

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held October 3, 2024

Call to Order

Merit System Commission Meeting Call to Order at 11:00 AM

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

Staff Members Present: Police Chief Craig Richardson, Human Resources Administrator Brittany Runnels, and Clerk of Council Amy Brown.

Approval of Minutes

Merit System Commission Meeting Minutes - September 5, 2024

Mrs. Woeste asked if there were any changes or corrections to the September 5, 2024 Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

MSC Rule Change - Rule 10 - Examinations

Mr. Kempe read the second and final reading of the proposed rule change, under Rule 10: Conduct of Examination, Section 2. He read, *For original appointment positions, examinations may consist of, but are not limited to, any one or more of the following types:*

- 1. Written Examination: Designed to determine the familiarity of candidates with the knowledge required for the position sought, the range of their general information and to ascertain special aptitudes, when required.*
- 2. Performance Examination: Includes such tests of performance as would determine the ability of candidates to perform the work involved.*
- 3. Oral Examination: A personal interview designed to determine the ability of the candidates to perform the duties of the position to be filled, i.e., the ability to deal with others, to supervise, or other qualifications.*
- 4. Experience and Competency Ratings: A structured formate permitting the evaluation and rating of previous experience, education, or training in particular areas determined to be relevant and useful to executing the duties and responsibilities of the position to be filled. Experience ratings may be used to rank order candidates on eligible lists or for non-competitive classified positions where it is impractical to ascertain the merit and fitness of applicants through traditional examinations.*

Mrs. Woeste made a motion to approve the rule change to Rule 10 of the Merit System Commission Rules.

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

Other Business

Chief Richardson presented the MSC members with a draft of a new Entry Level Police Officer ad and a new Lateral Entry ad reflecting the new rule change. He commented that he wasn't posting them now, he just wanted to get feedback from the members if they had any. He noted the ads were similar to the last ads, and added some of the language was changed to coincide with the new process.

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Mr. Kempe confirmed that this would be the standard base ad for either process.

Chief Richardson replied that they would continue to do either Entry Level or Lateral, or both processes at the same time if the members agreed to that. He reported these ads would be ready to go as needed. He noted the highlighted portions in the ad would be the items that change with each ad, including the dates, deadlines, and sometimes the pay rates.

Mrs. Woeste commented that on the ad for Entry Level Police Officers, there is a probationary period listed, but not on the Lateral Entry ad. She stated she would like to see that there.

Chief Richardson noted that there is a probationary period for the Lateral Entry, and stated it could be added to the ad, and it could be emailed to the members today.

Mrs. Woeste replied that she was not concerned about it at this point, but she would like to have it added.

Chief Richardson reported that they have progressed through their current Entry Level list, and requested that it be terminated. He noted they hired two people off the list, and another candidate has a start date of October 14. He stated there were no more suitable candidates on the list. He explained after the three hires from the current list, they would have one vacant spot open, which they are going to leave vacant for their cadet, who will turn 21 next spring, and they would probably try to send her to the police academy after the first of the year. He noted they want to make sure there was a vacancy for the cadet, and asked to terminate the current list.

Mr. Rodhaver made a motion to terminate the Entry Level Police Officer list.

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

MOVER: Dave Rodehaver

AYES: Mary Woeste, Jim Kempe, Dave Rodehaver

NAYS: None

Chief Richardson commented that the last item he had was that he anticipated Sergeant John Howard retiring in January, and noted that he would probably be asking for a Sergeant process to start at the next meeting in November.

Mrs. Woeste asked if they had people that would be qualified to possibly move up, and how many there were.

Chief Richardson replied that there were qualified people, but there are people that are happy with their current assignments or shifts, and if they take the Sergeant's test, those things change. He stated he was unsure of how many could sign up. He noted they could post it for a period of time, and if no one signs up, they might have to do it again in December or January. He commented they did change the rules a number of years ago, so they could hire a lateral Sergeant in case no one in the department was interested in the position.

Mrs. Woeste asked if he would definitely be looking for a lateral for the Sergeant's position.

Chief Richardson responded if no one signed up for the November process, then they would have to do a lateral, but that wouldn't be until December or January. He noted they have to do the internal process first.

Adjournment

Adjournment at 11:10 AM

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Mary Woeste



ATTEST: Clerk of Council Amy Brown