



CIVIL SERVICE COMMISSION Hybrid Meeting

Minutes

Thursday, September 8, 2022, at 3:30 P.M.
Reno City Hall, 6th Floor Conference Room
1 East First Street. Reno, NV 89501

Members

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

Jay Kenny
Nichole Paul
Council Liaison: Jenny Brekhus
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
Charla Honey
Jay Kenny
Nichole Paul

MEMBERS EXCUSED:

YeVonne Allen
Ricardo Duarte

ALSO PRESENT FROM CIVIL SERVICE:

Barbara Ackermann, Chief Examiner
Rossmery Diaz, Civil Service Technician
Albert Kenneson, Management Analyst
Sneha Sharma, Civil Service Technician

ATTORNEY PRESENT:

Karl Hall, City Attorney
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) – September 8, 2022.

Item C2 was removed from the agenda per Chairperson Abney and Chief Examiner Ackermann.

It was moved by Commissioner Kenny, and seconded by Commissioner Paul, to approve the September 8, 2022 agenda (with the exception of item C2). The motion passed unanimously.

A.4 Approval of the Minutes (For Possible Action) – Approval of the August 25, 2022 regular meeting minutes.

It was moved by Commissioner Honey, and seconded by Commissioner Kenny, to approve the minutes for the August 25, 2022 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 informed the Commission that she is waiting for the budget update towards the end of the year.

Council Member Brekhus also commented on the Rule Changes currently being worked on by Civil Service.

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 announced that Civil Service is currently doing reference checks for a candidate for the Management Analyst vacancy. The new employee would start in early October. Chief Examiner thanked Commissioner Honey and AJ Kenneson for their assistance in the interview and selection process.

Chief Examiner Ackermann gave an update regarding the Civil Service Commissioner vacancy. There are two applications so far. The City Clerk's Office will wait for more applications before bringing this item to the Council.

Chief Examiner Ackermann informed the Commission that Civil Service currently has eighteen recruitments open, two more recruitments will open tomorrow, and has no backlog. Chief Examiner recognized AJ Kenneson for getting those recruitments open, Rossmery Diaz for working with more than 120 different lists and more than 100 vacancies, and Sneha Sharma for her dedication to the Public Safety candidates.

Chief Examiner announced that Civil Service and HR are working on developing a training series, a process for providing termination and other separation notifications, identifying current probationary employees, and streamlining Public Safety hiring.

Chief Examiner Ackermann also gave an update regarding the Class & Comp Study and the Reno Works program.

A.7 Presentation of Proclamation for former Civil Service Chair Jean Atkinson.

Chairperson Abney read the Proclamation for former Civil Service Chair Jean Atkinson.

All Commissioners, Chief Examiner Ackermann, and Councilmember Brekhaus thanked Jean Atkinson for her time in the City and the Commission.

Chief Winkelman, representing the Fire Department, also thanked Jean Atkinson.

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 void eligible list. (For Possible Action)

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

C. Regular Agenda

C.1 Presentation by Civil Service Technician Sneha Sharma as to the Police Officer Recruit diversity statistics. (Not For Action)

Sneha Sharma, Civil Service Technician, presented Police Officer Recruit diversity statistics for the Summer 2022 Police Academy to the Commission.

C.2 Presentation of proposed Civil Service rule amendments, discussion, and possible direction thereon. (For Possible Action)

Item was pulled from agenda. No action was taken.

C.3 Possible approval of the request from the City Clerk's Office to utilize Selective Certification pursuant to Rule VII, Section 8, on the Office Assistant II recruitment for the establishment of a Bilingual List. (For Possible Action)

Chief Examiner Ackermann informed the Commission that the City Clerk's Office has a vacancy for Office Assistant II. The position is forward-facing and deals primarily with the public. The City Clerk's Office is requesting a Selective Certification to fill the vacancy with a bilingual candidate based on the demographics of the community.

It was moved by Commissioner Honey, and seconded by Commissioner Kenny, to approve the Regular Agenda. The motion passed unanimously.

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

Proposed Rule Changes, initial discussion, and direction.

E. Confirm next meeting date – October 13, 2022, at 3:30 p.m. (For Possible Action)

The next regular meeting of the Civil Service Commission is scheduled for October 13, 2022, at 3:30 p.m. in the 6th floor Conference Room. The meeting will be in a hybrid format.

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.

None.

G. Adjournment (For Possible Action)

It was moved by Commissioner Kenny, and seconded by Commissioner Paul, to adjourn the meeting at 4:05 P.M. The motion passed unanimously.