



with a panel. Tavis stated he's been involved or kept informed and is comfortable with HR completing the initial processes.

Sund stated in discussion with Tim Priebe, City Attorney, that Priebe is concerned as the code indicates Civil Service will approve the roster and that maybe HR can do the work, but have Civil Service approve the final roster. Sund indicated if the pilot hiring process becomes permanent, City Code needs to be updated.

Tavis stated the role of the commission is to be a grievance/fairness board of the Civil Service system. Kolling agreed and stated he feels this includes removal of Civil Service approving the roster. Tavis concurred.

Ray Ann Kilen stated communication about the pilot hiring project has failed. Kilen stated the commission may have moved forward too quickly and if things are to be fixed the communication must be fixed. Tavis responded he and Cal talk and things about what's going on are brought up.

Sund stated with changes to the hiring process the commission considering monthly meetings would be a good idea.

Kilen stated the perception of the employees is that the Civil Service Commission has abandoned the hiring process. Sund stated he hasn't heard any comments. Kilen stated when she asks employees, they say they don't know anything about what's taking place. Kilen stated there is a lack of trust with HR and Civil Service. Tavis stated the memo explaining the pilot program went out to employees later than expected.

Kolling questioned Tavis' involvement and whether Tavis felt things were working. Tavis indicated things are working well. The department heads are involved with HR to decide what's important to correctly establish a point system. Tavis went on stating the applicants are independently scored by Kessel and Broer. Scores are then discussed and agreement reached as to the list for initial interviews. Once initial interviews are held a roster of five is created and passed on to the department head. The process is similar to that used by Civil Service did, but with more involvement of the department head.

Kilen restated there is a communication issue and asked to be told what's going on as she feels she is not being kept informed. Kilen stated she is in support of change but not if she's not comfortable with it. Tavis agreed there is a communication gap that needs to be fixed.

Kilen stated a process must be established and followed for each position. Kilen also stated "we all need to own the communication failure." Kilen continued with let's move on and make it work with better communication.

An example of poor communication was unanswered concerns about the recent hire for Utility Billing as the person hired has the same last name as Tim and it's been questioned if he's related. Tim Kessel stated he is not related to Utility Billing Clerk Angel Kessel.

Sund stated he is looking at changing code to include a relative of a department head is not to be employed with the City. Bryan Personne indicated it should read "not able to supervise." Personne stated at Consolidated relatives can work in the same department and they must be able to do their job, otherwise someone is terminated.

Tavis brought the meeting back to the topic of the Pilot Program and changes in the role of Civil Service.

Kolling stated there aren't a lot of rules with the program because changes are being made as the program progresses. Kolling stated regular meetings should be scheduled.

Kessel stated Civil Service is involved; the point systems are developed and then approved by Tavis. In the case of the Utility Billing Clerk, 12 candidates were interviewed and there is no relation between himself and Angel Kessel. Kessel also stated policy needs to be changed as policy conflicts with policy.

Tavis questioned if the program should be extended. Personne indicated he is in favor of the project continuing, but with some fine tuning. Personne stated regular meetings need to be scheduled so if there is an issue it can be brought to the table. Personne stated minutes should be mailed in a timely fashion to insure issues being resolved quickly. Personne added that the results of the process should be sent out. Personne stated the major complaint he's hearing here is no one knows what's going on/taken place and communication needs to be better. Personne stated he will do his part to assist with the improvement. Personne also asked for Tim Priebe's opinion as to if the process can be done by HR and only the roster approved by Civil Service. Sund stated he will have Priebe write a memo with his opinion.

Erv Bren left the meeting at 10:00 am.

Kilen stated the need to meet and discuss items as they come up.

Kessel presented a journal prepared by HR which shows time frames and information regarding each of the hirings since the pilot program began. Kessel stated communication can be improved, but stated communication is a two way process. Kessel and Kilen discussed the communication issue.

Tavis stated communication is a problem area and took responsibility for the problem as well. Tavis stated he feels the program should continue but with better communication. Tavis said a public hearing can be scheduled once the definite changes have been decided. Tavis then listed the steps to update/change city code.

Personne stated department head positions have always been handled differently than a regular hourly position. The person in a department head position can create a lot of damage if the wrong person is hired; therefore Personne indicated he is okay with things being done differently. Personne stated the process of having small committees for hiring, as used in the past is a good one.

Sund stated he's in the process of reviewing the Fire Chief's job description and asked if members of Civil Service would like to take part as member of the hiring committee. Kolling stated the pilot program should be continued and Administration should put together a hiring committee as done in the past. Kolling attempted to make a motion to advertise the position, but Tavis stated with the program that wasn't necessary. Sund stated civil service could be involved in the final interviews if they chose.

Tavis stated any action would be to approve a job description at the next meeting.

B. PUBLIC HEARING FORMAT ON PILOT PROGRAM/CHANGES IN ROLE OF CIVIL SERVICE COMMISSION:

This item was discussed along with the Fire Chief and Civil Service's role in the hiring process.

C. POLICE DEPARTMENT CONFLICT OF INTEREST:

Minutes for this section were taken by Todd Tavis, Chairman of Civil Service Commission.

Tim Kessel opened with remarks that no actual grievance was filed and thus, this should not be an agenda item. He commented this is an administrative task, not a matter that should be brought before the Civil Service Commission. Chairman Todd Tavis stated that this item was placed on the agenda because of a memo from Commissioner Kilen. He also stated that this is not a conflict issue and should not be addressed as such. Commissioner Ray Ann Kilen commented her email to Kessel and Sund was a communication issue not a conflict of interest concern. The topic was deferred back to administration. No action was taken.

D. SCHEDULING OF REGULAR MEETINGS:

It was decided the commission should hold monthly meetings and then once a code rewrite is complete the commission could meet quarterly.

It was decided the next meeting would be held on December 5, 2005 at 8:30 am with a public hearing for proposed ordinance changes and the Fire Chief's job description as items on the agenda.

E. UPDATE ON PILOT PROGRAM FOR RECRUITING:

Kilen requested a responsibilities list showing who needed to be doing what.

F. DISCUSSION OF HR POLICY CHANGES:

Kessel stated the HR Committee has been working on the larger of the ordinances for some time and is in agreement with the changes. Kessel stated the smaller of the two is needed to incorporate payroll changes that are to be effective January 1, 2006.

G. OTHER:

Sund indicated he has separated the Police Department into their own time in grade scale. The separation does no change the overall band/grade/sub grade. Sund stated he also added half steps as a hiring tool for the department heads.

Ray Ann Kilen left at 10:30 am

6. OLD BUSINESS

None.

7. ADJOURNMENT:

MOTION BY: Bryan Personne

SECONDED BY: Cal Kolling

To adjourn the meeting at 10:39 am.

OFFICAL MINUTES PREPARED BY:

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Kristi Broer, Administrative Assistant

Approved: January 24, 2006