

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
August 6, 2019

Pursuant to notice the Civil Service Commission of the City of Decatur met in regular session at 11:30 a.m.

PRESENT: CHAIR Tony Wilkins
VICE CHAIR Sheri Hagen
COMMISSIONER Greg Spain
COMMISSIONER Todd Ray
SECRETARY Penny Rogers
ADMINISTRATIVE SECRETARY Angie Roberts
ABSENT: COMMISSIONER Sarah Creek

Call to Order

Chair Wilkins called the meeting to order at 11:32 a.m.

Roll Call

4 out of 5 Commissioners were present at the time of roll call. Chair Wilkins declared a quorum does exist to conduct and approve business.

Chair Wilkins called for Appearance of Citizens:

Steven Luker was present at the meeting to discuss his eligibility for the position of Library Page (Half-Time).

The Minutes of the July 2, 2019 regular meeting were presented. Commissioner Spain moved that the July 2, 2019 regular meeting minutes be approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Spain, Ray, Wilkins and Hagen voted aye. Secretary Rogers declared the motion carried.

Commissioner Hagen moved to recess to Closed Session for the purpose of discussing personnel actions, seconded by Commissioner Spain, and upon call of the roll, Commissioners Wilkins, Spain, Ray and Hagen voted aye. Secretary Rogers declared the motion carried.

Commissioner Spain moved to return to Open Session, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Wilkins, Spain, Ray, and Hagen voted aye. Secretary Rogers declared the motion carried.

Chair Wilkins called for Unfinished Business:

Adoption of Proposal to Amend Civil Service Rules

Changes to the following Civil Service Rules:

- Rule 1-1, Definitions
- Rule 1-6, Residency
- Rule 1-8, Officers and Members
- Rule 4-3 Designation of Examinations
- Rule 4-4, General Scope
- Rule 4-5, Format
- Rule 4-6, Rating of Examination
- Rule 4-7, Notice of Results of Examination
- Rule 5-4 A.3, Reinstatement Register
- Rule 5-6, Seniority Preference
- Rule 6-2, From a Reinstatement Register
- Rule 7-1, Upon Appointment from an Eligible Register or a Lateral Transfer Register
- Rule 8-2, Removal, Discharge or Suspension – Thirty (30) Days or Less
- Rule 9-2, Leave of Absence from Classified Service
- Rule 10-1 A, Temporary Appointments
- Rule 10-2, Internal Transfers
- Rule 10-4, Seniority
- Rule 13-1, Rank to Which One is Demoted

Commissioner Hagen, moved to approve the Adoption of Proposal to Amend Civil Service Rules, seconded by commissioner Ray, and upon call of the roll, Commissioners Wilkins, Spain, Ray and Hagen voted aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Final Scores and Eligible Register for Police Patrol Officer, Commissioner Spain, moved the Authorization Request be received, placed on file, and approved, seconded by commissioner Ray, and upon call of the roll, Commissioners Wilkins, Spain, Ray and Hagen voted aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Final Scores and Eligible Register for Water Plant Operator III, Commissioner Hagen, moved the Authorization Request be received, placed on file, and approved, seconded by commissioner Ray, and upon call of the roll, Commissioners Wilkins, Spain Ray and Hagen voted aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Final Scores and Promotional Register for Equipment Operator, Commissioner Spain, moved the Authorization Request be received, placed on file, and approved, seconded by commissioner Hagen, and upon call of the roll, Commissioners Wilkins, Spain Ray and Hagen voted aye. Secretary Rogers declared the motion carried.

Chair Wilkins called for New Business:

Receiving and Filing of Personnel Actions

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Commissioner Hagen moved that the appointments, leave of absence requests, civil service status, retirement, oral reprimand and suspension, be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Wilkins, Spain, Ray, and Hagen voted aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Job Announcement & Establish Promotional Register for Police Sergeant, Commissioner Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Wilkins, Spain, Ray, and Hagen vote aye. Secretary Rogers declared the motion carried.

Authorization Request to Approve Job Announcement & Establish Eligible Register for City Electrician, Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Wilkins, Spain, Ray, and Hagen vote aye. Secretary Rogers declared the motion carried.

Chair Wilkins called for Other Business:

There being no other business, Commissioner Spain moved to adjourn the meeting, seconded by Commissioner Ray, and upon call of the roll, Commissioners Wilkins, Spain, Ray, and Hagen voted aye. Secretary Rogers declared the meeting adjourned at 12:02 p.m.

Respectfully Submitted,

Penny Rogers
Secretary