

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

AMES, IOWA

JUNE 23, 2022

The Regular Meeting of the Ames Civil Service Commission was called to order by Chairperson Mike Crum at 8:15 AM on June 23, 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. Human Resources Director Bethany Ballou was present.

APPROVAL OF MINUTES OF MAY 26, 2022: Moved by Linduska, seconded by Pike, to approve the Minutes of the May 26, 2022, Regular Civil Service Commission meeting.
Vote on Motion: 3-0. Motion declared carried unanimously.

CERTIFICATION OF ENTRY-LEVEL APPLICANTS: Commission Chairperson Crum advised that Commission Member Pike would be abstaining from voting on this item due to a conflict of interest regarding the Plans Examiner position.

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

<u>City Forester</u>	Gabriele Edwards	77
	John Murrow	70
<u>Plans Examiner</u>	Corey Montgomery	70

Vote on Motion: 2-0-1. Voting aye: Crum, Linduska. Voting nay: None. Abstaining due to a conflict of interest: Pike. Motion declared carried.

REQUEST TO REMOVE NAMES FROM THE CERTIFIED LIST FOR PUBLIC SAFETY DISPATCHER: Chairperson Crum referenced the memo sent from Director Ballou that stated one candidate from the List certified on April 28, 2022, had failed the reference check process. Subsequently, Human Resources was asking that he be removed from the List certified on April 28, 2022, as allowed by Section 4.5 of the *Civil Service Commission Policies and Procedures*.

Moved by Crum, seconded by Linduska, to remove the name of Jonah Pankow from the List for Public Safety Dispatcher, which was certified on April 28, 2022.
Vote on Motion: 3-0. Motion declared carried unanimously.

REQUEST TO REMOVE NAME FROM, AND EXHAUST, THE CERTIFIED LIST FOR MAINTENANCE WORKER - PARKS & RECREATION: Director Ballou clarified that the original List certified on April 28, 2022, included the names of two applicants. One person was hired, which left one candidate remaining on the List. Section 4.2 of the *Civil Service Commission Policies and Procedures* states, "When a list has diminished to three or fewer candidates, the Commission may declare the list exhausted." Ms. Ballou stated that exhausting the current List will allow a new open recruitment process to begin. She noted that the name of the one remaining candidate, Randy Potter, will be added to the new List to be certified by the Commission in the future.

Moved by Pike, seconded by Crum, to exhaust the Maintenance Worker - Parks & Recreation - Certified List, which was certified on April 28, 2022.
Vote on Motion: 3-0. Motion declared carried unanimously.

REQUEST TO REMOVE NAME FROM THE CERTIFIED LIST FOR MAINTENANCE WORKER - STREETS: Chairperson Crum noted that the List that was certified by the Commission on May 26, 2022, contained the names of two new candidates and three candidates, who were being carried over from a previous List. In following-up on May 23, 2022, with the candidates whose names were carried over, one candidate, Tony Sejaan, failed to respond to written notice. Section 4.5 of the *Civil Service Commission Policies and Procedures* states that a person appearing on a Certified List...shall have their name removed from the list by the Commission whenever that person...fails to respond to a written notice.”

Moved by Linduska, seconded by Pike, to remove of the name of Tony Sejaan from the Certified List, which was certified on May 26, 2022.

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

REQUEST TO REMOVE NAME FROM CIVIL SERVICE LIST FOR APPRENTICE ELECTRIC LINEWORKER: Director Ballou explained that the List in question was certified during the meeting on September 23, 2021, with three candidates. Josh Duggan declined an Offer of Employment, Tanner Henniges withdrew from consideration, and Jesse Black was hired from the List certified on October 8, 2021. There are no candidates left on the List; therefore, Human Resources staff is requesting that the names of Josh Duggan and Tanner Henniges be removed from the List to allow for a new open recruitment to begin.

Moved by Pike, seconded by Linduska, to remove the names of Josh Duggan and Tanner Henniges from the Certified List, which was certified on September 23, 2021.

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

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

ADJOURNMENT: The meeting adjourned at 8:20 AM.

Michael R. Crum, Chairperson

Diane R. Voss, City Clerk