RECORD OF PROCEEDINGS

Minutes of **Merit System Commission** Held **May 4, 2023**

Call to Order

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

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

Staff Members Present: City Manager Michael Davis, Police Chief Craig Richardson, Street Superintendent Chris Dunn, Public Information Officer Aaron Vietor, and Clerk of Council Amy Brown.

Approval of Minutes

Merit System Commission Meeting Minutes - April 6, 2023

Mrs. Woeste asked if there were any changes or corrections to the April 6, 2023 MSC meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Operator I and Operator II Assessments - Certify and Release

Mrs. Brown stated she received a protest concerning the Operator II exam, and she distributed the protest form to the members.

Mrs. Woeste asked why he didn't question this at the time of the test. She asked if candidates were allowed to ask questions during the test.

Mrs. Brown answered, yes, they are allowed.

Mr. Rodehaver noted he never asked for clarification, and added on his protest form, he wrote something was spelled bae, and it wasn't capitalized. He commented that wouldn't be mistaken for an abbreviation since it was all lower case.

Mr. Kempe stated he was having a difficult time evaluating whether the question was appropriate or not without having seen the question in context.

Mrs. Brown replied it was a concrete question where the process of steps had to be put in order.

Mr. Rodehaver asked about the processes for what the steps would be.

Mr. Dunn responded you would need to assess the job, assess the safety, go through the removal of the concrete, go through the process of forming the base, pour it, and finish it. He stated this was a question with step-by-step scenarios.

Mrs. Woeste asked if there was any doubt that the steps listed could be mistaken for something other than pouring concrete.

Mr. Dunn replied, absolutely not.

Mrs. Woeste asked how many took this assessment test.

Mrs. Brown answered, three, and added the other two candidates had no issue with that

question.

Mrs. Woeste asked if bae is an acronym for anything.

Mr. Dunn replied, base is the material that is put in before concrete is poured. He stated there was no acrynom of bae, and added he thought it might be a typo.

Mr. Rodehaver reported in the rules it states: *"Applicants for promotional exams may within five calendar days of the conclusion of the examination, file protests of any examination question only on the grounds that a question does not fairly measure knowledge to meet such requirements. Protests will be filed on forms provided by the Commission. The Commission may take such action as it deems appropriate in regard to a protest. The decision of the Commission as to a protest will be final and not subject to appeal."* He noted this didn't go against the candidate's knowledge, and added he had the opportunity to ask questions.

Mrs. Woeste stated she didn't see how it went against the candidate's knowledge either.

Mr. Kempe remarked he believed the question was relevant and appropriate for this examination. He noted while there was a typo, he wasn't sure how that made the question not understandable. He added the typw doesn't throw the meaning of the question outside of where it should be.

Mrs. Woeste made a motion to decline the protest and request to remove the question.

RESULT: Passed, *(Yes 4, No 0, Abstained 0)*
MOVER: Mary Woeste
AYES: Dave Rodehaver, Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Mrs. Brown collected the protest forms.

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

Mr. Rodehaver made a motion to certify and release the scores for the Operator I assessment.

RESULT: Passed, *(Yes 4, No 0, Abstained 0)*
MOVER: Dave Rodehaver
AYES: Dave Rodehaver, Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Mrs. Brown collected the Operator I scores and distributed the Operator II scores to the members.

Mr. Kempe made a motion to certify and release the scores for the Operator II assessment.

RESULT: Passed, *(Yes 4, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Dave Rodehaver, Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

Mrs. Brown collected the Operator II scores.

Other Business

Mr. Dunn reported he was trying to work on making a new position of Facility Groundskeeper

in their department. He explained they would take one of the Street Maintenance Worker positions and reclassify it as a Facility Groundskeeper position. He noted it would be a union position and still require merit testing, but they wouldn't be required to have a CDL. He stated they would be in charge of the flower beds and grounds around all of the City buildings, and added they would also have to be licensed for spraying.

Mr. Davis stated they have spoken to the union, and this item would be up for discussion next week on the COW. He explained there would need to be a change to the Table of Organization to relabel one of the positions.

Mrs. Woeste asked if potential applicants would have to have the spraying licensing before they apply.

Mr. Dunn replied they have guys in the department that currently have those licenses. He noted he wouldn't make that a requirement, but that would be something they could obtain after they started.

Adjournment

Adjournment at 10:21 AM

Mary Woeste

ATTEST: Clerk of Council Amy Brown