



CIVIL SERVICE COMMISSION MEETING VIA TEAMS

Minutes from Meeting on May 26, 2022

The meeting commenced at **9:33 AM**. Those in virtual attendance were Chief Examiner Michael Duerr, Kay Barnes, and Danielle Marks. Heather Griffin and Dana Zlateff, Public Works staff members, were in attendance to observe.

ROLL CALL OF THE COMMISSION

Present via Teams were Commission Chair Ethel McNeal, Commissioner Scott Bader, Commissioner Jo Metzger-Levin and Legal Counsel Amy Allison.

SUBMITTAL AND APPROVAL OF THE MINUTES

Commissioner Bader moved to approve the minutes of the April 28, 2022 meeting. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

PUBLIC COMMENT

No public comment.

Discussion ensued surrounding the update of the Open Public Meetings act, which requires time reserved for public comment. Michael Duerr will consult with the City's legal counsel surrounding potential parameters such as topics and comment time limits.

REVIEW OF THE PERSONNEL ACTION REPORT

Commissioner Bader moved to approve the Personnel Action Report for April 2022. Commissioner Metzger-Levin seconded the motion. The motion was approved unanimously.

REVIEW OF THE CHIEF EXAMINER APPROVAL OF CALLS FOR APPLICANTS

Commissioner Bader moved to approve the Chief Examiner Approvals of Calls for Applicants for May 2022. Commission Chair McNeal seconded the motion. Commissioner Metzger-Levin abstained. The motion was approved with a majority.

REVIEW OF THE CHIEF EXAMINER CERTIFICATIONS OF ELIGIBLE REGISTERS

Commissioner Bader moved to approve the Chief Examiner Certifications of Eligible Registers for May 2022. Commission Chair McNeal seconded the motion. Commissioner Metzger-Levin abstained. The motion was approved with a majority.

NEW BUSINESS

New Classification Specifications

- i. **Source Control Inspector.** Commissioner Metzger-Levin moved to approve the new classification specification for Source Control Inspector. Commissioner Bader seconded. The motion was approved unanimously.
- ii. **Police Public Disclosure Specialist.** Commissioner Metzger-Levin moved to approve the new classification specification for Police Public Disclosure Specialist. Commissioner Bader seconded. The motion was approved unanimously.

OTHER BUSINESS

- A. Diversity Wheel. Training has been postponed to next month's meeting.
- B. Future meetings may need to be run in a hybrid meeting format. The meeting location can be held in Human Resources as well as remote.

ADJOURNMENT

The meeting adjourned at 9:46 AM.

Respectfully submitted,
Danielle Marks