



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
MINUTES – AUGUST 17, 2021**

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

Meeting called to order at 9:31 a.m.

Commissioner Lindsey was present via Webex and in-person.

Commissioners Gilmore, Hult, Palmerton, and Stephens were present via Webex.

**2. APPROVAL OF MINUTES**

- a. July 20, 2021 Minutes

*MOTION:* Move approval of the minutes as submitted.

Hult/Gilmore: Motion passed unanimously.

**3. CHIEF EXAMINER UPDATE**

Chief Examiner Pearson provided updates regarding Civil Service department operations.

- a. Civil Service Department Staffing
  - i. Kathleen Myers will be leaving us in September.
  - ii. Focus will be to hire a full-time Recruiter/Talent Acquisition, need more of a robust recruiting model. Someone with a background in recruiting to help us reach our target audience.
- b. 2022 Budget
  - i. Asking for a significant increase in advertising/recruiting, usually budget \$5,000 for the year; but this is only really a month worth of advertising.
  - ii. Asking for an additional staff member, another Analyst position
- c. City Council
  - i. Working with City Council Office Director to join some regular study sessions with Council for a Chief Examiner Q&A session on a quarterly or monthly basis.
- d. On this agenda, we are doing a Supported Employment and ADA presentation which is a joint collaboration between Kathleen in our department and Pam Bergin in HR.
  - i. Moving forward have a regular standing agenda item to highlight/showcase collaboration between Civil Service and HR.
  - ii. Give Commissioners time to ask questions, comment, and talk with HR on things that are of concern to the Commission.
- e. December Commission Meeting is the week of Christmas
  - i. New Business option next month to vote on canceling the December meeting, which is Tuesday, December 21<sup>st</sup>.
- f. Questions
  - i. Commissioner Gilmore commented regarding interest on hearing more about how exactly do we recruit and testing at other sites. Are we getting people coming for those tests and believes that we need more education in the community to take away the stigma of taking a test.

1. Wrap up from Test Fest
  - a. Offsite testing on week nights and weekends with flexibility for our offsite test takers is vital and where we are moving.

#### **4. NEW BUSINESS**

- a. Findings of Fact, Conclusions of Law and Decision in the C. Conrath Appeal  
*MOTION:* Adopt and approve the motion as presented.  
Stephens/Gilmore: Motion passed unanimously.
- b. Supported Employment and Americans with Disabilities Presentation  
Presentation given by Kathleen Myers, Civil Service Communications Manager and Pamela Bergin, Senior Human Resources Analyst
  - i. Questions
    1. Commissioner Gilmore asked about requesting an accommodation for a Civil Service exam. Is the process overly cumbersome for the individual requesting the accommodation or for Civil Service to make the accommodation?
      - a. Kathleen replied that Civil Service does not get a ton of requests, but the most common are for additional time or reading of the examination out loud. However, Civil Service does still require that someone submit appropriate documentation of the disability so we are accommodating appropriately.

#### **5. ADJOURN**

The Commission adjourned at 10:00 a.m.