Washington Ave. South
Orting, WA

COMMISSIONERS

Mike Dannat
David Inge
Lonny Meadows
Howie Robson
Vacant
Jane Montgomery, Secretary

1. Call Meeting To Order, Pledge of Allegiance and Roll Call.

Chair Meadows called the meeting to order at 6:00pm and led the pledge of allegiance. Secretary Montgomery took the role.

Present: Commissioners Meadows, Dannat, Inge and Robson.

Staff: Secretary Jane Montgomery and Candidate for Secretary, Jennifer Corona.

2. Approval of May 21st, 2018 Meeting Summary.

Commissioner Robson made a motion to approve the meeting summary of May 21st, 2018. Second by Commissioner Inge. Motion passed (4-0)

3. Civil Service Job Description.

Chair Meadows explained that the City had not had a job description in the past for the Civil Service Secretary. This job description concurs with Civil Service rules and with the Ordinance passed by the City Council. The Ordinance allows for the Secretary to either be a City employee or an independent contractor. The City Council reviewed the job description at the study session meeting on June 20th and will vote on final approval on July 11th. No action is required of the Commission. This is for information only.

4. Rule Change 3.2- Appointment, Term, Accountability.

The City Council passed Ordinance No. 2018-1021 on January 31, 2018, which allows for the Secretary to be either a City employee or an independent contractor.

The proposed change to 3.2 modifies the rules to allow for the Secretary to be an independent contractor.

Commissioner Dannat made a motion to approve rule change 3.2., as presented. Second by Commissioner Inge. Motion passed (4-0)



5. Discussion- Commissioner ID Badges.

Commissioner Meadows asked the Secretary if the Commissioners could get ID Badges. Secretary Montgomery briefed that she had contacted Officer Gabreluk who had just made ID badges for all City Employees and asked if he would make badges for the Commissioners. To date, the Secretary had not heard back from Officer Gabreluk. The Commission gave possible dates that they would be available for pictures. Secretary Montgomery will coordinate those dates with Officer Gabreluk.

6. Resignation Letter- Secretary Montgomery.

Secretary Montgomery submitted her resignation to the Commission. The Secretary had taken on the duties in 2017 on a temporary basis; until a qualified candidate could take over. Jennifer Corona, who was recently hired by the City; expressed an interest in the appointment.

Commissioner Inge made a motion to accept the resignation of Secretary Montgomery. Second by Commissioner Robson. Motion passed (4-0)

7. Civil Service Secretary Applicant- Jennifer Corona.

Jennifer Corona who was recently hired by the City submitted her letter of interest and resume to the Commission to be considered for the position of Secretary. She gave a brief biography and answered questions posed by the Commissioners.

Commissioner Dannat made a motion to appoint Jennifer Corona to the position of Civil Service Secretary. Second by Commissioner Robson. Motion passed (4-0)

Chair Meadows asked the new Secretary to compose a letter to the Mayor asking that he fill the vacancy on the Civil Service Commission.

8. Adjournment.

Commissioner Robson made a motion to adjourn.

Chair Meadows adjourned the meeting at 6:15pm.

Secretary, Jane Montgomery

Chair, Lonny Meadows