



**Civil Service Commission
Virtual Meeting**

Minutes

Thursday, January 27, 2022 at 3:30 P.M.

Members

Tray Abney, Chair
YeVonne Allen, Vice-Chair
Ken Dalton
Ricardo Duarte
Charla Honey

Jay Kenny
Nichole Paul
Council Liaison: Jenny Brekhuis
Chief Examiner: Barbara Ackermann

A. Introductory Items

A.1 Call To Order/Roll Call

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

MEMBERS PRESENT: Tray Abney
YeVonne Allen
Ricardo Duarte
Charla Honey
Jay Kenny
Nichole Paul

MEMBERS EXCUSED: Ken Dalton

ALSO PRESENT FROM CIVIL SERVICE:
Barbara Ackermann, Chief Examiner
Rossmery Diaz, Civil Service Technician
Karl Hall, City Attorney
Jovonna Puertos, Civil Service Technician
Susan Rothe, Deputy City Attorney

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

None.

A.3 Approval of the Agenda (For Possible Action)

Items B4 and B5 were removed from the agenda by Barbara Ackermann, Chief Examiner.

It was moved by Commissioner Allen, seconded by Commissioner Kenny, to approve the January 27, 2022 agenda. The motion passed unanimously.

- A.4 Approval of the Minutes (For Possible Action)** – Approval of the November 18, 2021 and December 16, 2021 regular meeting minutes.

It was moved by Commissioner Kenny, seconded by Commissioner Duarte, to approve the minutes for the November 18, 2021 Civil Service Commission Meeting. The motion passed unanimously.

It was moved by Commissioner Honey, seconded by Commissioner Allen, to approve the minutes for the December 16, 2021 Civil Service Commission Meeting. The motion passed unanimously.

- A.5 Council Liaison Report** – Item for general announcements and informational items only. No action may be taken on this item.

Council Member Brekhus wished the Commission a Happy New Year. She updated the Commission on the budget process and the mid-year briefing. Council Member Brekhus raised attention to the number of appointive employees and reclassifications.

- A.6 Chief Examiner Report** – Item for general announcements and informational items only. No action may be taken on this item.

Chief Examiner Barbara Ackermann updated the Commission on the hiring of the new Management Analyst, Albert Kenneson, starting on January 31, 2022 and the support provided by Commissioner Honey with the Management Analyst interviews. Civil Service is currently recruiting for a second Management Analyst and interviews would be conducted mid-February with a start date of early March.

Chief Examiner Ackermann thanked Rossmery Diaz for putting together today's meeting. She thanked Jovonna Puertos for putting together the data for the year in review presentation. She mentioned that there has been a lot of process and the office has been really busy. Civil Service has been working with HR on a Hiring 101 training for Hiring Managers for best practices.

B. Consent Agenda

- B.1 Request to acknowledge employee confirmations in accordance with the dates listed in the Confirmation Report. (For Possible Action)**
- B.2 Request to accept eligible lists in accordance with the dates listed in the Eligible List Report. (For Possible Action)**
- B.3 Request to approve eligible list extensions in accordance with the dates listed in the Eligible List Extension Report. (For Possible Action)**
- ~~**B.4 Request to approve the minimum qualifications for the new classification specification of Human Resources Business Partner. (For Possible Action)**~~
- ~~**B.5 Request from William Weston to be placed on the re-employment list for Police Officer. (For Possible Action)**~~
- B.6 Request from Marisa McCune to be placed on the re-employment list for Parking Enforcement Officer. (For Possible Action)**
- B.7 Request to void eligible list. (For Possible Action)**

It was moved by Commissioner Allen, seconded by Commissioner Kenny, to approve the Consent Agenda (with the exception of items B4 and B5). The motion passed unanimously.

C. Regular Agenda

C.1 Chief Examiner year in review presentation. (Not For Action)

Chief Examiner Barbara Ackermann highlighted the department's accomplishments, performance measures and other statistical analysis, objectives and ongoing challenges, and strategies for moving the department forward.

D. Future Agenda Items - Identification of items for future agendas. No action may be taken on this item.

None.

E. Confirm next meeting date - January 27, 2022 at 3:30 PM. (For Possible Action)

The next regular meeting of the Civil Service Commission was scheduled for Thursday, February 24, 2022 at 3:30 PM via Zoom.

F. Public Comment - This item is for either public comment on any action item or for any general public comment and is limited to no more than three (3) minutes for each commentator.

James Leonesio, from the Fire Department, thanked Civil Service for the twenty-one hires made on the last recruit. The next academy will start in March and the Fire Department hopes to make 24 new hires.

G. Adjournment (For Possible Action)

It was moved by Commissioner Paul, seconded by Commissioner Kenny, to adjourn the meeting at 4:14 P.M. The motion passed unanimously.