

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 10, 2019 at the Seminole County Sheriff's Office. Members present were: Mr. Ben Newman, Retired Major David Diggs, Sgt. Amy Lawshe, and Ms. Robin Butler. HR Director Bob Hunter. Lt. Pete Brenenstuhl, Manager Mark Rehder, Manager Christy Peters and Senior HR Analyst Shelley West were also present.

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

The minutes for the meeting held on August 6th, 2019 were reviewed. Major Diggs made a motion for approval of the minutes. Ms. Butler seconded the motion. The minutes were unanimously approved.

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

Human Resources presented the Board with the Promotional List. Human Resources is self-correcting by presenting the list to the Board now when it should have been reviewed when the Sheriff received the list in April 2019. Major Diggs made a motion for the approval of the Promotional List with Sgt. Lawshe seconding the motion. The Promotional List was unanimously approved.

Manager Peters presented the Board with the current agency roster, pay scale, and certification signed by the Sheriff. Major Diggs made a motion for the qualifying the presentation of the lists and that they are being maintained. Sgt. Lawshe seconded the motion. The agency roster, pay scale, and certification by the Sheriff were unanimously approved.

Human Resources provided an update on the appeal process forms. HR would like to have the Board handle any appeals where the applicant is appealing the actual process. HR would handle any employment process related issues. Ms. Butler motioned for an approval and Sgt. Lawshe seconded the motion. This was unanimously approved by the Board.

Director Hunter presented a request to remove question #15 from the pre-screen questionnaire and remove a section from the application in regards to marijuana use. This would leave agency discretion on deciding to continue processing the applicant or not. The Board made a suggestion on adding wording that covers the use of a prescription that is not the applicants. Sgt. Lawshe made a motion to approve these changes and Ms. Butler seconded the motion. The Board unanimously approved the changes.

Human Resources requested to have a permanent approval on flexibility on the applicant order of process in order to accommodate the applicant depending on where they are in the process. All steps would still be followed and completed. Ms. Butler motioned for the change to be permanent. Major Diggs seconded the motion. This was unanimously approved.

There was a discussion with the Board in regards to elections for the members whose terms will be ending in January 2020. Ms. Butler and Sgt. Lawshe will update the Board and HR with their decision on staying on the Board or rerunning for election.

An old business matter was omitted from the agenda in regards to the Civil Service Written Exam. Manager Rehder presented information showing what other local agencies are doing for the written portion or if they are even doing one. This will be an on-going discussion with the Board.

The next meeting is scheduled for Tuesday October 1st, 2019 at 4pm.

The meeting adjourned at approximately 5:13 pm.

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