



**City of Lake Forest Park
CIVIL SERVICE COMMISSION
April 8, 2024
MINUTES**

Commission members present: Chair John Olson (joined at 9:39am), Vice Chair Kim Anderson, Cmr. Silja Sodal

Staff present: Secretary/Chief Examiner Shannon Moore, Lt. Diego Zanella

Vice Chair Anderson called meeting to order at approximately 9:34 a.m. The meeting took place via Zoom and in-person.

Reports and Communications

A. Introductions

Cmr. Anderson introduced himself and welcomed newly appointed Cmr. Sodal. Cmr. Sodal introduced herself and her excitement to participate on the Commission. Cmr. Olson was absent during this time.

B. Selection of Chair/Vice Chair

Initially, Cmr. Olson was absent so Cmr. Anderson made a motion to move this agenda item to the next meeting. Cmr. Sodal seconded the motion. The motion passed unanimously.

At the end of the meeting when Cmr. Olson was in attendance, the group returned to this agenda item to nominate and vote on a Chair and Vice Chair. Cmr. Anderson nominated Cmr. Olson to the position of Chair. Cmr. Sodal seconded the motion. The motion carried unanimously. Cmr. Sodal nominated Cmr. Anderson to the position of Vice Chair. Chair Olson seconded the motion. The motion passed unanimously.

Approve Minutes

Cmr. Anderson made a motion to approve the minutes from the January 26, 2024, meeting. Cmr. Sodal seconded the motion. The motion passed unanimously.

Old Business

A. Entry and Lateral Level Civil Service List - Removal of Names

Police Chief Harden requested that the Civil Service Commission remove five individuals from the current Entry and Lateral Level Eligibility Lists. Cmr. Anderson made a motion to approve the removal of the individuals from the Entry

and Lateral Level Eligibility Lists as presented by Chief Harden. Cmr. Sodal seconded the motion. The motion passed unanimously.

New Business

A. Certify Entry Level Police Office Eligibility List

Secretary Moore stated that the Police Department has two vacant FTEs to fill, which is from the +3 Limited Term FTE approved by City Council last year.

Cmr. Olson made a motion to approve the Eligibility List for Entry Level Police Officer as presented. Cmr. Sodal seconded the motion. Motion carried unanimously.

Entry Level Police Officer

Certified: April 8, 2024

<u>Ranking</u>	<u>Name</u>	<u>Expires</u>
1.	Jaeden Bond	April 8, 2025
2.	Michael Ritz	April 8, 2025

Announcements/Schedule of Events

Secretary Moore shared that oral board interviews for entry level candidates have been scheduled on a quarterly basis for 2024. Should the department receive eligible lateral or exceptional candidates, additional interviews may be added to the schedule.

Secretary Moore stated that the Commission may want to consider reviewing the current municipal/civil service codes this year to ensure they are up to date. Vice Chair Anderson requested Secretary Moore share the link to the civil service rules with the commission.

Adjournment

Chair Olson made a motion to adjourn the meeting. Vice Chair Anderson seconded the motion. Motion carried unanimously and the meeting adjourned at approximately 9:48 a.m.

SUBMITTED:

APPROVED:

Shannon Moore, Secretary/Chief Examiner

Chair John Olson