



WASHINGTON STATE  
**CRIMINAL JUSTICE TRAINING COMMISSION**  
19010 1<sup>ST</sup> AVENUE SOUTH, BURIEN, WA 98148

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**SPECIAL COMMISSION MEETING**

Monday, November 14, 2011

2 PM

**COMMISSION MEMBERS PRESENT:**

Jeff Myers (Chair), Chief, Hoquiam Police Department  
Anne Kirkpatrick, Chief, Spokane Police Department  
Bernard Warner, Secretary, Department of Corrections (telephonically)  
Bill Boyce, Citizen at Large (telephonically)  
Darell Stidham, Deputy, Spokane County Sheriff's Office (telephonically)  
Josh Kelsey, Officer, Lynnwood Police Department (telephonically)  
Julie Anderson, Auditor, Pierce County (telephonically)  
Laura Laughlin, Special Agent in Charge, Federal Bureau of Investigation  
Ned Newlin, Chief of Corrections, Kitsap County Sheriff's Office  
Tom Metzger, Prosecuting Attorney, Pend Oreille County (telephonically)

**WSCJTC STAFF PRESENT:**

Debbie Mealy, Deputy Director  
Greg Baxter, Manager, Human Resources (telephonically)  
Joel Gavino, Manager, Information Technology (telephonically)  
John Suessman, Commander, Basic Law Enforcement Academy  
Sonja Hirsch, Executive Assistant  
Tisha Ehret, Manager, Certification  
Tony Anderman, Manager, Advanced Training

**GUESTS PRESENT:**

Jean E. Meyn, Assistant Attorney General, Attorney General's Office (telephonically)  
Steve Boyer, Sheriff, Kitsap County

## INTRODUCTION

The Chair called the meeting to order at 2:05 PM with a quorum present. Roll call was performed to identify the Commissioners, and self-introductions followed of Washington State Criminal Justice Training Commission (WSCJTC) staff and guests.

## PURPOSE

The meeting was called to discuss and possibly take action on the recruitment/selection process for the Executive Director of the WSCJTC to include: recruitment/selection process for the Executive Director; review, modify, and/or approve existing Executive Director job description; appoint Commissioners to Interview/Selection Committee; establish timelines; and legislative agenda.

***Commissioner Newlin made a motion to fill the Executive Director position. Commissioner Laughlin seconded the motion. The motion carried unanimously.***

**Commissioner Stidham** stated that the budget information (e.g. \$45.5 million biennium budget), as noted in the previous Executive Director job announcement, needed to be updated.

***Commissioner Stidham made a motion to accept the job announcement and description as written to include changes to the dates and budget information. Commissioner Kelsey seconded the motion. The motion carried unanimously.***

Other suggested changes to the job announcement:

Paragraph one: Reword paragraph to read, "The Washington State Criminal Justice Training Commission (WSCJTC) is recruiting an Executive Director."

Paragraph three: Omit "Candidates lacking work experience in Washington government or in Washington criminal justice are unlikely to be competitive."

Paragraph four: Reword last sentence to read, "We strongly prefer a directly relevant masters or doctorate, but will substitute substantial executive experience related to law enforcement or criminal justice within Washington State."

Bullet one: Reword sentence to read, "Manage a \$\_\_\_ million operating budget per biennium."

Bullet two: Replace "Institute" to "Support."

Bullet six: Reword sentence to read, "Maintain the physical and technology infrastructure required to fulfill the agency mission within budget parameters or as directed by the Commission."

**Commissioner Anderson** stated the commas after the bulleted items need to be replaced with periods.

Paragraph five: Include information about the state's temporary salary reduction, as it would affect the salary.

Paragraph six: Omit "2,900-word."

Paragraph seven: Reword last sentence to read, "We must receive all materials no later than 4 PM on December 12, 2011."

Paragraph nine: Reword first paragraph to read, "We expect the new Executive Director to start no later than February 1, 2012, and reserve the right to make a hiring decision at any time, so this recruitment may be closed without prior notice."

Notify applicants that they cannot contact Commissioners during the process and that there will not be an official meet and greet with WSCJTC staff members.

**Commissioner Newlin** stated the accountability section on page six of the job description needed to be updated and strengthened.

**The Chair** would like to add the following to the job description:

1. Role of the Commission.
  - a. The Commission is responsible for the policy decisions and budget preparation/decisions.
2. Role of the Executive Director.
3. The Commission is responsible for the Executive Director's annual Performance Development Plan (PDP)/evaluation.

***Commissioner Stidham amended his motion to include the above changes to the job announcement. Commissioner Anderson seconded the motion. The motion carried unanimously.***

**The Chair** asked for volunteers to serve on the Interview/Selection Committee. The Committee will consist of Commissioners Stidham, Kelsey, Anderson, Newlin, Boyce, Myers, and Elfo. Commissioner Laughlin will serve as an alternate committee member.

***Commissioner Myers made a motion to appoint Commissioners Stidham, Kelsey, Anderson, Newlin, Boyce, Myers, and Elfo as members of the Executive Director Interview/Selection Committee and to appoint Commissioner Laughlin as an alternate committee member. Commissioner Stidham seconded the motion. The motion carried unanimously.***

**Commissioner Kirkpatrick** joined the meeting at 2:27 PM.

**Mr. Baxter** announced that during the previous Executive Director search, the job was advertised for four weeks, and the process lasted from April to September 2010. There were 18 applicants, and the Commissioners interviewed the top four candidates. The key emphasis was familiarity with law enforcement in Washington State. If applicants did not meet that criterion, they were eliminated during the first cut.

***Commissioner Anderson made a motion to direct Greg Baxter to produce a recruitment announcement to be posted on November 21, 2011 and remain open for four weeks. All application information must be submitted by December 15, 2011, and the position will be filled by February 1, 2012. Commissioner Stidham seconded the motion.***

