

**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 December 3, 2019 at the Seminole County Sheriff's Office. The Board Members present were Mr. Ben Newman, Retired Major David Diggs, Sgt. Amy Lawshe, Detention Deputy Taurius Burke, and Ms. Robin Butler. Senior HR Analyst Shelley West was also present.

The meeting started with a call to order at approximately 4:08 pm.

The minutes for the meeting held on November 5, 2019 were reviewed. Major Diggs made a motion for approval of the minutes. Sgt. Lawshe seconded the motion. The minutes were unanimously approved.

The Board reviewed an example of each of the pre-screeners for civilian and sworn/certified applicants.

The eligibility list was reviewed by the Board. Ms. Butler made a motion for approval of the minutes. Major Diggs seconded the motion. The eligibility list was unanimously approved.

The Board was updated on the current voting for the Civil Service Board representative which will close on Monday December 9<sup>th</sup>, 2019 at 5pm. Human Resources will email the Board with the results.

A new item was added to the agenda for new business. The Board was presented with the new hiring incentive being offered to Deputy Sheriff Applicants with 3+ years of experience. The total of a \$10,000 bonus will be given over 4 years to qualifying applicants. (\$4,000 for 1<sup>st</sup> year, \$3,000 for 2<sup>nd</sup> year, \$2,000 for 3<sup>rd</sup> year, and \$1,000 for 4<sup>th</sup> year)

The next meeting is scheduled for Tuesday January 7, 2020 at 4pm.

The meeting adjourned at approximately 4:20 pm.

Minutes prepared by Shelley West and approved by the Board Secretary, Sgt. Lawshe.