

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

AMES, IOWA

MARCH 24, 2022

The Regular Meeting of the Ames Civil Service Commission was called to order by Chairperson Mike Crum at 8:15 AM on March 24, 2022. As it was impractical for the Commission members to attend in person, Commission Chairperson Mike Crum and Commission Members Kim Linduska and Harold Pike were brought in telephonically. Also participating telephonically was Human Resources Director Bethany Ballou.

APPROVAL OF MINUTES OF FEBRUARY 24, 2022: Moved by Pike, seconded by Linduska, to approve the Minutes of the February 24, 2022, Regular Civil Service Commission meeting. Vote on Motion: 3-0. 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>Deputy Fire Chief</u>	Karen Tapper	86
	Matthew Price	74
<u>Energy Services Coordinator</u>	Felicia Tunnah	78
	Joel Zook	75
	Andrew Fisher	73
<u>Procurement Specialist II</u>	Melissa Gruhn	77

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

REQUEST TO REMOVE NAMES FROM CERTIFIED LIST FOR TREATMENT PLANT MAINTENANCE WORKER: Human Resources Director Bethany Ballou explained that the original List was certified by the Commission on August 26, 2021, with five new candidates and three who were carried over from an existing List, which was exhausted on May 25, 2021. One candidate was hired from that List. Out of the remaining seven candidates, two candidates: Shelby Perrin and Corey Tjaden, have withdrawn from further consideration. Section 4.5 of the *Civil Service Commission Policies and Procedures* allows for names to be removed from a Certified List by the Civil Service Commission whenever the candidate has requested that his or her name be removed. The Commission is now being asked to approve the removal of those two names from the Certified Civil Service List for Treatment Plant Maintenance Worker.

Moved by Crum, seconded by Pike, to approve the request to remove the names of Shelby Perrin and Corey Tjaden from the Certified List for Treatment Plant Maintenance Worker.

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

REQUEST TO REMOVE NAMES FROM CERTIFIED LIST FOR POLICE OFFICER: The Commission was informed that the List for Police Officer was certified on September 23, 2021, with eight original candidates. Ms. Ballou advised that Human Resources staff had received an email from Daniel Eisenstein withdrawing from the process. Kevin Blaha-Polson and Matt Sander, who were on the List that was certified by the Commission on December 16, 2021, had emailed Human Resources staff to withdraw from the process. On January 27, 2022, the Commission had certified a List containing the names of five candidates. Since then, Benjamin Campos had withdrawn from the process via email. Section 4.5 of the *Civil Service Commission Policies and Procedures* allows for names to be removed from a Certified List by the Civil Service Commission whenever the candidate has requested that his or her name be removed. Therefore, the Commission is being asked

to remove the foregoing names from the Lists certified on September 23, 2021; December 16, 2021; and January 27, 2022, respectively.

Moved by Linduska, seconded by Pike to remove the names of Daniel Eisenstein, Kevin Blaha-Polson, Matt Sander, and Benjamin Campos from the Certified Lists for Police Officer.

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

COMMENTS: Human Resources Director Ballou clarified that normally, the Deputy Fire Chief position would be run as a Promotional recruitment. However, the *Civil Service Commission Policies and Procedures* require that there be at least three viable candidates for a recruitment to be run as promotional. In this case, there was only one internal candidate. Since there were not enough qualified candidates to run the recruitment as Promotional, the City needed to proceed with an open examination.

The next Regular Meeting of the Ames Civil Service Commission is scheduled for April 21, 2022, at 8:15 AM.

ADJOURNMENT: The meeting adjourned at 8:26 AM.

Michael R. Crum, Chairperson

Diane R. Voss, City Clerk