

**MINUTES
CIVIL SERVICE MEETING
THURSDAY, NOVEMBER 8, 2007
6:30 P.M.**

The Civil Service Commission met at 6:30 P.M. in the Municipal Government Complex Commission Chambers, located at 201 W. Water Street, on the second floor.

Those present were members John Forsthoefel, Bruce Hogston, Clayton Brown. Absent: None Also present were Elaine Barton, Wayne Willcox, Stacy Wall, Jim Drieling, and Bruce Jamison.

John Forsthoefel called the meeting to order.

REGULAR CIVIL SERVICE MEETING

Minutes of September 18, 2007

Clayton Brown moved to accept the minutes and Bruce Hogston seconded. All members were in favor and motion carried unanimously.

Police Lieutenant Promotional Results

The results of the promotional examination (written, assessment, and oral interview) were received from Brian Kitzman of Stanard and Associates. Brian tallied the scores of the assessment and interview phases and was provided the names associated with the written examination scores. Elaine Barton explained that the candidates had selected id numbers prior to the assessment and oral interview process but several had forgotten the numbers at test time. Therefore, the id numbers were rendered moot. Chief Willcox indicated that the candidates were all aware of this and were not concerned about anonymity. Mr. Kitzman tabulated the weights of each exercise to obtain an overall score and provided the results to Elaine Barton and John Forsthoefel via e-mail. An eligibility list was then created from these results. Marty Grove was announced as the individual who placed first on the list and will be promoted to Lieutenant. Bruce Hogston moved to accept the results as certified by Stanard and Associates, and Clayton Brown seconded. All members were in favor and motion carried unanimously.

Bruce Hogston attended both the training session for the oral interviews and the actual interviews. Mr. Hogston indicated that the process went very well. He stated that there were six very impressive guys who took part in the promotional examination. Bruce indicated that it was a very fair process and that he was very pleased with the company (Stanard and Associates). Bruce went on to state that the two citizens did a good job and that panel members need to be educated and that the Commission couldn't just pick someone from the street.

Chief Willcox indicated that it was a very positive promotion process.

Deputy Chief Jamison thanked the Commission for all of their work in hiring the company to provide the promotional examination. He indicated that he thought that it was a fair process.

Changes to Rules

Elaine Barton prepared a change to 191.04 [Entrance Examinations] section (C) to add "A member of the Civil Service Commission shall be present to oversee the examination. Written examinations shall be purchased from a third party vendor and returned to said vendor for scoring. Results of the examination will be reviewed at the next scheduled Civil Service Commission meeting following the examination". All members indicated that the changes addressed the previous concerns that they had about the process.

In addition, 191.13 [Appointments] was revised to encompass the practices of both the police and fire departments. The police department administers pre-employment psychological exams while the fire prefers post offer psychological exams. Chief Willcox explained that the police department usually only backgrounds 4 candidates while the fire department backgrounds 10 candidates. The new language allows for this difference in departments.

John Forsthoefel made a motion to approve the changes as presented and Clayton Brown seconded the motion. All were in favor and the motion passed.

At this point, Chief Willcox had to leave for another meeting but wanted to reiterate that he was so pleased with the promotional process.

Additional members

John Forsthoefel asked Elaine Barton to present her report regarding the Civil Service Commission's request to add 2 new members to the Commission. Elaine shared a spreadsheet which detailed the current six year terms, proposed four year terms, and proposed three year terms. John Forsthoefel announced that he would not be seeking another term on the Commission. Clayton Brown indicated that he thought that the three year terms would make it easier to recruit new members. Bruce Hogston agreed. Clayton made a motion to make a recommendation to the City Commission that two members be added to the Civil Service Commission and that terms going forward should be three year terms. Bruce Hogston seconded. John Forsthoefel abstained.

OTHER BUSINESS

No other business was discussed.

John Forsthoefel made a motion to adjourn and Clayton Brown seconded. The meeting was adjourned at 7:05 p.m.

APPROVED:



John Forsthoefel, Chairman



Clayton Brown, Secretary



H. Bruce Hogston, Member