

CIVIL SERVICE COMMISSION
OPEN SESSION
MINUTES
November 5, 2019

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

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

Call to Order

Vice Chair Hagen called the meeting to order at 11:35 a.m.

Roll Call

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

Vice Chair Hagen called for Appearance of Citizens:

There was none.

The Minutes of the October 1, 2019 regular meeting were presented. Commissioner Spain moved that the October 1, 2019 regular meeting minutes be approved, seconded by Commissioner Ray and upon call of the roll, Commissioners Spain, Ray and Hagen 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 Spain, Ray and Hagen 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 Spain, Ray and Hagen voted aye. Secretary Rogers declared the motion carried.

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Vice Chair Hagen called for Unfinished Business:

- A. Authorization Request to Approve Final Scores and Eligible Register for Maintenance Mechanic I, Secretary Rogers stated no one passed the oral interview therefore there is no register for Maintenance Mechanic I.
- B. Authorization Request to Approve Final Scores and Promotional Register for Police Sergeant, Commissioner Spain, moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Ray, and upon call of the roll, Commissioners, Ray, Spain and Hagen voted aye. Secretary Rogers declared the motion carried.

Vice Chair Hagen called for New Business:

- A. Receiving and Filing of Personnel Actions
Commissioner Ray moved that the appointments, promotion, oral reprimands, written reprimand, leave of absence requests, civil service status, relinquish position, probationary resignation, resignations and retirements, be received, placed on file, and approved, with the necessary corrections, seconded by Commissioner Spain, and upon call of the roll, Commissioners Spain, Ray and Hagen voted aye. Secretary Rogers declared the motion carried.
- B. Authorization Request to Approve Job Announcement & Establish Eligible Register for Maintenance Mechanic I, 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.
- C. Authorization Request to Approve Job Announcement & Establish Eligible Register for Water Plant Operator I, Commissioner Ray moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Ray, Spain and Hagen voted aye. Secretary Rogers declared the motion carried.
- D. Authorization Request to Approve Job Announcement & Establish Eligible Register for Account Clerk II, Commissioner Ray moved the Authorization Request be received, placed on file, and approved, seconded by Commissioner Spain, and upon call of the roll, Commissioners Spain, Ray and Hagen voted aye. Secretary Rogers declared the motion carried.

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

Vice Chair Hagen called for Other Business:

There being no other business, Commissioner Ray moved to adjourn the meeting, seconded by Commissioner Spain, and upon call of the roll, Commissioners Spain, Ray, and Hagen voted aye. Secretary Rogers declared the meeting adjourned at 11:54 a.m.

Respectfully Submitted,



Penny Rogers
Secretary