

**CIVIL SERVICE BOARD
SPECIAL MEETING MINUTES**



DATE: August 11, 2010
4:30 PM – 5:04 PM

BOARD: Hugh Logan, Chairperson
Debra Allen, Vice Chairperson
Doug Coulter, Chairperson
James "Mickey" Dunlap, Board Member
Maiqual "Mike" Talbot, Board Member

STAFF: Terri L Cassidy, Human Resources Director/Secretary to the Board
David Hunt, City Attorney
Jyll C Ramirez, Administrative Assistant to the HR Director

1. FLAG SALUTE

The Pledge of Allegiance was led by Board Member Dunlap.

2. ROLL CALL

All Board Members were present.

3. APPROVAL OF THE AUGUST 2, 2010 CSB MEETING MINUTES

A Motion was made by Board Member Coulter to approve the Minutes for the August 2, 2010 Civil Service Board meeting. Vice Chairperson Allen seconded the Motion. It was approved 5 Ayes, 0 No.

4. REQUEST TO APPROVE THE FOLLOWING ITEMS REGARDING THE SELECTION PROCESS FOR FIRE CHIEF

- a. Approve the use of Teri Black & Company to develop the written questions for the Fire Chief written exam portion of the recruitment process.
- b. Approve the scope and qualifications factors to be evaluated for the written test and the Qualifications Appraisal Board.
- c. Select a second and alternative Board member, along with Chairperson Logan, to serve on the Qualifications Appraisal Board Friday, August 20, 2010.
- d. Approve the two Fire Chiefs, selected by the City Manager, to serve on the Qualifications Appraisal Board Friday, August 20, 2010.

A Motion was made by Board Member Talbot to approve items a, b and d. Board Member Coulter seconded the Motion. It was approved 5 Ayes, 0 No.

Chairperson Logan selected Vice Chairperson Allen to serve with him on the Qualifications Appraisal Board for the Fire Chief. Board Member Allen accepted.

Board Member Dunlap suggested Board Member Talbot be selected as an alternate, as he and Board Member Coulter have already served on a panel.

Chairperson Logan asked Board Member Talbot if he would be available to serve, if needed. Board Member Talbot confirmed that he would accept the alternate responsibility.

A Motion was made by Board Member Coulter to approve Vice Chairperson Allen as the selected second panelist and Board Member Talbot as the Alternate for the Qualifications Appraisal Board Friday, August 20, 2010. Board Member Talbot seconded the Motion. It was approved 5 Ayes, 0 No.

5. PROPOSED CHANGES TO THE MUNICIPAL CODE, CHAPTER 2.24 - CIVIL SERVICE

Ms. Cassidy informed the Board City Council approved to include the Civil Service System on the ballot measure. If the voters approve the proposed ballot measure, Ordinance 866 will be sunseted and the new proposed ordinance will be in effect. If the voters do not approve the proposed ordinance, the existing one would remain in place. Any remaining items to be amended would be included in the Civil Service Rules. The proposed changes to the Charter included the Civil Service Board Members' recommendations.

Board Member Coulter asked City Attorney David Hunt to provide the Board with a list of the changes between the existing and proposed ordinances.

Vice Chairperson Allen would like the source information to be included with the documentation from the City Attorney's Office.

The Board discussed various details regarding the proposed ordinance and provided more clarification as to what they would like to review regarding this matter.

Mr. Hunt replied to the Board that he will provide the Board with that information.

6. BOARD MEMBER COMMENTS

None

7. ITEMS FOR FUTURE AGENDAS

None

8. PUBLIC COMMENTS

None

9. ADJOURNMENT

The Civil Service Board meeting adjourned at 5:04 PM

A handwritten signature in cursive script, reading "Terri L Cassidy", written over a solid horizontal line.

Terri L Cassidy, HR Director
Secretary to the Board