

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 4, 2019 at the Seminole County Sheriff's Office. Members present were: Retired Major David Diggs, Sgt. Amy Lawshe, Ms. Robin Butler and Deputy Taurus Burke. HR Director Bob Hunter, HR Manager Pete Brenenstuhl, HR Coordinator Alexis Ramos, and HR Analyst Shelley West were also present.

The meeting started with a call to order at approximately 4:00 pm.

The minutes for the meeting held on May 7th, 2019 were reviewed. Ms. Butler motioned for the minutes to be approved with no changes. Sgt. Lawshe seconded the motion. The minutes were unanimously approved.

Director Hunter and Lt. Brenenstuhl provided an update on the Detention Deputy sponsorship. There will be a total of 15 that will be chosen. Certified Detention Deputies are still being actively recruited and will join the Deputy Recruits in training in January 2020.

Director Hunter provided an update on the pre-screen questionnaire and specifically question #15. The questionnaire has been sent to legal and is still under review but no change has been made at this time.

Human Resources presented an example of the disqualification notice that is sent to the applicant.

HR Coordinator Ramos presented a PowerPoint to the Board with an overview of the Internship program.

The Board reviewed the current Eligibility List. Sgt. Lawshe motioned for the Eligibility List to be approved. Ms. Butler seconded the motion. The Eligibility list was unanimously approved by the Board.

The Board reviewed the Civil Service Board Rules of Procedure and the request to change the address of the Sheriff's Office from Bush Boulevard to Eslinger Way. Ms. Butler motioned for the change to be approved. Sgt. Lawshe seconded the motion. The change was unanimously approved by the Board.

There was new business added to the original agenda. Human Resources made the Board aware that we are now using a Civil Service Board website that is linked to the main Sheriff's Office page. The page included the list of the Board members, agenda, and minutes from previous meetings. HR will email the Board members the link to be able to view the page.

The Board requested to see a copy of the Civil Service Written Exam that is given when a Deputy Sheriff or Detention Deputy is applying. Human Resources will provide this at the next meeting.

The next meeting is scheduled for Tuesday July 2nd, 2019 at 4pm.

The meeting adjourned at 4:40 pm.

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