

# CITY OF RENO – CIVIL SERVICE COMMISSION

## MINUTES

Thursday – February 25, 2021 – 3:30 PM  
Reno, Nevada

### MEMBERS

Tray Abney, Chairperson  
YeVonne Allen, Vice Chairperson  
Jeannie Atkinson  
Ken Dalton  
Ricardo Duarte  
Jay Kenny  
Nichole Paul

### 1. CALL TO ORDER/ROLL CALL

*Chairperson Abney called the meeting to order at 3:30 PM. A quorum was established.*

**MEMBERS PRESENT:** Tray Abney  
YeVonne Allen  
Jeannie Atkinson  
Ken Dalton  
Ricardo Duarte  
Jay Kenny  
Nichole Paul

**MEMBERS EXCUSED:** None

### ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner  
Candie Lorenzo, Management Analyst  
Melissa Ulrich, Civil Service Technician  
Susan Rothe, Deputy City Attorney

2. **PUBLIC COMMENT** – This item is for either public comment on any action item or for general public comment and is limited to no more than **three (3) minutes** for each commentator.

*Written Public Comment was received from James Leonisio on behalf of the Reno Firefighters IAFF Local 731 regarding agenda item 6.D. and will be recorded with the minutes.*

### 3. APPROVAL OF AGENDA (For Possible Action)

*It was moved by Commissioner Dalton, seconded by Commissioner Duarte, to approve the February 25, 2021 agenda. The motion passed unanimously.*

4. **LIAISON REPORT** (Item for announcements and informational items only. No deliberation or action will be taken on this item.)

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Councilwoman Brekhus informed the Commission that the City Manager is working on a strategy for re-opening so that City Council can go back to having their meetings in person. This most likely will not happen until May 1, 2021.

Councilwoman Brekhus updated the Commission that the City Manager's retreat that was scheduled for this month was cancelled and will likely be rescheduled for April.

Councilwoman Brekhus shared with the Commission that City Council has a plan of their priorities that they are working on as well as getting ready to move into budget season and the legislative session.

Councilwoman Brekhus confirmed with the Commission that the Mayor has not made another appointment for the remaining Commissioner vacancy.

**5. MINUTES – Approval of the January 28, 2021 regular meeting minutes. (For Possible Action)**

***It was moved by Vice Chairperson Allen, seconded by Commissioner Paul, to approve the minutes for the January 28, 2021 Civil Service meeting. The motion passed with Commissioner Atkinson abstaining.***

**6. CONSENT AGENDA**

- A. Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)
- B. Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)
- C. Request to approve eligible list extensions in accordance with the dates listed in the Eligible List Extension Report. (For Possible Action)
- D. Request to approve the minimum qualifications for the classification specification of Water Supply Inspector II. (For Possible Action)
- E. Request to approve extension of probation for Melissa Ulrich, Civil Service Technician in the Civil Service Department. (For Possible Action)
- F. Request from German Rodriguez to be placed on the re-employment list for Police Officer. (For Possible Action)

***It was moved by Commissioner Dalton, seconded by Vice Chairperson Allen, to approve the Consent Agenda. The motion passed unanimously.***

## **7. REGULAR AGENDA**

- A. Discussion, direction and possible approval of formal review process of the Chief Examiner which includes sending out a Customer Service Survey to department heads and labor groups and the Performance Evaluation form to Civil Service Employees and the Commissioners. (For Possible Action)

A discussion was held regarding the formal review process of the Chief Examiner and how the surveys would be distributed, reviewed and how the data would be collected and organized to be provided back to the Commission with clear direction to Jesse Puett, Human Resources Management Analyst.

Jesse Puett, Human Resources Management Analyst, confirmed his understanding of the Commission's request and affirmed his ability to support the Commission in coordinating the delivery and receipt of the surveys as well as preparing a presentation of the results back to the Commission.

***It was moved by Commissioner Atkinson to move forward with the use of a Customer Service Survey that would go to departments and labor groups using a list that is compiled by Barbara and that we use the companion Customer Service Performance Evaluation Survey go to Civil Service Staff and Civil Service Commissioners and that the information be sent out by an electronic format with the help of HR and then compiled and tabulated by HR and that the information be brought back to the Commission in the following form, that we would have a spreadsheet that shows the individual ratings which is sorted and identified by department, not by individual, we would have a comment sheet that does not link back to the department or the individual, but provides us insights into the deeper comments that the users provide and that our target is to have that back for the meeting next month.***

***The motion was seconded by Vice Chairperson Allen. The motion passed unanimously.***

- B. Request to approve probation periods for classifications covered by the Civil Service System. (For Possible Action)

Civil Service Management Analyst, Candie Lorenzo presented the Commission with the report of probationary periods added from March 1, 2020 to current.

***It was moved by Commissioner Atkinson, seconded by Commissioner Paul, to approve the report of probationary periods added up to date after March 1, 2020. The motion passed unanimously.***

**8. CHIEF EXAMINER ANNOUNCEMENTS** (Items for general announcements and informational items only. No deliberation or action will be taken on this item.)

Chief Examiner Barbara Ackermann updated the Commission that the Management Analyst vacancy has been filled by James Guthrie and he will be starting March 2, 2021.

Chief Examiner Ackermann informed the Commission that she has regular meetings with the City Manager and is currently working with the City Manager on getting the Commissioner vacancy filled.

Chief Examiner Ackermann informed the Commission that she is working on setting up a meeting with the new HR Director upon commencement of her employment in the middle of March. The goal of the meeting is to start working on building a collaborative relationship to make sure that we are working well together and in alignment with the City Manager's projects and plans moving forward.

Chief Examiner Ackermann updated the Commission on the status of the department's workload to include numerous vacancies throughout the City that was previously discussed in more detail during last month's meeting.

Chief Examiner Ackermann informed the Commission that the department is working toward doing more in person testing. She shared some of the challenges that are still being encountered due to COVID but overall the new tools are enabling the department to accomplish the testing that is needed.

Chief Examiner Ackermann thanked the Civil Service team for all of their efforts and hard work. She is really excited to get the results back from the survey as they have worked so hard to build relationships and provide great customer service and she thinks the survey is going to highlight their efforts which is well deserved.

**9. IDENTIFICATION OF FUTURE AGENDA ITEMS**

Chairperson Abney requested a review of the Civil Service Commission item 7.A. to be added to the agenda for next month's meeting.

**10. CONFIRM NEXT MEETING DATE OF March 25, 2021 AT 3:30 PM.** (For Possible Action)

The next regular meeting of the Civil Service Commission was scheduled for Thursday, March 25, 2021 at 3:30 PM.

**11. PUBLIC COMMENT** – This item is for either general public comment or on any action item and is limited to no more than three (3) minutes for each commentator.

None.

**12. ADJOURNMENT** (For Possible Action)

***It was moved by Vice Chairperson Allen, seconded by Commissioner Kenny, to adjourn the meeting at 4:26 PM. The motion passed unanimously.***