

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
March 3, 2020

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 Todd Ray
COMMISSIONER Greg Spain
SECRETARY Penny Rogers
ADMINISTRATIVE SECRETARY Sherry Beasley
ABSENT: COMMISSIONER Sarah Creek

Call to Order

Chair Wilkins called the meeting to order at 11:35 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:

There was none.

The Minutes of the February 4, 2020 regular meeting were presented. Commissioner Spain moved that the February 4, 2020 regular meeting minutes be approved, seconded by Commissioner Ray and upon call of the roll, Commissioners Ray, Hagen, Spain and Wilkins 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 Hagen, Spain, Ray and Wilkins voted aye. Secretary Rogers declared the motion carried.

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

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Chair Wilkins called for Unfinished Business:

- A. Authorization Request to Approve Final Scores and Eligible Register for Neighborhood Service 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 Hagen, Ray, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.

Chair Wilkins called for New Business:

- A. Authorization Request to Approve Job Announcement & Establish Eligible Register for Maintenance Mechanic I, Commissioner Ray moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Hagen, and upon call of the roll Commissioners Hagen, Ray, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Page - (Half-time) Internal, Commissioner Hagen moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll Commissioners Hagen, Ray, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Assistant - (Half-time) Internal, Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Hagen, and upon call of the roll Commissioners Hagen, Ray, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Job Announcement & Establish Eligible Register for Library Assistant - (Half-time), Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll Commissioners Hagen, Ray, Spain and Wilkins voted aye. Secretary Rogers declared the motion carried.
- E. Receiving and Filing of Personnel Actions
Commissioner Hagen moved that the appointment, written reprimands, suspension, civil service status, request for leaves, resignations, retirements, and probationary period extension be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners

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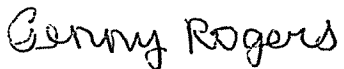
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Hagen, Spain, Ray and Wilkins voted aye. Secretary Rogers declared the motion carried.

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 Hagen, Ray, Spain and Wilkins voted aye. Secretary Rogers declared the meeting adjourned at 11:53 a.m.

Respectfully Submitted,



Penny Rogers

Secretary