

SHERIFF'S CIVIL SERVICE COMMISSION MINUTES

November 29, 2023

Virtual Meeting using Zoom

CALL TO ORDER

Chair Robert Forbes called the meeting to order at 10:03am.

REVIEW AND APPROVAL OF MINUTES OF February 27, 2023

MOTION: Commissioner Poppe moved to approve the minutes of February 27, 2023, as written. Commissioner Forbes seconded the motion.

Motion carried.

1. REQUEST TO APPROVE CHANGES TO CIVIL SERVICE RULES

- Carol Mackie stated that we just completed the second 30-day review for the Civil Service Rules, and received no requests for changes.
- Commissioner Forbes asked about the Police Corps program that was redlined, and if it was no longer in existence. Carol Mackie confirmed that was correct.
- Commissioner Forbes also asked about some potential missing information in Appendix B. Jennifer White responded that it was formatting due to the redline corrections, but would ensure everything formatted correctly once the redline was removed.

MOTION: Commissioner Poppe made a motion to approve the changes to the Civil Service Rules as presented. Commissioner Forbes seconded. None opposed.

Motion carried.

- Commissioner Poppe made a motion to elect a chair for 2024.
- Carol Mackie stated that according to the Civil Service Commission Rules, the new chair is elected in the February meeting, but that Human Resources would do some research into why that is, and possibly change it to December when the Rules are updated next.
- Commissioner Forbes asked about the new person who joined Human Resources.

- Carol Mackie stated that she went back to her previous employer, as she has a long history with them, and they asked her to come back. Human Resources is in the process of adding another employee soon.

ADJOURNMENT

There being no further business to come before the Commission, Commissioner Poppe made a motion for the meeting to be adjourned. Commissioner Forbes seconded. Motion carried at 10:08am.

ATTENDANCE

COMMISSION MEMBERS

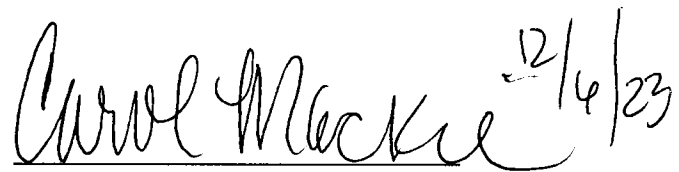
Rob Forbes
Commissioner
John Poppe
Commissioner

STAFF

Carol Mackie
Chief Examiner
Jennifer White
Civil Service Secretary

GUESTS

Keri Sieckowski
Human Resources
Russ Clithero
Undersheriff

A handwritten signature in cursive that reads "Carol Mackie" followed by the date "12/4/23".

Carol Mackie, Chief Examiner

NOTE: These notes are not verbatim.