



Civil Service Board
Civil Service Board Meeting
Tuesday, November 18, 2008

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Chairperson Bruce Abels called the Civil Service Board of Lakeland, Florida to order for a regular meeting Tuesday, November 18, 2008 at 8:30 a.m. in the Employee Relations Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Present: Board Members Carlton Benton, John Gibson, Wayne Hanneken, Richard Miller, and Don Selvage.

1. Chairperson Abels asked Board Members if they had any comments regarding the consent agenda. Mr. Abels suggested that the minutes reflect that the appointment of the seventh Board Member was discussed. He also stated, for clarification, that the proposed Board meeting schedule will begin in February, 2009. The minutes should also reflect that Greg Finch was present and swore in the new Board Members. Board Member Benton made a motion that the minutes be approved. Board Member Gibson seconded the motion. Motion unanimously approved
2. Civil Service Director Tommy Hamrick informed Board Members how to view the Board schedule, posted meeting minutes, schedules, rules, etc. on the Civil Service website
3. Board Members discussed the Board meeting schedule for 2009. Board meetings are scheduled for December 16, 2008, February 24, 2009, April 21, 2009, June 23, 2009, August 25, 2009 and October 20, 2009. Meetings are scheduled for 8:30am in either the Employee Relations Conference Room or the City Commission Conference Room. Board Member Gibson made a motion to accept the Board meeting schedule for 2009, seconded by Board Member Don Selvage. Motion unanimously approved.
4. City Attorney Tim McCausland discussed financial disclosure and voting conflict with the Board Members. Mr. McCausland said that the City Clerk administers that by keeping track of those individuals that are required to file disclosures. That information is turned into the Supervisor of Elections who will send the disclosure forms to the Board Members.
5. Chairperson Abels suggested setting a meeting to review and approve the Civil Service Rules. The meeting is scheduled for December 16, 2008 at 8:30 in the Employee Relations Conference room at city Hall.

6. Civil Service Director Tommy Hamrick gave a brief explanation of the Civil Service Board minutes and what each report represents. Since the minutes are very lengthy, Chairperson Abels requested that the minutes be condensed to “dashboard” reporting.

7. Linda Silas, HR Specialist-Employment, gave a brief Power Point presentation of the mission and function of the recruitment division of the Civil Service Dept.

Stephanie Hinson, HR Specialist-Assessment, of the Assessment Services Division of the Civil Service Dept., gave a presentation on the purpose and function of Assessment Services.

8. Board Members discussed the appointment of the seventh Board Member to the Civil Service Board. The two candidates being considered are Ardrene Wright and Sylvia Blackmon-Roberts. Both candidates will appear before the Civil Service Board December 16, 2008.

9. City Attorney Tim McCausland gave Board Members an explanation of the jurisdiction parameters for employee appeals of disciplinary actions.

10. Upon motion, meeting adjourned at 11:23 a.m.