

CIVIL SERVICE BOARD MINUTES

NOTE: THE MINUTES OF THE CIVIL SERVICE BOARD ARE NOT VERBATIM.

The Civil Service Board of the Seminole County Sheriff's Office met on August 1, 2023, via Microsoft Teams and at the Seminole County Sheriff's Office. The Board Members present were Chairperson Ben Newman (in person), Retired Major David Diggs (in person), Dawn Kraus (in person), and Detention Deputy Taurus Burke (in person). HR Director Robert Hunter (remote), Detective Erik Aragon Vela (in person), and Sr HR Analyst Shelley Curenton (in person) were also present.

The meeting started with a call to order at approximately 4:01 pm with roll call.

Sgt. Dana Ortiz was present as a public member.

The minutes for the previous meeting, held on June 6, 2023, were reviewed. Ms. Kraus made a motion for approval of the minutes. Major Diggs seconded the motion. The minutes were unanimously approved.

Old Business was the next item on the agenda. The current vacancy report from the SharePoint roster was reviewed and explained by Director Hunter. Each vacant position has a status including vacant (not posted or seeking applicants at this time), processing (applicant selected and is in background process) and posted (actively seeking applicants). The Board was presented the current Sworn and Certified Vacancy Reports that are dispersed bi-weekly by Director Hunter. This report shows current vacancies, Deputies who are currently in field training, forecasts separating employees, and tracks new employees who are being hired.

The Communications Eligibility List was reviewed. Major Diggs made a motion for approval of the eligibility list. Deputy Burke seconded the motion. The Communications Eligibility List was unanimously approved.

The Sworn/Certified Eligibility List was reviewed. Deputy Burke made a motion for approval of the eligibility lists. Major Diggs seconded the motion. The eligibility list was unanimously approved.

An additional CSB meeting for October 24, 2023, is being requested for the Board to review and approve the Promotional List before it is presented to the Sheriff. Mr. Newman has a conflict for that day and asked if this is something that can be handled during the normal October meeting or if it can be scheduled on October 17th. Director Hunter will speak to those involved and let the Board know at the meeting in September.

The next meeting is scheduled for 4:00 pm on September 5, 2023. There are no conflicts with any of the Board Members even with the Labor Day holiday.

The meeting was adjourned at approximately 4:27 pm.

The minutes were prepared by Shelley Curenton and approved by the Board Secretary, Deputy Burke.