

# KALAMA CIVIL SERVICE COMMISSION

*Don Mathison, Chairman  
Gary C. Finley, Commissioner  
Lloyd Corgan, Commissioner  
Krystall Marriott Secretary/Examiner*

## MEETING AGENDA

**CALL TO ORDER:** February 27, 2020

**APPROVAL OF MINUTES:** December 5, 2019  
February 6, 2020

**OLD BUSINESS:** Certify Corrected Entry Level List

**NEW BUSINESS:**

**CORRESPONDENCE:**

**OTHER:**

**NEXT MEETING:** March 26, 2020 @ 5:30pm

**ADJOURNMENT:**

**KALAMA CIVIL SERVICE COMMISSION  
REGULAR MEETING  
FEBRUARY 27, 2020**

**CALL TO ORDER**

Commissioner Gary Finely called the meeting to order at 5:30 p.m. Commissioner Lloyd Corgan and Secretary Krystall Marriott were in attendance; Chairman Don Mathison was absent. Also, in attendance was Chief Ralph Herrera.

**APPROVAL OF MINUTES**

Commissioner Finley made a motion to approve the minutes from December 5, 2019 and Special Meeting February 6, 2020. Commissioner Corgan second and the minutes were approved.

**OLD BUSINESS**

Secretary Marriott provided the commission with a copy of a letter that was sent out to the Entry Level Candidates on February 21<sup>st</sup> regarding a scoring error on the original Entry Level List. Chief Herrera briefly explained that there was a computational error in how scores were finalized. No assessors scores were changed in any way and were not affected by the error. For example, during oral boards, 3 assessors each scored a candidate 9 points, giving a total score of 27/30. When scoring we tabulated  $9+9+9 = 27$  divided by 3 people...this total is not a percent. What should have happened was  $9+9+9 = 27$  divided by a total of 30 not 3. The correct tabulation switched positions 4 and 5 and 7 and 8. It did not affect the top 3 ranking positions. In the best interest for consistency and what's fair that the corrections needed to be made. Commissioner Corgan clarified that we should have used the average. Chief Herrera assured new measures and steps were taken by having City hall double check the tabulations and will also be doing so in the future. Commissioner Finely moved that the commission certified the corrected list. Commissioner Corgan second and the new Entry level List was certified.


**OTHER**

Next regular meeting tentatively scheduled for March 26, 2020.

**ADJOURNMENT**

Commissioner Finely adjourned the meeting at approximately 5:40 p.m. These minutes are not verbatim.

  
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Don Mathison, Chairman

  
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Krystall Marriott, Secretary