

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
February 2, 2021

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  
COMMISSIONER Sarah Creek  
ACTING SECRETARY Penny Rogers  
ADMINISTRATIVE SECRETARY Sherry Beasley

ABSENT: None

Call to Order

Chair Wilkins called the meeting to order at 11:33 a.m.

Roll Call

5 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 January 5, 2021 regular meeting were presented. Commissioner Spain moved that the January 5, 2021 regular meeting minutes be approved, seconded by Commissioner Ray and upon call of the roll, Commissioners Creek, Ray, Spain, Hagen and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.

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

Chair Wilkins called for Unfinished Business:

A. There was none.

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Chair Wilkins called for New Business:

- A. Authorization Request to Approve Job Announcement and Establish Eligible Register for Maintenance Mechanic I, Commissioner Creek moved the Authorization Request be received, place on file and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Hagen, Spain, Ray, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
  
- B. Authorization Request to Approve Job Announcement and Establish Eligible Register for Engineering Technician I, Commissioner Spain moved the Authorization Request be received, place on file and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners Hagen, Spain, Ray, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
  
- C. Authorization Request to Approve Job Announcement and Establish Eligible Register for Engineering Technician II, Commissioner Ray moved the Authorization Request be received, place on file and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Hagen, Spain, Ray, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
  
- D. Authorization Request to Approve Job Announcement and Establish Promotional Register for Library Clerk I – Half Time, Commissioner Hagen moved the Authorization Request be received, place on file and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Hagen, Spain, Ray, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
  
- E. Authorization Request to Approve Job Announcement and Establish Eligible Register for Library Clerk I – Half Time (Internal), Commissioner Ray moved the Authorization Request be received, place on file and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Hagen, Spain, Ray, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.

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F. Receiving and Filing of Personnel Actions

Commissioner Spain moved that the appointment, promotion, written reprimand, civil service status, request for leave, probationary termination, probationary resignation, amended retirement date and retirement be received, placed on file, and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Spain, Creek, Ray, Hagen and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.

Chair Wilkins called for Other Business:

There being no other business, Commissioner Ray moved to adjourn the meeting, seconded by Commissioner Creek, and upon call of the roll, Commissioners Hagen, Ray, Spain, Creek, and Wilkins voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:45 a.m.

Respectfully Submitted,



Penny Rogers  
Acting Secretary