

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
September 1, 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 11:37 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 August 4, 2020 regular meeting were presented. Commissioner Spain moved that the August 4, 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 Ray moved to return to Open Session, seconded by Commissioner Spain, and upon call of the roll, Commissioners Hagen, Spain, and Ray voted aye. Secretary Rogers declared the motion carried.

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Acting Chair Hagen for Unfinished Business:

- A. Authorization Request to Approve Final Scores and Eligible Register for Library Clerk I (Full-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, and Spain voted aye. Secretary Rogers declared the motion carried.

- B. Authorization Request to Approve Final Scores and Eligible Register for Buyer, Commissioner Spain moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll Commissioners Spain, Ray, and Hagen 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 Buyer, 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. Receiving and Filing of Personnel Actions
Commissioner Spain moved that the appointments, suspension, oral reprimand, request for leaves, civil service status, resignations, 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.

- C. Election of Officers – Two Commissioners were absent, therefore, Commissioner Spain moved to table the election until the October meeting, seconded by Commissioner Ray, and upon call of roll Commissioners Spain, Ray, and Hagen voted aye.

Acting Chair Hagen called for Other Business:

Commissioner Spain stated he heard the Fire Captain register was supposed to be held up so that the candidates could request veteran points; however, none of the candidates are veterans; therefore, the position wasn't going to be filled due to the budget. Secretary Rogers said that this was not true and explained the candidates have until September 4 to request veteran points (as stated in the job announcement), even

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though it turned out that none of the candidates are veterans. The register will be presented at the October meeting.

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 11:55 a.m.

Respectfully Submitted,

Penny Rogers
Secretary