

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

AMES, IOWA

APRIL 28, 2022

The Regular Meeting of the Ames Civil Service Commission was called to order by Chairperson Mike Crum at 8:16 AM on April 28, 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.

ELECTION OF OFFICERS: Moved by Pike, seconded by Linduska, to elect Mike Crum as Chairperson of the Civil Service Commission.

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

Moved by Pike, seconded by Linduska, to elect Kim Linduska as Vice-Chairperson of the Civil Service Commission.

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

APPROVAL OF MINUTES OF MARCH 24, 2022: Moved by Crum, seconded by Linduska, to approve the Minutes of the March 24, 2022, Regular Civil Service Commission meeting.

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

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

<u>Maintenance Worker - Parks and Recreation</u>	Hugo Swanepoel	80
	Randy Potter	70

<u>Mechanic Assistant</u>	Cody Rogers	83*
	Norman Banks	70
	Daniel Rekemeyer	Carried over from Exhausted List

*Includes Preference Points

<u>Public Safety Dispatcher</u>	Jonah Pankow	88
	Justine Wildeboer	81
	Sarah Nootz	80
	Miranda Solberg	79
	Sydney Williams	76
	Colin Chinery	Carried over from Exhausted List
	Kyle Kain	Carried over from Exhausted List

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

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

<u>Power Plant Operator</u>	Jesse Young	87*
	Erik Nosalek	81*
	Sean Boyce	76
	Jacob Meinking	76
	Joe Reitano	74

*Includes Preference Points

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

REQUEST TO REMOVE NAMES FROM, AND EXHAUST, THE APPRENTICE ELECTRIC LINeworker CERTIFIED LIST: Human Resources Director Bethany Ballou advised that the Apprentice Electric Lineworker List was certified by the Civil Service Commission on September 23, 2021, with three candidates. One candidate, Josh Duggan, declined an Offer of Employment, one candidate, Tanner Henniges, withdrew from consideration due to finding another job elsewhere, and one candidate, Jesse Black, was hired by the City on October 5, 2021.

Moved by Crum, seconded by Linduska, to remove names from, and exhaust, the Apprentice Electric Lineworker Certified List.

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

REQUEST TO REMOVE NAMES FROM, AND EXHAUST, THE CERTIFIED LIST FOR POLICE OFFICER: Director Ballou clarified that the Lists being discussed were certified by the Commission on December 16, 2021, and January 27, 2022, respectively. Staff asked that Walter Pacheco, who withdrew, be removed from the List that was certified on December 16, 2021. From the List that was certified on January 27, 2022, staff asked that Andrew Oppong, who withdrew, and Justin Prokop, who had failed to obtain a qualifying score on part of the examination, be removed from the List.

Moved by Linduska, seconded by Pike, to remove names from, and exhaust, the Police Officer Certified Lists from December 16, 2021, and January 27, 2022.

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

At the inquiry of Commission Member Pike, Ms. Ballou reviewed the reasons for removing candidates from Certified Lists: (1) A candidate requests to withdraw from the process. In this case, two people had withdrawn. (2) A candidate's reference, credit, or background check results do not provide indicators of future success in the position. In this case, a candidate failed to obtain a qualifying score on the polygraph examination.

Ms. Ballou stated that after the removal of the names of the above-noted three candidates, including all names carried over from prior unexpired Certified Lists, the List now contains only three candidates. The Department has reviewed the remaining candidates and determined that, while the candidates meet the minimum qualifications, none satisfies all the elements desired for the role of Police Officer. It was noted that the Police Chief had interviewed each candidate. As a result, staff also requested that the Commission exhaust the current Civil Service List for Police Officer, which will allow a new recruitment process to begin.

Commission Member Pike asked how long it takes to go through the background checks and polygraph testing. Director Ballou answered that it takes six weeks.

Chairperson Crum inquired as to whom administers the polygraph examination. Ms. Ballou stated that the polygraph testing is performed by a third party.

REQUEST TO REMOVE NAME FROM, AND EXHAUST, THE CERTIFIED LIST FOR

PROCUREMENT SPECIALIST II: Director Ballou explained that the original List was certified by the Commission on March 24, 2022, with one candidate. That candidate, Melissa Gruhn, had been offered the position, but declined the offer. Therefore, staff requested that the Commission remove Melissa Gruhn's name from, and exhaust, the Certified List for Procurement Specialist II.

Moved by Crum, seconded by Pike, to remove a name from, and exhaust the Certified List for Procurement Specialist II.

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

COMMENTS: Director Ballou told the Commission that Human Resources will soon be launching two new large recruitments for the Police and Fire Departments.

The next Regular Meeting of the Ames Civil Service Commission is scheduled for May 26, 2022, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:30 a.m.

Michael R. Crum, Chairperson

Diane R. Voss, City Clerk