

MINUTES OF THE AMES CIVIL SERVICE COMMISSION

AMES, IOWA

DECEMBER 21, 2017

The Ames Civil Service Commission convened in regular session at 8:15 a.m. on December 21, 2017, in the Council Chambers of City Hall, 515 Clark Avenue. Because it was impractical for the Commission members to be present in person, Commission Members Mike Crum, Harold Pike, and Charlie Ricketts were brought into the meeting telephonically. Human Resources Director Kaila Boothroy attended the meeting.

APPROVAL OF MINUTES: Moved by Pike, seconded by Ricketts, to approve the minutes of the Regular Meeting of November 16, 2017, and of the Special Meeting of December 6, 2017, as written.

Vote on Motion: 3-0. Motion declared carried unanimously.

CERTIFICATION OF ENTRY-LEVEL APPLICANTS: Moved by Crum, seconded by Ricketts, to certify the following individuals to the Ames City Council as entry-level applicants:

Mechanic Assistant:	Chris Lumley	72
	Michael Hlavacek	70
City Forester:	Joe Herring	92
	Pat Griffith	81
	Kelli Tuttle	73

Vote on Motion: 3-0. Motion declared carried unanimously.

REQUEST TO ABOLISH MECHANIC ASSISTANT ENTRY-LEVEL CERTIFIED LIST:

When questioned by Commission Member Pike, Human Resources Director Boothroy indicated that the hiring Department did not feel the remaining two candidates on the list met all of the attributes desired for this role. She explained that the Civil Service Commission's Policies and Procedures allows the Commission to abolish the current certified list when the list has diminished to three or fewer eligible candidates.

Moved by Ricketts, seconded by Crum, to grant the request to abolish the Mechanic Assistant entry-level certified list.

Vote on Motion: 3-0. Motion declared carried unanimously.

REQUEST TO ABOLISH CITY FORESTER ENTRY-LEVEL CERTIFIED LIST:

Ms. Boothroy stated that this is a similar situation to that of the aforementioned request to abolish a certified list. The preferred candidate declined the offer of employment, and the hiring Department determined that, while both candidates met the minimum qualifications, neither of the two remaining candidates met all of the desired elements for this new position.

Moved by Pike, seconded by Crum, to grant the request to abolish the City Forester entry-level certified list.

Vote on Motion: 3-0. Motion declared carried unanimously.

COMMENTS: The next regularly scheduled Civil Service Commission meeting was set for January 25, 2018, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:21 a.m.

Michael R. Crum, Chair

Jill Ripperger, Recording Secretary