

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
August 4, 2020

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

PRESENT: ACTING CHAIR Sheri Hagen
COMMISSIONER Todd Ray
COMMISSIONER Greg Spain
SECRETARY Penny Rogers
ADMINISTRATIVE SECRETARY Sherry Beasley
ABSENT: CHAIR Tony Wilkins and COMMISSIONER Sarah Creek

Call to Order

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

Roll Call

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

Acting Chair Hagen called for Appearance of Citizens:

There was none.

The Minutes of the July 7, 2020 regular meeting were presented. Commissioner Spain moved that the July 7, 2020 regular meeting minutes be approved, seconded by Commissioner Ray and upon call of the roll, Commissioners Ray, Hagen, and Spain voted aye. Secretary Rogers declared the motion carried.

Commissioner Ray 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, and Ray voted aye. Secretary Rogers declared the motion carried.

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

CIVIL SERVICE COMMISSION

OPEN SESSION MINUTES

August 4, 2020

Page 2

Acting Chair Hagen for Unfinished Business:

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

Acting Chair Hagen called for New Business:

- A. Authorization Request to Approve Job Announcement and 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 Ray, and upon call of roll Commissioners Spain, Ray, and Hagen voted aye.
- B. Authorization Request to Approve Job Announcement and Establish Eligible Register for Library Clerk I (Full-Time) – Internal Only, Commissioner Ray moved the Authorization Request be received, placed on file, and approved with the correction in the pay scale to reflect FY 2020 pay range, seconded by Commissioner Spain, and upon call of roll Commissioners Spain, Ray, and Hagen voted aye.
- C. Authorization Request to Approve Job Announcement and Establish Promotional Register for Library Clerk I (Full-Time), Commissioner Ray moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of roll Commissioners Spain, Ray, and Hagen voted aye.
- D. Receiving and Filing of Personnel Actions
Commissioner Spain moved that the oral and written reprimands, request for leaves, and retirement be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Hagen, Spain, and Ray voted aye. Secretary Rogers declared the motion carried.

Acting Chair Hagen called for Other Business:

Secretary Rogers stated election of officers for chair and vice-chair will be held during the September meeting.

CIVIL SERVICE COMMISSION

OPEN SESSION MINUTES

August 4, 2020

Page 3

There being no other business, Commissioner Ray moved to adjourn the meeting, seconded by Commissioner Spain, and upon call of the roll, Commissioners Hagen, Ray, and Spain voted aye. Secretary Rogers declared the meeting adjourned at 11:50 a.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Penny Rogers". The signature is written in a cursive, flowing style.

Penny Rogers

Secretary