RECORD OF PROCEEDINGS

Minutes of **Merit System Commission** Held **July 6, 2023**

Call to Order

Merit System Commission Call to Order at 10:01 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, Human Resources Administrator Brittany Runnels, Public Information Officer Aaron Vietor, and Clerk of Council Amy Brown

Approval of Minutes

Merit System Commission Meeting Minutes - May 4, 2023

Mrs. Woeste asked if there were any changes or corrections to the May 4, 2023 MSC meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Terminate Lateral Entry Police Officer List

Chief Richardson reported they received four applications for the Lateral Entry Police Officer position, and one was hired from the list. He explained one withdrew, and the other did not make it through the background check process. He noted this list has been exhausted, and added they have had preliminary discussions about the next hiring process.

Mrs. Woeste asked how many more officers are needed.

Chief Richardson replied, they need three at least, maybe four coming up. He noted they are at a time now where there are a lot of police academies just starting mid-year. He stated it would be prudent to do an Entry Level process, and not require an OPOTA certificate, but still give the bonus points if they do have the OPOTA certificate.

Mr. Rodehaver made a motion to terminate the Lateral Entry Police Officer list.

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

Entry Level Police Officer Advertisement

Mrs. Woeste asked when they would be able to advertise this position.

Mrs. Brown responded, with the Commission member's approval, it would go live on NTN and the City's website tomorrow. She added it would be advertised in the paper Sunday and then the following Sunday. She noted it would open on July 7 and close on July 28, which would allow time for the scores to be calculated from NTN in preparation for the August meeting.

Mr. Kempe made a motion to approve the Entry Level Police Officer advertisement.

RESULT: Passed, *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe

AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None

MSC Rule Revisions - Facility Groundskeeper Position Added

Mr. Dunn explained the changes included making it a requirement for Street Maintenance Workers to already have a CDL license. He stated it takes more time and expense to get a CDL now, and that process has changed, so if a Facility Groundskeeper wanted a chance to promote to a Street Maintenance Worker, they would have to obtain their CDL first.

Mrs. Brown noted there are three places in the rules that have been revised: the CDL requirement change, the section for the addition of the Facility Groundskeeper position, and the section under the promotions section in case a Groundskeeper wanted to promote to a Street Maintenance Worker.

Mrs. Woeste stated they would need a first reading of the changes at this meeting, and then a second reading and approval at a future meeting.

Mr. Dunn asked if the members could approve the ad for Groundskeeper at the meeting for the second reading.

Mrs. Woeste responded, yes.

Mrs. Brown stated they would also need the ad, and a test would need to be compiled.

Mr. Dunn stated the test would be done before the next meeting.

Mr. Kempe read the revised language changes concerning the CDL requirement change, the addition of the Facility Groundskeeper position, and the promotional language addition.

Other Business

Mrs. Brown asked if the members would be available next Thursday to have the second reading of the revisions since there are seven days required between readings.

The members were in agreement to have the next Merit System Commission meeting next Thursday, July 13, 2023 at 10:00 AM.

Adjournment

Adjournment at 10:19 AM

Mary Woeste

Mary Woeste

ATTEST: Clerk of Council Amy Brown