



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
NOVEMBER 19, 2019**

**1. CALL TO ORDER/ROLL CALL**

Commissioner Lindsey called the meeting to order at 9:30 a.m.  
All Commissioners were present.

**2. APPROVAL OF MINUTES**

MOTION: Move to approve October 15, 2019 Minutes  
Gilmore/DeCounter: Motion passed unanimously.

**3. PUBLIC COMMENT**

**4. PRESENTATION**

- a. Customer Engagement Program Update presented by Kathleen Myers – Civil Service Project Employee

**5. CHIEF EXAMINER'S REPORT**

Chief Examiner Richards provided updates regarding Civil Service Department operations.

**6. NEW BUSINESS**

- a. R. Smawley – Appeal of Passover for Cause  
FIRST MOTION: Move to go into quasi-executive session for discussion with council to discuss what we heard today, not to come to a conclusion or finding, we will do that on open session.  
Hult/Stephens: Motion passed unanimously.  
The Commission called a recess at 11:05 a.m. and resumed open session at 11:30 a.m.  
SECOND MOTION: To deny the appeal of the passover based on the City having met its' burden of demonstrating, that the decision to passover Mr. Smawley, was based on the Civil Service Rules, specifically Rule 5, Section 4, Subsection A. The Civil Service Rules reviewed and recommended by Labor and Management provide specific language which does not include the totality of the entire file.  
Stephens/DeCounter: Motion passed unanimously.
- b. M Decker – Claim Protesting Layoff Action  
MOTION: Authorize the investigation at the request of Mr. Cavanaugh to direct the Chief Examiner to perform the investigation.  
Hult/Gilmore: Motion passed unanimously.
- c. Customer Satisfaction Survey Results  
Chief Examiner Richards presented the preliminary results of the Customer Satisfaction Survey.

d. Contract for 2020 Classification Study

MOTION: You have experience with Koff, they are producing a good product, they are kinda of a known entity and the dollars seem to work out for that as well. So, I'm not sure how quickly the Commission wants to move on this but I'm very comfortable with advocating for going with Koff for this particular body of work as well.

Stephens/Hult: Motion passed unanimously.

e. Chief Examiner Performance/Feedback Process

MOTION: Direct Commissioner DeCounter because of her fine background in putting these type of things together, if she could at least give us a format by which we could possibly all evaluate our Chief Examiner, and then set aside a time or at least set a deadline with that or whatever Mrs. DeCounter decides is the best process, but we need to put aside a time that we set down with Amber and go over those evaluations.

Gilmore/Hult: Motion passed unanimously.

**7. ADJOURN**

The Commission adjourned at 12:16 p.m.