

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

Thursday, June 11, 2015

5:15 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, N. Walker, L. Myers, And Clerk A. Scribner
Guests: T. Schroeder, HR Manager, J. Leonard, City Administrator, D. Williams, Law Director, M. McCann, Council President, T. Helberg, Crescent News

CALL TO ORDER

The meeting was called to order at 5:15 pm in the front conference room at City Hall, 631 Perry Street by Chairman S. Korhn. Clerk Scribner reported that all Sunshine Law notices have been complied with.

1. **Approval of May 12, 2015 Civil Service Commission Special Meeting Minutes.**
Chairman Korhn asked that the minutes of the May 12th meeting be corrected as follows:

Under #3, City Engineer - Open Position the second sentence reads: If the individual is interested; the City may be seeking an exceptional appointment to the position for the individual. Chairman Korhn asked that *quotation marks* be added around the words "exceptional appointment" (because the request was for an "exceptional appointment" where as in reality the request should have been for a Rule 60.17 reinstatement.)

Motion: With this change, the motion was made by Chairman Korhn, seconded by L. Myers to approve the Civil Service Commission (CSC) special meeting minutes of May 12, 2015. All members voted aye, the motion carried.

2. OLD BUSINESS

City Engineer – Open Position. The City is requesting reinstatement of former employee Melinda Warner, pursuant to Local Rule 60.17 (copy attached to the original minutes) to serve as City Engineer. It was noted that M. Warner left City employment for five months; well within the one year time limit noted in the rule. While Local Rule 60.17 further states that the Commission may require reinstated employees to pass an examination, Commission members present felt that no such examination is required due to her professional engineering licensure and past experience as the City Assistant Engineer.

Motion: The motion was made by Chairman Korhn, seconded by L. Myers to approve the Appointing Authority's request to reinstate former employee Melinda Warner as the City Engineer. The Commission does not require any testing for this position. All members voted aye, the motion carried.

3. NEW BUSINESS

Certification List Extensions: A certification list for WTP Plant Operator position that was created September 19, 2014 will expire September 19, 2015. One individual has been hired from the list with a number of viable candidates remaining on the list. The City is requesting that the list be extended for an additional year to September 19, 2016.

Promotional Certification Lists for Fire Lieutenant and Fire Captain created September 25, 2014 will expire on September 25, 2015. An officer in the Fire Division is eligible for retirement in the near future which would create an opening in the promoted ranks. The City is requesting that the promotional certification lists for Fire lieutenant and Fire Captain be extended for an additional year, expiring September 25, 2016.

Motion: The motion was by L. Myers, seconded by Chairman Korhn to approve the extension of the certification lists noted above for an additional year. All members voted aye, the motion carried.

The next regular meeting of the Civil Service Commission is scheduled for July, 20, 2015 at 5:15 pm in the front conference room at City Hall.

There being no further business, the meeting adjourned at 5:22 pm.

MINUTES APPROVED:



S. Korhn, Chairman



Ann B. Scribner, Commission Clerk

THE ABOVE MINUTES REPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAT AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Bob Armstrong, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.