

**MINUTES OF THE SPECIAL MEETING OF THE  
AMES CIVIL SERVICE COMMISSION**

**AMES, IOWA**

**JULY 12, 2022**

The Special Meeting of the Ames Civil Service Commission was called to order by Chairperson Mike Crum at 10:47 a.m. on July 12, 2022. As it was impractical for the Commission members to attend in person, Commission Chairperson Mike Crum and Commission Member Harold Pike were brought in telephonically. Commission Member Kim Linduska was absent.

**REQUEST TO REMOVE NAMES FROM AND EXHAUST CERTIFIED LIST FOR PUBLIC SAFETY DISPATCHER:** Commission Chairperson Crum summarized the request before the Commission. On April 28, 2022, the Civil Service Commission certified the Entry Level List for the Public Safety Dispatcher classification with seven candidates. From that List, one candidate has been hired and one has been given a contingent offer of employment. In addition, on June 23, 2022, the Commission approved the removal of one candidate from that List. Human Resources staff is now asking for the following candidates to be removed from further consideration:

Justine Wildeboer (withdrew from the eligible list)  
Kyle Kain (failed to respond to a written request of eligibility)

Section 4.5 of the *Civil Service Commission Policies and Procedures*, “Removal of Names from Certified Lists,” allows for the removal of the names from the List.

Mr. Crum noted that staff was also requesting that the Commission exhaust the remaining List containing two candidates. Section 4.2 of the *Civil Service Commission Policies and Procedures*, “Duration of Entry Level Eligibility Lists,” allows for the List to be declared exhausted when it has diminished to three or fewer candidates. By doing so, a new open recruitment process for the unfilled vacancy may begin.

Commission Member Pike asked if the Public Safety Dispatcher was also known as the “9-1-1 Dispatcher.” Human Resources Director Bethany Ballou replied that was correct. Upon Mr. Pike’s inquiry, Ms. Ballou confirmed that there are minimum staffing levels for each shift. She advised that in order to meet the minimum staffing level, the Police Department is having to pay mandatory overtime.

Moved by Crum, seconded by Pike, to approve the removal of Justine Wildeboer and Kyle Kain from the List certified by the Commission on April 28, 2022, and exhaust the remaining List.  
Vote on Motion: 2-0. Motion declared carried unanimously.

Director Ballou expressed gratitude to the Commission members for their willingness to hold and attend a Special Meeting to take care of this urgent need. Commission Chairperson Crum voiced appreciation on behalf of the Commission to the Human Resources Department staff for their work to get recruitments handled as quickly as possible.

**COMMENTS:** The next Regular Meeting of the Ames Civil Service Commission is scheduled for July 28, 2022, at 8:15 a.m.

**ADJOURNMENT:** The meeting adjourned at 10:53 a.m.

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Michael R. Crum, Chairperson

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Diane R. Voss, City Clerk