

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 September 5, 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 Lt. John Genzardi (in person). HR Director Robert Hunter (in person), HR Detective Erik Aragon Vela (in person), HR Manager Christy Peters, Sr HR Analyst Shelley Curenton (in person), and Recruitment Captain Ron Shaw (remotely) were also present.

The meeting started with a call to order at approximately 4:03 pm with roll call.

The minutes for the previous meeting, held on August 1, 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 Promotional List will be provided at the regular October meeting so an additional meeting will not be needed.

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

The Communications Eligibility List was reviewed. The scoring provided is for a typing exam with a passing score of 30 words per minute. Per Director Hunter, the passing score was reduced from 32 word per minute, which has allowed for additional capable applicants to pass and continue to process for hire. There is no follow-up currently with those who pass the typing test with a borderline score and are brought on board as an employee. The necessary typing in Communications is more using acronyms and truncated text instead of typing out statements or paragraphs. There are twenty-nine vacancies with ten applicants who are processing for an October group hire. We were originally tracking a group of fifteen for hire but this has dropped due to applicants withdrawing or being disqualified for miscellaneous background issues. Major Diggs made a motion for approval of Communications Eligibility List. Lt. Genzardi seconded the motion. The eligibility list was unanimously approved.

The Annual Certification from the Sheriff was presented to the Board. There are certain requirements that are certified by the Sheriff and then presented to the Board on an annual basis. These items include the employee roster, pay plan, and the list of all Sworn and Certified employees. Director Hunter will follow up at October's meeting as to what requires us to present the annual certification to the Board. This Annual Certification from the Sheriff does not need any Board action and is for presentation only.

There was discussion on the end of terms for some of the Board Members. Mr. Newman, Major Diggs, Lt. Genzardi, and Ms. Kraus will be at the end of their terms as of December 31, 2023. Each of them will make their decision known at the October meeting.

During Staff Comments, Director Hunter discussed the meeting in August where a Sheriff's Office Sergeant attended the meeting. Any time an employee attends the meeting without invitation, they are to be considered a member of the public and are only able to make comments during the Public Forum part of the agenda.

During Board Member Comments, Major Diggs inquired as to whether we have had any success with the bonus incentive for Detention Deputies. Per Director Hunter, we have not hired anyone who qualifies for the bonus. We are ending the agency incentive for Detention Deputy as of September 30th, 2023. Major Diggs inquired on offering an incentive for School Crossing Guards. Per Director Hunter, there are no plans on this, but if the vacancy count becomes more than fifteen, this will be revisited. We reached out to our volunteers to see if they would like to become employed as a Crossing Guard, but the collective response was the volunteer does not want to give up their flexibility or ability to work as a volunteer due to becoming employed. Also, there are some variances between being able to be a volunteer versus a School Crossing Guard including a medical physical and certain requirements to hold the position.

Major Diggs inquired as to how long the training is for a Citizen on Patrol volunteer which Director Hunter will provide more information at the meeting in October.

The next meeting is scheduled for 4:00 pm on October 3, 2023.

The meeting was adjourned at approximately 4:43 pm.

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