

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

AMES, IOWA

JANUARY 28, 2021

The Regular Meeting of the Ames Civil Service Commission was called to order by Chairman Mike Crum at 8:15 a.m. on January 28, 2021. As it was impractical for the Commission members to attend in person, Commission Chairman Mike Crum and Commission Member Kim Linduska were brought in telephonically. Commission Member Harold Pike was absent.

APPROVAL OF MINUTES OF DECEMBER 17, 2020: Moved by Linduska, seconded by Crum, to approve the Minutes of the December 17, 2020, Regular Civil Service Commission meeting. Vote on Motion: 2-0. Motion declared carried unanimously.

CERTIFICATION OF ENTRY-LEVEL APPLICANTS: Moved by Crum, seconded by Linduska, to certify the following individuals to the Ames City Council as Entry-Level Applicants:

<u>Utility Customer Service Clerk</u>	Rhonda Crim	78
	Hope Deets	75
	Andrew Pries	74

Vote on Motion: 2-0. Motion declared carried unanimously.

COMMENTS: Human Resources Director Bethany Jorgenson reminded the Commission that the recruitment for Electric Services Maintenance Superintendent had resulted in two candidates being certified by the Civil Service Commission at its meeting held November 19, 2020. Both candidates declined the City's job offer; and thus, Human Resources needs to re-run the recruitment. According to Section 4.5 of the *Civil Service Commission Policies and Procedures* that became effective July 1, 2019, the Commission may remove candidates from a Certified List for the following reasons:

1. The candidate has requested that his or her name be removed.
2. The candidate stops communicating with the City or refuses an offer of employment.
3. The candidate requests not to be considered.

According to Ms. Jorgenson, prior to July 1, 2019, no formal action was taken by the Commission to remove candidates from a Certified List; it was handled administratively by staff.

The Commission members were asked by Ms. Jorgenson how comfortable they were with Human Resources beginning a new recruitment for the Electric Services Maintenance Superintendent prior to it formally removing the two candidates from the Certified List. Chairman Crum advised that since there were only two people on the Certified List and both had declined the City's offer, he would be comfortable with Human Resources beginning a new recruitment prior the Commission formally removing the names of those two candidates from the Certified List. Commission Member Linduska voiced her agreement with Mr. Crum's comments. Director Jorgenson noted that a letter requesting formal approval by the Commission to remove the names of the two candidates for Electric Services Maintenance Superintendent from the Certified List would be placed on the Commission's next regularly scheduled meeting Agenda.

The next Regular Meeting of the Ames Civil Service Commission is scheduled for February 25, 2021, at 8:15 a.m.

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

 Michael R. Crum, Chairman

 Diane R. Voss, City Clerk