

HOW TO USE MINUTES ARCHIVES

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CIVIL SERVICE COMMISSION

Meeting Minutes
Monday, April 7, 2008
Room 204 -2:00 PM

Present: Neil Guttormsen, Chairman, President
Steven Reimer
Chuck Grapentine
Tom Morelli

Also in Attendance: Darlene Drake, Personnel Secretary
Steve Stanczak, Personnel Director
Nasser Museitif, President, L-71
Nick Kasmer, Council 40
Carol Stancato, Finance Director

The Civil Service Commission Meeting was called to order by Commissioner Guttormsen @2:09 PM on Monday, April 7, 2008.

Item #1: Approval of the Minutes of the meeting of November 6, 2007

A motion was made by Commissioner Grapentine to approve the minutes of the November 6, 2007 meeting. Seconded by Commissioner Reimer. Motion carried unanimously.

Item #2 Grievance of Local 71, regarding compensatory time.

After hearing both sides of the grievance, Commissioner Chuck Grapentine made a motion to go into Executive Session under Authority of Chapter 19.85 (1)(a)(b)(c). It was Seconded by Commissioner Steve Reimer. Motion carried.

The Commissioners reconvened into open session at 2:50 PM.

After hearing the testimony of Union and City Representatives and reviewing the Collective Bargaining Agreement in effect, Commissioner Grapentine made a motion to deny the grievance since there was no violation of the Agreement. It was seconded by Commissioner Steve Reimer. Motion carried unanimously.

A motion was made by Commissioner Grapentine to adjourn the meeting at 2:52 PM, seconded by Commissioner Reimer. Motion carried unanimously.

Respectfully submitted,

Neil Guttormsen, Chairperson



CIVIL SERVICE COMMISSION

Meeting Minutes
Monday, August 18, 2008
Room 301 -1:30 PM

Present: Neil Guttormsen, Chairman, President
Steven Reimer
Chuck Grapentine
Tom Morelli

Also in Attendance: Darlene Drake, Personnel Secretary
Steve Stanczak, Personnel Director
Patrick Sheehan, City Attorney
Mayor Keith Bosman

The Civil Service Commission Meeting was called to order by Commissioner Guttormsen @1:33 PM on Monday, August 18, 2008.

Item #1: Approval of the Minutes of the meeting of April 7, 2008

A motion was made by Commissioner Grapentine to approve the minutes of the April 7, 2008 meeting. Seconded by Commissioner Reimer. Motion carried unanimously.

Item #2 Changes to the Charter Ordinance of the Civil Service Commission.

Charter Ordinance No. 35 - To Repeal & Recreate Article III, Section One and Section Two; To Amend Article IV By Rescinding Therefrom The Phrase "Supervisor of Personnel" and Replacing Same With The Phrase "Director of Personnel"; To Repeal & Recreate Article IV, Section One, Subsection B.; To Repeal & Recreate the Title And First Paragraph of Article IV, Section Three; And To Repeal & Recreate Article IV, Section Three, Subsection P. and Subsection Q. of Charter Ordinance No. 29, the Civil Service Ordinance For the City of Kenosha, Wisconsin

City Attorney Patrick Sheehan provided a "clean" copy of the proposed changes to the Charter Ordinance of the Civil Service Commission to all in attendance. He made a clarification as to the charter ordinances being numbered sequentially.

A motion was made by Commissioner Grapentine and seconded by Commissioner Reimer to to approve the changes to the Charter Ordinance of the Civil Service Commission as presented..

Discussion followed. City Attorney Sheehan felt that language clarifications were needed in order to properly show the Commissions intent.

Commissioner Guttormsen indicated that the Commission is not trying to oversee the current hiring practices of the City. He further indicated that the Commission's functon is to set policy and procedures for hiring and promoting City personnel.

Commissioner Reimer indicated that it was not the Commissions responsibility or place to pick candidates for employment.

Steve Stanczak, Personnel Director gave an overview of the City's current complex appointment process, including the development of the selection/testing process, composition of the interview panel(s) and the means by which the eligibility lists are established. The process that is currently in place has served the City well and is consistent with the Rules & Regulations approved by the Civil Service Commission. He also indicated that for efficiency sake, the Commission will need to meet on a more regular basis to review eligibility lists and panel members.

Commissioner Grapentine indicated that the commission wants to enhance objectivity and flexibility in the hiring process. He further indicated that this change would put a check and balance into the hiring process. He also requested that the reasons for the proposed modifications to the Civil Service Ordinance be added into the record.

Mayor Bosman spoke and was concerned regarding the language vs. the intent of the language.

A freindly amendment was introduced by Commissioner Guttormsen.

A motion was made by Commissioner Garpentine, seconded by Commissioner Reimer to approve the changes to the Charter Ordinance after amending Section 5; subsection Q as follows:

Q. Subject to the approval of the Civil Service Commission, develop and implement procedures for selecting persons for appointment and promotion. When ever practicable, these procedures shall require examination, which shall be competitive when practicable. No person shall be appointed to or promotes within the City service without the certification of the Personnel Director, *pursuant to procedures approved by the Civil Service Commission*. This certification shall be made on the basis of results of examinations, when given, with the number certified being determined by rule of the Personnel Director, never less than three (3) if there (3) eligibles are available.

Mr. Stanczak expressed concerns over the intent of Section Three (B) in that the Common Council could be directly involved in the development and implementation of each job posting and approval of oral panels, etc. Commissioner Grapentine noted that was not the intent of the language, but rather, the Council is approving the final Rules & Regulations as recommended by the Commission, nothing more. The Commission agreed with the intent.

Discussion ensued regarding Section One as to the electors of the Commission being of City or County origin. Commissioner Morelli indicated that he believed that electors from the City have a greater interest in the City affairs than County residents.

Commissioner Grapentine indicated that he was a strong advocate for residency. However, by changing the verbiage to allow County individuals on the commission, would allow for additional qualified individuals other than only City residents to sit on the commission.

Commissioner Guttormsen felt that this change would open the pool of candidates for appointment, and subsequently the Mayor and Common Council would approve only candidates who would serve the City's best interests.

Commissioner Reimer indicated that decisions are rendered based on the rules that exist. Changing to allow County residents opens avenues for more qualified individuals to serve the committee.

Motion carried 3-1. Commissioner Morellis' no vote was strictly based on the amendment to allow Commissioners to serve as County residents vs. City residents.

A motion was made by Commissioner Grapentine to adjourn the meeting at 2:50 PM, seconded by Commissioner Reimer. Motion carried unanimously.

Respectfully submitted,

Neil Guttormsen, Chairperson