

CIVIL SERVICE COMMISSION MINUTES
January 6, 2016 - 6:30 pm Public Safety Building

Chairperson Howie Robson called the meeting to order with the flag salute at 6:30 p.m. Roll Call found Commissioners Dannat, Jones, were present. Commissioner Dannat motioned to excuse Commissioner Inge. Motion was seconded by Commissioner Jones. Motion carried. 3-0.

ATTENDANCE:

City Employees	Mark Bethune, City Administrator; Police Chief Bill Drake; Beckie Meek, Parks & Recreation Director; Police Officer Jeff Martineau
Professional Representatives	None
Visitors	Chris Hopfauf

MINUTES:

Minutes Approval	Commissioner Dannat motion to approve the minutes of November 18, 2015 as prepared. Motion was seconded by Commissioner Jones. Motion carried. 3-0.
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AUDIENCE PARTICIPATION:

None

NEW BUSINESS:

Elect Chair and Co-Chair for New Year	Motion was made by Commissioner Dannat to elect Commissioner Robson to be Chairperson of Civil Service Commission for 2016. Motion was seconded by Commissioner Jones. Motion carried. 3-0.
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Motion was made by Commissioner Robson to elect Commissioner Dannat to be Co-Chairperson of Civil Service Commission for 2016. Motion was seconded by Commissioner Jones. Motion carried. 3-0.

Meeting Day/Time	Secretary Beckie Meek stated that there was talk about moving the Civil Service Meeting to a different day. After some discussion it was fine to leave it on the 1 st Wednesdays at 7:30pm at the Public Safety Building.
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Preliminary Lateral Entry Eligibility List	Secretary Beckie Meek presented the Preliminary Lateral Entry Eligibility List. Commissioner Jones moved to approve the Preliminary Lateral Entry Eligibility List. Motion was seconded by Co-Chairperson Dannat. Motion carried. 3-0.
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Promotional Testing Standards	Secretary Beckie Meek reported that in talking with the Chief Drake he will soon be asking for a promotional list that he would like to do in early Spring. She also mentioned that promotions have not been done at the City of Orting in quite some time and some guidelines need to be set as to how the Civil Service is wanting to do the promotional process.
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Secretary Beckie Meek added that she talked to IMPA and PST on what they can do for testing. Top cost is \$6000.00 and also found out that promotions should be done by out sourcing. She could not find any agencies that performed promotions in-house. After some discussion

Secretary Beckie Meek will send the commissioners the information that she has about the companies prior to the next meeting.

Special Meeting
February 3, 2016
7:30pm at PSB

Commissioners felt it would be important to have a special meeting of the Civil Service to discuss the promotion process. After looking at the calendar Commissioner Jones moved to hold a special meeting on Wednesday, February 3rd, 2016 at 7:30pm at the Public Safety Building after the Parks Commission Meeting.

OLD BUSINESS:

Appendix A for
Lateral Entry

Co-Chairperson Dannat moved to have Appendix A for Lateral Entry Police Officers be added to the Civil Service Rules. Motion was seconded by Commissioner Jones. Motion carried. 3-0.

SET AGENDA ITEMS:

February 3rd, 2016
Special Meeting

1. Minutes of January 6, 2016
2. Promotion Process

GOOD OF THE ORDER:

None

ADJOURN:

Commissioner Jones moved to adjourn the meeting at 8:32pm. Co-Chairperson Dannat seconded the motion. Motion carried. 3-0.

ATTEST:

Secretary, Beckie Meek

Chairperson, Howie Robson