



**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION  
MINUTES – APRIL 19, 2022**

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

Meeting called to order at 9:30 a.m.

Commissioners Gilmore, Palmerton, and Stephens were present in-person.

Commissioners Hult and Lindsey were absent (excused).

**2. APPROVAL OF MINUTES**

- a. March 15, 2022 Minutes

*MOTION:* Minutes be accepted.

Stephens/Palmerton: Motion passed unanimously.

**3. CHIEF EXAMINER UPDATE**

Chief Examiner Pearson provided updates regarding Civil Service department operations.

- a. Welcome back and nice to see you
- b. Civil Service has hired two new staff members, Elizabeth and Blake, our new Personnel Analyst I's
- c. Second round of TestFest is happening this week, we again partnered with District 81 with testing through Saturday at The Hive on Sprague
- Laborer I
  - Refuse Collector I
  - Custodian I
- d. Rule Review Update
- We have finished our fifth meeting with Labor and Management
  - Almost have completed reviews for two rules and have begun working on Rule 3, Classification
  - Will continue to provide updates through this process and Rule Review will at least go through the end of the year
- e. We will be staying here at City Council Briefing Room for the time being, City Council Chambers is not ready for us to return to since the downtown library has not been completed. As soon as that library is completed, Community Court can move back there and we'll be moving back into City Council Chambers.
- Commissioner Gilmore asks, "So we'll back there, when?" and states that City Council Briefing Room's sound is terrible and unacceptable.
    - Chief Examiner Pearson states that the original plan was supposed to be spring, but has now been pushed back to sometime this summer.
  - Commissioner Gilmore states that the sound is terrible just for the Commissioners, but if we were to have a hearing, they would be worried about it.
    - Chief Examiner Pearson agrees and states if we are still in this room and there is an appeal or hearing scheduled, we'll need to think of a Plan B.
  - Commissioner Gilmore asks "Is it still be used by Community Court?"
    - Commissioner Gilmore states that what they hear from the construction world, the library will not be done for some time. So if we are waiting for

the library to be done before Community Court moves, Commissioner Gilmore will not speak on behalf of the Commission, but it will become Commission business if we don't get a good answer, will ask the Commission to take action with the Mayor to get the Council Chambers back. This is unacceptable for the Civil Service Commission to be put into an area that is less than what it should be for our meetings. We have been at this now understandably unusual circumstances, things are changing, make arrangements, find someplace else. Commissioner Gilmore is a very bigger supporter of Community Court and also a very bigger supporter of Civil Service, we need the Chambers back.

- f. Commissioner Gilmore asks what they should be doing with the paperwork at home.
- Tisha Heath, Office Manager, states they can chat after the meeting to make a game plan.

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

- a. Introduction: Ms. Kristine Smith, Human Resources Director
- Kris introduced themselves to the Commission with a background primarily in Federal, Military, and Civilian Human Resources
  - Commissioner Gilmore asks "What are the HR Director's thoughts on the training of line employees to move into management positions, as the City has not been known for getting people prepared to go into management?"
    - Kris states that it speaks to the importance of both leadership and management training, training is imperative for any successful organization. So being still quite new, they are evaluating and observing and trying to get a fill for the processes in place and the individuals that we have that come together to try to get these goals achieved. They think training and especially management training, if we have well trained managers and leaders, there is a far better chance of an engaged and successful workforce. It is one of the highest priorities and they are beginning that process to really evaluate how they can achieve that. Unfortunately, they are at the very beginning of that process, so there is no further information.
      - Commissioner Gilmore states that some of the business Civil Service has on our Agendas from time to time would be less arduous had we had a little bit of training for persons who want to become management.
  - Commissioner Stephen says, "They think by design there are times when it may appear that this Commission and the HR Department are adversaries. Thinks that working with this Commission is not viewed as an adversarial role, again as long as we are all on a philosophical alignment that our goal is to attract, hire, retain, promote, the most qualified individuals; and then making sure that our rules and policies are in alignment with our goals. So I look forward to working with you and hope that tiny little speech resonates a little bit, guessing that they do. Welcome Aboard.

#### **5. OTHER BUSINESS**

- a. Commissioner Gilmore asks if there is anything on the horizon, as far as, what you anticipate may be coming up at the next meeting or two; we don't have any challenges to anybody?

- Chief Examiner Pearson says no.
- b. Commissioner Gilmore asks how the Rule Review is going.
  - Chief Examiner Pearson did comment earlier under agenda item 3d, but states things are going quite well, two rules down and just started on our third rule. Will have something to present to the whole Commission, all the rules reviewed, updated probably maybe January 2023. We meet once every three weeks.
  - Commissioner Gilmore says that great and knew it was a long arduous process. Needs to say that they were new to Commission when Rule Review was done before and what a fun thing that was.
  - Chief Examiner Pearson states it has been a little challenging and Rule Review technically should have started last year, it's an every five year review process. They were really trying to maybe be able to meet in person, but umm the Webex thing is not super conducive for conversation. January and February, we were completely online, March we started down here; so we are hybrid in person and online, so it's better. We got bargaining union made up of 6 members, management team is made up of 6 members, reading the rule out loud, writing down concerns and comments, and then coming back to the next meeting with new language, the addition and subtractions that were wanted. So far, so good.
  - Chief Examiner Pearson's goal is that we have a rule book and rules that anyone who works in the classified system can pick up a rule book and easily understand what the rules are.

## **6. ADJOURN**

The Commission adjourned at 9:51 a.m.