



**CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS
FEBRUARY 10, 2015
5:30 P.M.**

MINUTES

CALL TO ORDER

Chairman Archibeque called the Civil Service Commission Meeting to order.

ROLL CALL

Commission Members Present: Dan Archibeque, Sharon Bonner, Guy Kennedy

Administrative and Civil Service Staff Members Present: Counsel for the Commission Robert Jagger, Special Counsel for the Commission Doug Kwitek, Employee Benefits/Loss Control Manager Dave Anderson, HR Analyst Manual Alcala, HR Analyst Shelly Carrillo, and Interim Civil Service Administrator Lynne Huskins.

Other Interested Parties: None

AMENDMENTS TO AGENDA

Mr. Archibeque 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, January 13, 2015 as distributed.

Roll Call -- Ayes: Archibeque, 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. Emergency Medical Officer – (Recruitment required every year per Civil Service Rule 29)
– We received three applications and all were qualified. The written exam is scheduled for February 11, 2015.

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CONSENT AGENDA

STATUS REPORT OF CURRENT RECRUITMENTS

- b. Emergency Services Dispatch Supervisor – (Recruitment due to employee voluntary demotion) – The internal recruitment began on January 7, 2015 and ended on January 21, 2015. We received four applications, and three were qualified. The written exam is scheduled for February 10, 2015.
- c. Fire Captain - (Recruitment required every year per Civil Service Rule 29) - The internal recruitment began on January 11, 2015 and ended on February 1, 2015. We received 32 applications, and they are in the process of being screened. The written exam is scheduled for March 3, 2015.
- d. Grants Analyst– (Recruitment due to new vacancy approved by City Council) – The external recruitment begins on February 8, 2015 and ends on March 1, 2015.
- e. Police Patrol Officer – (Recruitment due to exhaustion of eligible list) – The external recruitment begins on February 8, 2015 and ends on March 1, 2015. The written exam is scheduled for March 24, 2015.

COMMUNICATIONS

- 1. Ratify the Commission's letter to Barry Barber regarding the removal of his name from the Utility Worker eligibility list.
- 2. Ratify the Commission's letter to Marcos Calzadillas regarding the removal of his name from the Utility Worker eligibility list.
- 3. Ratify the Commission's letter to John Canaday regarding the removal of his name from the Civil Engineer/Drainage eligibility list.
- 4. Ratify the Commission's letter to Clayton Chandler regarding the removal of his name from the Utility Worker eligibility list.
- 5. Ratify the Commission's letter to Jennifer Davis regarding the removal of her name from the Civil Engineer/Drainage eligibility list.
- 6. Ratify the Commission's letter to David Furry regarding the removal of his name from the Civil Engineer/Drainage eligibility list.
- 7. Ratify the Commission's letter to Louis Garcia regarding the removal of his name from the Utility Worker eligibility list.
- 8. Ratify the Commission's letter to Curtis Horton regarding the removal of his name from the Civil Engineer/Drainage eligibility list.

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CONSENT AGENDA

COMMUNICATIONS

9. Ratify the Commission's letter to Brian Huth regarding the removal of his name from the Civil Engineer/Drainage eligibility list.
10. Ratify the Commission's letter to David Million regarding the removal of his name from the Utility Worker eligibility list.
11. Ratify the Commission's letter to Xavier Reyes regarding the removal of his name from the Utility Worker eligibility list.
12. Ratify the Commission's letter to Kevin Stilson regarding the removal of his name from the Civil Engineer/Drainage eligibility list.
13. Ratify the Commission's letter to Devon Aguilar regarding the removal of his name from the Utility Worker eligibility list.
14. Ratify the Commission's letter to John Armijo regarding the removal of his name from the Utility Worker eligibility list.
15. Ratify the Commission's letter to Jonas Bradney regarding the removal of his name from the Utility Worker eligibility list.
16. Ratify the Commission's letter to Justin Chavez regarding the removal of his name from the Utility Worker eligibility list.
17. Ratify the Commission's letter to Jessie Martinez regarding the removal of his name from the Utility Worker eligibility list.
18. Ratify the Commission's letter to Joseph Soto regarding the removal of his name from the Utility Worker eligibility list.

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

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

REGULAR AGENDA

There were no Regular Agenda Items

ADMINISTRATIVE ITEMS

1. The next regular meeting of the Civil Service Commission was scheduled for March 10, 2015, at 5:30 p.m. The meeting will be held in the City Council Chambers, #1 City Hall Place.

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INFORMATIONAL ITEMS

1. The Commission received the Employee Status Reports for November and December 2014.
2. The Commission received their handouts.

EXECUTIVE SESSION

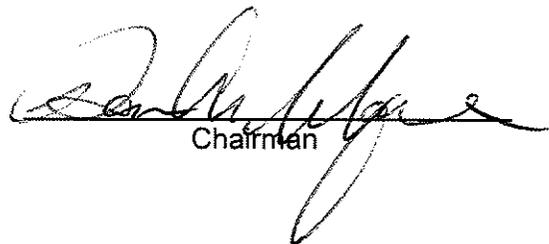
1. Motion to convene into executive session at 5:32 p.m. for a conference with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b)- review and advice with special counsel regarding pending civil action in re: Jeffrey Capito. Mr. Kennedy was recused from this Executive Session.

Commission Action: Mr. Archibeque, seconded by Ms. Bonner, moved to approve the motion to convene into executive session.

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

The executive session adjourned at 7:10 p.m. and the regular meeting reconvened. Having no further business to discuss, the Chairman adjourned the meeting.

ADJOURN – 7:11 p.m.


Chairman