

CIVIL SERVICE COMMISSION  
OPEN SESSION  
MINUTES  
September 7, 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 Todd Ray  
COMMISSIONER Sarah Creek  
ACTING SECRETARY Penny Rogers  
ADMINISTRATIVE ASSISTANT Sherry Beasley  
ABSENT: COMMISSIONER Greg Spain

Call to Order

Chair Wilkins called the meeting to order at 11:34 a.m.

Roll Call

Three out of five Commissioners were present at the time of roll call. Commissioner Creek joined the meeting at 11:36 a.m. Chair Wilkins declared a quorum does exist to conduct and approve business.

Chair Wilkins called for Appearance of Citizens:

Ms. Abeer Motan voiced her concerns about what is going on in Decatur and how it affects her.

The Minutes of the August 3, 2021 regular meeting were presented. Commissioner Hagen moved that the August 3, 2021 regular meeting minutes be approved, seconded by Commissioner Creek and upon call of the roll, Commissioners Hagen, Creek, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.

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

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

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Chair Wilkins called for Unfinished Business:

- A. Authorization Request to Approve Final Scores & Eligible Register for Engineering Technician I, Commissioner Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Hagen, Ray, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Final Scores & Promotional Register for Engineering Technician III, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Hagen, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- C. Authorization Request to Approve Final Scores & Eligible Register for Senior Network Support Specialist, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Hagen, Creek, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Final Scores & Eligible Register for Library Assistant (Half-Time), Commissioner Hagen moved the Authorization Request to be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll Commissioners Hagen, Creek, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.

Chair Wilkins called for New Business:

- A. Authorization Request to Approve Job Announcement and Establish Register for Library Assistant (Half-Time) Internal, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Creek, Hagen, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement and Establish Eligible Register for Library Assistant (Half-Time), Commissioner Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Hagen, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.

- C. Authorization Request to Approve Job Announcement and Establish Eligible Register for Senior Clerk Typist, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Hagen, Creek and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Job Announcement and Establish Eligible Register for Senior Network Support Specialist, Commissioner Hagen moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Creek, and upon call of the roll, Commissioners Creek, Hagen, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- E. Authorization Request to Approve Job Announcement and Establish Eligible Register for Fleet Mechanic – Internal, Commissioner Creek moved the Authorization Request be received, placed on file and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Creek, Hagen, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- F. Receiving and Filing of Personnel Actions  
  
Commissioner Creek moved that the appointments, promotion, oral reprimand, requests for leave, and relinquish positions be received, placed on file, and approved, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Hagen, Creek, Ray and Wilkins voted aye. Acting Secretary Rogers declared the motion carried.
- G. Election of Officers – Commissioner Creek made a motion to elect Commissioner Spain as Chair, seconded by Commissioner Hagen, and upon call of the roll, Commissioners Ray, Creek, Hagen, and Wilkins voted aye. Secretary Rogers declared the motion carried. Vice Chair Hagen made a motion to elect Commissioner Creek as Vice Chair, seconded by Chair Wilkins, and upon call of the roll, Commissioners Ray, Hagen and Wilkins voted aye. Secretary Rogers declared the motion carried.

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Chair Wilkins called for Other Business:

There being no other business, Commissioner Hagen moved to adjourn the meeting, seconded by Commissioner Creek and upon call of the roll, Commissioners Hagen, Ray, Creek and Wilkins voted aye. Acting Secretary Rogers declared the meeting adjourned at 11:58 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Penny Rogers".

Penny Rogers  
Acting Secretary