



CIVIL SERVICE BOARD MEETING MINUTES MARCH 25, 2021, 9:00 a.m.

BOARD MEMBERS PRESENT:	Thomas J. Ritchie, Sr., Chairperson Maria E. Oria, Member Richard L. Wright, Member
BOARD MEMBERS ABSENT:	
STAFF PRESENT:	Ken Thomas, Secretary and Chief Examiner Sheila Crum, Executive Assistant to Civil Service Board
OTHER ATTENDEES:	Ariel Walker, Director, City Commission Office Norma Dickens, Senior Attorney

I. ROLL CALL

The Chairperson, Thomas Ritchie, Sr., at 9:01 a.m., called the meeting to order. The Secretary and Chief Examiner called the roll. A quorum was present.

II. APPROVAL OF MINUTES

Ms. Oria moved, seconded by Mr. Wright to approve the February 25, 2021 meeting minutes. The Board unanimously approved the motion.

III. ACTION ITEMS

1. Mr. Wright moved, seconded by Ms. Oria, to disapprove the request from Candidate #2 for reinstatement to the Open Competitive Administrative Typist II eligible list. The motion passed.
2. Ms. Oria moved, seconded by Mr. Wright, to approve the request to remove the candidates from the eligible lists as noted:
 - Fire Captain (#13 Promotional eligible list) – candidate requested to be removed from the eligible list [Section A].
 - Water and Sewer Worker I (#8 Open Competitive eligible list) – [Section A]; HR Policy 1.03 – Tobacco and Nicotine Free Hiring Policy. Candidate had a positive nicotine test on March 8, 2021; therefore, they are ineligible for hire pursuant to Section 6.3.2.
 - Administrative Typist II (#5 Open Competitive eligible list) – Request to remove due to information revealed during the background investigation. Candidate was previously removed from the Administrative Typist II (#11 Open Competitive eligible list – effective June 18, 2019) for same reasons [Section A].

- Firefighter Recruit (Open Competitive eligible list) – Candidate rank and reason are listed below:

#29	Failure to Locate
#48	Background Investigation
#58	No Call / No Show
#63	Age Violation
#71	No Call / No Show
#75	No Call / No Show
#77	Failure to Respond
#91	Background Investigation
#107	Failure to Respond
#115	Failure to Respond
#125	No Call / No Show
#126	Unable to Locate

The motion passed.

3. Ms. Oria moved, seconded by Mr. Wright, to approve the amendments to Rule 8 – Eligible Lists and Certifications. Amendments to Rule 9 – Appointments was tabled until further notice. The motion passed.

IV. BOARD DISCUSSION ITEMS

None

V. BOARD COMMENTS

None

VI. SECRETARY AND CHIEF EXAMINER REPORT

See attached.

VII. ADJOURNMENT

Ms. Oria moved, seconded by Mr. Wright, that the Civil Service Board meeting of March 25, 2021 be adjourned. The motion passed and the meeting was adjourned at 9:47 a.m.



Ken Thomas,
Secretary and Chief Examiner


Thomas J. Ritchie, Sr., Chairperson