

CITY OF RENO – CIVIL SERVICE COMMISSION

MINUTES

Thursday – March 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
Jay Kenny
Nichole Paul

MEMBERS EXCUSED: Ken Dalton
Ricardo Duarte

ALSO PRESENT FROM CIVIL SERVICE:

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

City Manager, Doug Thornley introduced himself to the Commission and shared that his conversations with Chief Examiner Ackermann have been really encouraging in terms of how the Civil Service Commission and the Civil Service process can help us move the organization forward by investing in our people and making sure we have the right people in all of the vacancies that we have to fill.

3. APPROVAL OF AGENDA (For Possible Action)

It was moved by Vice Chairperson Allen, seconded by Commissioner Kenny, to approve the March 25, 2021 agenda. The motion passed unanimously.

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

Councilwoman Brekhus was glad to see that the City Manager was able to attend today's meeting and introduce himself.

Councilwoman Brekhus informed the Commission that budget week is next week and that she is looking forward to seeing and representing the budget of the Civil Service Commission. She also indicated that the budget process will be different from previous years due to challenges from the impact that the pandemic has had. She assured the Commission that she will be there advocating for the Civil Service Commission. City Manager, Doug Thornley provided additional information to the Commission regarding the federal funding that the City will be receiving.

Councilwoman Brekhus shared with the Commission that Mr. Thornley has announced a come back to work outline subject to change that will be starting next month.

Councilwoman Brekhus updated the Commission on the Reno Fire Department's efforts in vaccinating the general public and our workforce.

Councilwoman Brekhus informed the Commission that Council expects that they will start in person meetings in July. City Manager, Doug Thornley confirmed that the come back to work outline has boards and commissions returning to in person meetings in July and this includes the Civil Service Commission with the guiding principle of ensuring that everyone is safe and that it is a sustainable practice.

City Manager, Doug Thornley provided an update to the Commission regarding the CARES Act funding that was received and has been committed.

Councilwoman Brekhus informed the Commission that she believes that the Mayor will be making an appointment to the Commission's vacancy next month.

5. MINUTES – Approval of the February 25, 2021 regular meeting minutes. (For Possible Action)

It was moved by Vice Chairperson Allen, seconded by Commissioner Kenny, to approve the minutes for the February 25, 2021 Civil Service meeting. The motion passed unanimously.

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 the minimum qualifications for the classification specification of Parks Maintenance Worker II. (For Possible Action)
- D. Request to approve the minimum qualifications for the classification specification of Senior Parks Maintenance Worker. (For Possible Action)
- E. Request to approve the minimum qualifications for the classification specification of Traffic Signal Technician. (For Possible Action)

It was moved by Commissioner Kenny, seconded by Commissioner Paul, to approve the Consent Agenda. The motion passed unanimously.

7. REGULAR AGENDA

- A. Update from Jesse Puett, Human Resources Management Analyst as to the status of the Civil Service Performance Evaluation Survey. (Not for Action)

Jesse Puett, Human Resources Management Analyst, updated the Commission on the status of the Civil Service Performance Evaluation Survey. He expects to have the final presentation of the results from the survey at the next meeting.

- B. Quarterly report from Maggie Burke, Interim Director of Human Resources, per Rule VII, Section 13(e), regarding temporary and part-time employees for FY 19/20 Quarter 4. (Not for Action)

Andrena Arreygue, Human Resources Management Analyst, presented the Commission with the Quarterly report regarding temporary and part-time employees for FY 19/20 Quarter 4.

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 informed the Commission that the Civil Service staff will all be back working in the office beginning May 3, 2021. She also is planning to bring back the temporary office assistant to primarily focus on complete our scanning project by the end of this fiscal year.

Chief Examiner Barbara Ackermann shared with the Commission that she did not make any budget requests for additional funds but she is looking at increasing our staffing via a

request that she will have more of an update on as she goes through the budget process.

Chief Examiner Barbara Ackermann informed the Commission that she has started the process to update Civil Service Rule VII Sections 1-11. The updated language has been sent to the City management team, hiring managers and labor groups for review. We will host a couple of information sessions to help explain what these changes mean, how they are going to apply in practice and how they are going to affect what they currently do as well as allow them to provide us feedback. She explained the process of adopting the rule changes to the Commission and will provide an update at the next meeting.

9. IDENTIFICATION OF FUTURE AGENDA ITEMS

Chairperson Abney identified that Jesse Puett, Human Resources Management Analyst, will present the results from the Civil Service Performance Evaluation Survey.

Chairperson Abney also identified that the Commission will provide a review of Chief Examiner Ackermann.

10. CONFIRM NEXT MEETING DATE OF April 22, 2021 AT 3:30 PM. (For Possible Action)

The next regular meeting of the Civil Service Commission was scheduled for Thursday, April 22, 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 3:49 PM. The motion passed unanimously.