

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 June 7, 2022 via Go to Meeting and at the Seminole County Sheriff's Office. The Board Members present were Mr. Ben Newman (in person), Retired Major David Diggs (in person), and Ms. Dawn Kraus (in person). Director Bob Hunter (in person), Manager Christy Peters (in person), and HR Analyst I Marilyn Savlan (in person) were also present.

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

The minutes for the meeting held on May 3, 2022 were reviewed. Major Diggs made a motion for approval of the minutes. Ms. Kraus seconded the motion. The minutes were unanimously approved.

Prescreen questions within purview of CSB were reviewed for informational purposes. Major Diggs made a motion for approval of the prescreen questions. Ms. Kraus seconded the motion. The prescreen questions within CSB purview were unanimously approved. Discussion about applicants with medical marijuana cards followed.

Civil Service Rules and Procedures were reviewed. Revision to section I(D)(2) in the Rules of Procedure was suggested, asserting that quorum at any meeting shall be three board members physically present. Mr. Newman made a motion for approval of suggested revision to section I(D)(2) in the Rules of Procedure. Major Diggs seconded the motion. Revision to section I(D)(2) in the Rules of Procedure was unanimously approved.

Formatting changes to Physician's Waiver to Test Form were reviewed. Major Diggs made a motion for approval of format changes. Ms. Kraus seconded the motion. Formatting changes to Physician's Waiver to Test Form were unanimously approved.

Communications Eligibility Lists were reviewed. Discussion took place about exploring new testing options and scoring metrics for Communications. Major Diggs made a motion for approval of the Eligibility List. Ms. Kraus seconded the motion. The Eligibility List was unanimously approved.

Pay Plan for Fiscal Year 2021/22 was discussed. Board members collectively agreed they will review Pay Plan for FY 2021/22 at the same time that Pay Plan for FY 2022/23 is ready.

The next meeting is scheduled for 4:00 pm on July 5, 2022.

The meeting adjourned at approximately 4:34 pm.

These minutes were prepared by Marilyn Savlan and approved by the Board Secretary, Deputy Burke.