

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held March 2, 2023

Call to Order

Merit System Commission meeting Call to Order at 10:00 AM

Mary Woeste	Chair	Present
Jim Kempe	Vice-Chair	Present
Dave Rodehaver	Member	Present

Staff Members Present:

Police Chief Craig Richardson, Deputy Police Chief Jason Neubauer, Street Superintendent Chris Dunn, Public Information Officer Aaron Vietor, and Clerk of Council Amy Brown

Approval of Minutes

Merit System Commission Minutes - February 9, 2023

Mrs. Woeste asked if there were any changes or corrections to the February 9, 2023 MSC minutes. Hearing none, the minutes were approved as submitted.

Business

Certify and Release Scores - Operator I and Operator II

Mrs. Brown distributed the scores for the Operator I test.

Mr. Dunn stated his department did not realize that seniority points were awarded depending on how long they have been with the City. He noted it is in the rules for Police and Fire, but there is nothing in the rules about that regarding Streets and Building Maintenance. He questioned if the seniority points could just be removed and added some of the candidates have questioned the scoring.

Mrs. Woeste responded if it isn't stated in the rules, then they don't get the seniority points. She noted if in the future, he wanted them to have the seniority points, he would have to bring it to the MSC, and they would have to vote to amend the rules. She added that would do no good for this test.

Mr. Dunn stated he wasn't saying if they need to have them or not. He commented just for this test, the issue has been raised because the candidates were not aware that seniority points were awarded, and added they would prefer them not to be for this test.

Mrs. Woeste asked where the seniority points were added.

Mrs. Brown replied on the sheet that was distributed, it shows in red the written test scores, and under final, it shows the scores with the bonus points.

Mr. Rodehaver commented that just because someone takes a test, it doesn't mean they are going to be qualified. He noted he would rather have experience.

Mr. Kempe remarked seniority and experience count for something. He stated there is value in recognizing experience, but he was supportive of rule changes if they are needed to serve the community better.

Mr. Dunn replied the way the ad was written, seniority points came in if there was a tie after the whole process, and that is what they thought has been happening all along. He suggested if

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they do seniority points, maybe they shouldn't be 10 points, because that is a lot to try and overcome on a test. He commented he wasn't worried about future tests, and added he didn't know how the members wanted to handle this test because it's never been brought up to them before.

Mrs. Woeste stated experience is important and, because they have done it in the past, she believed they needed to continue to do it. She noted they would need to make it a part of the rules so his department would know the seniority points are part of it.

Mr. Dunn replied the issue was they didn't know, and added he didn't know if that would benefit them going forward.

Mrs. Woeste noted they would need to have Ms. Dillon write up the change to the rules.

Mr. Kempe made a motion to certify and release the Operator I results, to include bonus points.

RESULT: Passed, *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Mrs. Brown collected the Operator I scores, and distributed the Operator II test results.

Mr. Rodehaver noted there were a few hiccups with this exam.

Mrs. Brown replied the protest deadline was February 28 at 4:30 PM, and there was a protest received on February 28 at 6:05 PM. She noted she had copies in case the members wanted to review it. She noted she also had copies of the study material that was given because there was concern about a few questions on the test.

Mr. Dunn reported there was a section of questions on the test regarding a sweeper they no longer have, and study material provided for a vac with no questions. He noted the department no longer has a lot of items that were covered on the test, and the test has not been updated.

Mrs. Woeste asked if they needed to create a new test with only manuals on equipment they do have.

Mr. Rodehaver asked if Mr. Dunn could create the test.

Mrs. Woeste stated he could provide manuals on the current equipment so questions could be taken from that equipment.

Mrs. Brown noted they have also discussed some type of leadership questions since they would be in a supervisory position.

Mr. Rodehaver made a motion to certify and release the Operator II results, including bonus points.

RESULT: Passed, *(Yes 3, No 0, Abstained 0)*
MOVER: Dave Rodehaver
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Other Business

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Mrs. Woeste asked Chief Richardson if he created questions to help develop his previous promotional test.

Chief Richardson stated he provided questions from current study materials to Mr. Vietor. He explained he provided four to five times as many questions as were needed. He reported he didn't know which questions would be picked for the test, but the applicants all received the same questions, and it seemed to work out well.

Mrs. Brown noted there was a big bank of questions, and added the questions would not be the same exact questions for each successive test.

Mrs. Woeste said Mr. Dunn would have to come up with questions that he would want his candidates to know. She added if there are 100 questions on the test, he would have to come up with at least 300 questions to draw from.

Chief Richardson reported they are still going through the current list of Entry Level. He noted they have five open spots, and the list had six names on it. He explained two have been eliminated, but even in the best case scenario, they would still need another process after this one is over. He stated by the time the MSC meeting occurred in April, he anticipated either having offers out or will have exhausted the list. He asked, in anticipation of needing another process, to begin advertising for a Lateral Entry process. He stated he would not actually begin reviewing any of those applications until the current Entry Level list is exhausted, so the two processes wouldn't be mixed together.

Mr. Kempe stated as long as they are within the rules, he supports any expedited measures they can do.

Mrs. Woeste asked if there was a draft of the advertisement.

Chief Richardson provided members with a drafted advertisement for the Lateral Entry process.

Mr. Kempe made a motion to approve the draft advertisement for Lateral Entry Police Officer.

RESULT: Passed, *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Corey Jones from the Street Department asked why they were giving bonus points for seniority if it wasn't in the rules, and asked if they were changing the rules.

Mrs. Woeste replied they have to go by what they have done in the past, but they will clean it up for the future. She noted a number of years ago, some things got deleted in the rules, and that could have been one of them.

Mr. Jones commented no one knew about the bonus points.

Mr. Rodehaver responded what they just voted on has been the same as they have done in the past. He noted Mr. Dunn would need to ask for those changes to the rules, so moving forward everything will be in place and knowledgeable to everyone.

Mrs. Woeste noted this is why there are three steps to the promotional process: test, assessment, and interview. She commented bonus points help, but they are not a guarantee.

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Mrs. Brown reported she would let the members know when the assessment would be in case they would like to attend. She added it would be more of a scenario-based test rather than just looking at equipment.

Adjournment

Adjournment at 10:39 AM



Mary Woeste



ATTEST: Clerk of Council Amy Brown