



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
NOVEMBER 11, 2014
5:30 P.M.**

MINUTES

CALL TO ORDER

Vice Chair Sharon Bonner called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Sharon Bonner, Guy Kennedy

Commission Members Absent: Dan Archibeque

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: Police Patrol Officer Jeff Capito and Attorney for Officer Capito Patrick Avalos.

AMENDMENTS TO AGENDA

Ms. Bonner asked if there were any amendments to the agenda. None were voiced.

READING AND APPROVAL OF MINUTES

Mr. Kennedy seconded by Ms. Bonner moved to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, October 21, 2014 as distributed.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

The Commission received and filed the following status report on current recruitments:

- a. Police Patrol Officer – (Recruitment due exhaustion of eligible list) - The written exam was held on October 15, 2014. Thirty eight candidates were scheduled and 33 appeared to take the exam. Eight candidates failed the exam and 25 passed. The eligible list for this position will be signed at this meeting.
- b. Purchasing Specialist – (Recruitment due to new Council approved position) - We received 15 applications for this position, and one was qualified. The Commission gave permission, and a T&E evaluation was done. The eligible list for this position will be signed at this meeting.

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CONSENT AGENDA

COMMUNICATIONS

1. Ratify the Commission's letter to Christine Clark regarding the removal of her name from the Planner eligibility list.

Commission Action: Mr. Kennedy seconded by Ms. Bonner, moved to approve all items on the Consent Agenda.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

REGULAR AGENDA

1. Setting of the continued hearing for the appeal of Jeffery Capito regarding his demotion was held. The hearing was continued to December 3, 2014 at 9:00 a.m. The hearing will be held in the City Council Chambers, 3rd floor of City Hall.
2. The Interim Civil Service Administrator submitted the eligible list for Police Patrol Officer.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Police Patrol Officer.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

3. The Interim Civil Service Administrator submitted the eligible list for Purchasing Specialist.

Commission Action: Mr. Kennedy, seconded by Ms. Bonner, moved to approve and certify the eligible list for Purchasing Specialist.

Roll Call -- Ayes: Bonner and Kennedy. Motion carried unanimously.

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for December 9, 2014, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

INFORMATIONAL ITEMS

1. The Commission received their handouts.

ADJOURN – 5:33 p.m.


Chairman