

MINUTES  
Gautier Civil Service Commission  
December 09, 2010

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on December 09, 2010. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; City Attorney Robert Ramsay; and other concerned employees.

The agenda was as follows:

AGENDA  
Civil Service Commission  
December 09, 2010  
6:00 p.m.

- 1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 2. Approve Minutes for CSC Meeting held November 09, 2010  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

(Please consider one motion to receive items 3 thru 7)

- 3. Receive Personnel Order: Termination of Employment/Patrol Officer
- 4. Receive Personnel Order: Termination of Employment/Foreman-Water System Treatment
- 5. Receive Personnel Order: Probationary Appointment/Lebhart, Marc/TAC Officer/effective November 12, 2010
- 6. Receive Personnel Order: Probationary Appointment/Crocker, Nickolas C./Patrol Officer/effective November 29, 2010
- 7. Receive Vacancy Announcement: Equipment Operator/Posted December 3 thru December 6, 2010

ITEMS 3 THRU 7

- Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 8. Approve Master Register for Dispatcher/Test date December 01, 2010  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 9. Approve Eligibility List for Equipment Operator/Posted December 3 thru December 6, 2010  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 10. Approve request to waive minimum requirements of Police Lieutenant for the current round of testing and Police Sergeant for the initial round of testing  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 11. Approve request to waive application and testing process to transfer Officer Michael Steward from Patrol to Communications and reclassify him as a Dispatcher  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 12. Receive request to amend Section 7.1.1 to allow cadets and recent graduates of the State of MS Law Enforcement or Fire Academy to be considered as lateral transfers  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 13. Other Business.
- 14. Adjourn until January 13, 2011 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order, and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None  
Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held November 09, 2010; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None  
Motion carried.

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Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 7; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Master Register for Dispatcher/Test date December 01, 2010; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Eligibility List for Equipment Operator/Posted December 3 thru December 6, 2010; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve request to waive minimum requirements of Police Lieutenant for the current round of testing and Police Sergeant for the initial round of testing; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to approve request to waive application and testing process to transfer Officer Michael Steward from Patrol to Communications and reclassify him as a Dispatcher; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive request to amend Section 7.1.1 to allow cadets and recent graduates of the State of MS Law Enforcement or Fire Academy to be considered as lateral transfers; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Notification of the proposed revision will be posted in accordance with Rule 1 Section 1.4 and the item placed on the January 13, 2011, agenda for comments and potential adoption.

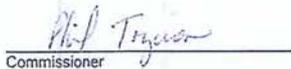
In other business, Attorney Ramsay stated that the Attorney General's opinion had been received. After a brief discussion of the opinion, it was determined that the Commission had no jurisdiction to investigate positions eliminated by the City Council. The Commission stated that they would only hold hearings for those employees who were subject to lay-off. A lay off is defined as a job loss resulting when a position on the authorized positions list is currently un-funded due to budget constraints.

Hearings for Jerry Lowa and Harry Williams were set for the next regularly scheduled meeting to be held on January 13, 2011. They will be given separate hearings as per their request.

There being no further business, the meeting was adjourned until January 13, 2011, at 6:00 p.m.

APPROVED:

  
Chairmigh

  
Commissioner

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MINUTES  
Gautier Civil Service Commission  
January 13, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on January 13, 2011. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; City Manager Sidney Runnels; Mayor Tommy Fortenberry; Councilman John Jones; Councilman Adam Colledge; City Attorney Robert Ramsay; City Clerk Wendy McClain; and other concerned employees.

The agenda was as follows:

AGENDA  
Civil Service Commission  
January 13, 2011  
6:00 p.m.

- 1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 2. Approve Minutes for CSC Meeting held December 09, 2010  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

(Please consider one motion to receive items 3 thru 10)

- 3. Receive Personnel Order: Termination of Employment/Patrol Lieutenant
- 4. Receive Personnel Order: Probationary Appointment/Estes, Edward E./Equipment Operator/effective December 11, 2010
- 5. Receive Personnel Order: Probationary Appointment/Culpepper, Jackson E./Patrolman/effective December 13, 2010
- 6. Receive Personnel Order: Probationary Appointment/Jensen, Jeffrey M./Patrolman/effective December 13, 2010
- 7. Receive Personnel Order: Probationary Appointment/Jenkins, Jonathan D./Patrolman/effective December 20, 2010
- 8. Receive Vacancy Announcement: Police Lieutenant/Posted December 15, 2010 thru January 5, 2011
- 9. Receive Vacancy Announcement: Police Sergeant/Posted December 15, 2010 thru January 5, 2011
- 10. Receive Schedule of Authorized Positions approved December 21, 2010

ITEMS 3 THRU 10

- Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 11. Approve Promotional Register for Fire Captain/Test date November 10, 2010  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
  - 12. Approve Promotional Register for Fire Lieutenant/Test date November 17, 2010  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
  - 13. Approve Eligibility List for Police Lieutenant/Posted December 15, 2010 thru January 5, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
  - 14. Approve Eligibility List for Police Sergeant/Posted December 15, 2010 thru January 5, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
  - 15. Conduct Public Hearing: Jerry Lowe - FY 2011 Lay-Off
  - 16. Conduct Public Hearing: Harry Williams - FY 2011 Lay-Off
  - 17. Other Business.
  - 18. Adjourn until February 10, 2011 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order, and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held December 09, 2010; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to receive items 3 thru 10; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Promotional Register for Fire Captain/Test date November 10, 2010; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Promotional Register for Fire Lieutenant/Test date November 17, 2010; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Eligibility List for Police Lieutenant/Posted December 15, 2010 thru January 5, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Police Sergeant/Posted December 15, 2010 thru January 5, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

The Commission conducted a public hearing into the FY 2011 Lay-off of Jerry Lowe. Prior to the commencement of said hearing, all witnesses present for both the Lowe and Williams investigations were sworn in. The City of Gautier was represented during both cases by City Attorney Robert Ramsay. Mr. Lowe did not have legal representation.

Mr. Lowe stated he felt that Civil Service Rules were not followed in the selection of personnel for layoff. He provided documentation that he had seniority over several employees who were not laid off including one employee who was still at a probationary status.

In order of appearance, witnesses called for testimony were:

Dennis Reeves, Public Works Director, City of Gautier  
Sidney Runnels, City Manager, City of Gautier

The witnesses were questioned by Attorney Ramsay and the Commission about the layoff selection process and who finalized the choices. There was also a lengthy discussion concerning different job classes, job descriptions and divisions within the Public Works Department. A decision was withheld on Mr. Lowes hearing until after Mr. Williams' case was heard.

The Commission began conducting a public hearing into the FY2011 Lay-off of Harry Williams. Mr. Williams did not have legal representation. Mr. Williams immediately asked for a continuance of his hearing due to the fact that the majority of his witnesses had failed to appear. He stated that his witnesses had been threatened and feared retribution if they testified on his behalf. He further stated that he could not present his case without his witnesses. The Commission was informed that two employees were out of town and another no longer resided in the county and could not be made to appear. The City stated that they did not believe anyone was threatened and that they had no problem postponing the

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hearing until everyone was present. After a brief discussion it was decided that all witnesses present would be questioned due to the fact that appearing again may prove a hardship for them and the hearing would then be continued until the remaining witnesses would be available to appear.

In order of appearance, witnesses called for testimony were:

- Sidney Runnels, City Manager, City of Gautier
- Adrienne Howell, Former City Clerk, City of Gautier
- Adam Colledge, Councilman Ward 5, City of Gautier
- Dennis Reeves, Public Works Director, City of Gautier
- Patricia Williams, Mr. Williams' spouse

All witnesses were questioned by Mr. Williams and by the Commission. Mr. Ramsay cross examined all witnesses except for Patricia Williams. Mr. Williams stated that his case was based on the fact that he believed he was laid off for reasons other than seniority. However, during questioning he tried to establish that he was laid off specifically for political reasons. After questioning was complete, the hearing was recessed. Mr. Williams was asked to submit a new witness list so that subpoenas could be reissued for the February 10, 2011, meeting.

After Mr. Williams hearing was recessed, Mr. Lowe addressed the Commission stating that he had been denied the option of subpoenaing witnesses. He stated that he had asked several people to appear on his behalf but they had declined due to fear for their jobs. Teresa Montgomery stated that Mr. Lowe had been told to submit his witness and evidence lists. He submitted only an evidence list and was provided with everything he requested. She further stated that she was never informed that he wanted to subpoena anyone. The Commission asked Mr. Lowe if he was asking for a continuance. Mr. Lowe stated yes that he would like to subpoena his witnesses. The Commission agreed to continue his hearing and he was told to provide a witness list to Teresa Montgomery by Wednesday of next week.

There being no further business, the meeting was adjourned until February 10, 2011, at 6:00 p.m.

APPROVED:

*Doug Mansfield*  
Chairman

*Phil Torjusen*  
Commissioner

MINUTES  
Gautier Civil Service Commission  
February 10, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on February 10, 2011. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; City Manager Sidney Runnels; City Attorney Robert Ramsay; and other concerned employees.

The agenda was as follows:

AGENDA  
Civil Service Commission  
February 10, 2011  
6:00 p.m.

1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

(Please consider one motion to receive items 2 thru 5)

2. Receive Personnel Order: Probationary Appointment/Bames, Alexis N./Dispatcher/effective January 04, 2011
3. Receive Personnel Order: Probationary Appointment/Keyes, Keisha E./Dispatcher/effective January 04, 2011
4. Receive Personnel Order: Promotional Appointment/Cochran, Vance C./Fire Captain/effective January 29, 2011
5. Receive Personnel Order: Promotional Appointment/Hurt, John M./Fire Lieutenant/effective January 29, 2011

ITEMS 2 THRU 5

Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

- 7. Chief Williams - discuss testing for Police Lieutenant
- 8. Receive Comments on Revision to Section 7.1.1 of Rule 7 addressing Lateral Hires
- 9. Approve Revision to Section 7.1.1 of Rule 7 and amend the Civil Service Rules and Regulations to include said revision which shall become effective immediately upon passage of this motion  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 10. Continue Public Hearing: Jerry Lowe - FY 2011 Lay-Off
- 11. Continue Public Hearing: Harry Williams - FY 2011 Lay-Off
- 12. Adjourn until March 10, 2011 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to amend the agenda order to hear item #11 prior to item #10; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 2 thru 5; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Please note in the minutes that there was no Agenda item #6. This was a clerical mistake.

Chief Williams requested that the discussion on the Police Lieutenant testing be held during Executive Session as it involved both individual personnel and test security issues.

Motion was made by Torjusen, seconded by Parol, to move item #7 to the end of the meeting; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

There were no comments on item #8 the Revision to Section 7.1.1 of Rule 7 addressing Lateral Hires.

Motion was made by Parol, seconded by Torjusen, to approve Revision to Section 7.1.1 of Rule 7 and amend the Civil Service Rules and Regulations to include said revision which shall become effective immediately upon passage of this motion; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Harry Williams withdrew his request to continue his investigation and hearing. No further action was taken.

The public hearing for Jerry Lowe was continued at this time. Mr. Lowe called one witness, Mr. Harry Williams. Mr. Lowe's single question for Mr. Williams was considered hearsay and determined to be inadmissible. Mr. Ramsay had no questions for Mr. Williams. Mr. Lowe stated once again that according to the Civil Service rules he should get his job back because there were other Maintenance Worker II's with less seniority than him still employed who should have been laid off first. Mr. Ramsay countered that the City cut positions by division and by seniority within the each division. The Commission had no further questions.

Motion was made by Mansfield, seconded by Parol to go into Executive Session; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

During Executive Session the Commission unanimously agreed to allow Chief Williams to administer an IPMA Field Supervisor test to all eligible applicants for both the Lieutenant and Sergeant positions during a single testing session. As this test has never been given in the City of Gautier all applicants will be required to take the test. The use of prior scores will not be allowed during this promotional testing.

Commissioner Mansfield called the meeting back to order stating the Commission was now out of Executive Session. Commissioner Mansfield then announced, "It is the decision of the Civil Service Commission that the City did not follow properly Rule 14.2 as it relates to the seniority in the layoff of Mr. Jerry Lowe in the position of Maintenance Worker II. Mr. Lowe should be reinstated as of his layoff date with compensation. Also after review of page 34 of the previous testimony Mr. Lowes' physical limitations should not have been a factor in his layoff."

There being no further business, the meeting was adjourned until March 10, 2011 at 6:00 p.m.

APPROVED:

*[Signature]*  
Chairman

*[Signature]*  
Commissioner

MINUTES  
Gautier Civil Service Commission  
March 10, 2011.

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on March 10, 2011. Those present were Commissioners Doug Mansfield and Susan Parol; and other concerned employees. ABSENT: Phil Torjusen.

The agenda was as follows:

AGENDA  
Civil Service Commission  
March 10, 2011  
6:00 p.m.

1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
2. Approve Minutes for CSC Meetings held January 13 and February 10, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
3. Receive Personnel Order: Probationary Appointment/Lebhart, Zachary A./Patrolman/effective February 8, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
4. Approve waiver to Rule 7.1.1 to allow Glen R. Montgomery to be processed as a Lateral Hire  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
5. Approve waiver to Rule 7.1.1 to allow Chris Smith to be processed as a Lateral Hire  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
6. Other Business.
7. Adjourn until April 14, 2011 at 6:00 p.m.

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Motion was made by Parol, seconded by Mansfield, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the minutes of the Civil Service Meetings held January 13 and February 10, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive Personnel Order: Probationary Appointment/ Lebhart, Zachary A./Patrolman/effective February 8, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve waiver to Rule 7.1.1 to allow Glen R. Montgomery to be processed as a Lateral Hire; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

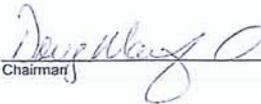
Motion was made by Parol, seconded by Mansfield, to approve waiver to Rule 7.1.1 to allow Chris Smith to be processed as a Lateral Hire; and the following vote was recorded:

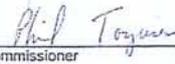
AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

There being no further business, the meeting was adjourned until April 14, 2011, at 6:00 p.m.

APPROVED:

  
Chairman

  
Commissioner

MINUTES  
Gautier Civil Service Commission  
April 14, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on April 14, 2011. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; and other concerned employees.

The agenda was as follows:

AGENDA  
Civil Service Commission  
April 14, 2011  
6:00 p.m.

- 1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 2. Approve Minutes for CSC Meeting held March 10, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

(Please consider one motion to receive items 3 thru 9)

- 3. Receive Personnel Order: Termination of Employment/Patrolman
- 4. Receive Personnel Order: Termination of Employment/Patrolman
- 5. Receive Personnel Order: Probationary Appointment/Harris, John E./Fire Fighter/effective February 27, 2011
- 6. Receive Personnel Order: Probationary Appointment/Smith, Christopher W./Patrolman/effective March 21, 2011
- 7. Receive Personnel Order: Probationary Appointment/Fox, Paul B./Multi-Craft Maintenance Worker/effective April 11, 2011
- 8. Receive Personnel Order: Probationary Appointment/Montgomery, Glen R./Patrolman/effective April 18, 2011
- 9. Receive Schedule of Authorized Positions amended March 15, 2011

ITEMS 3 THRU 9

- Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 10. Approve Promotional Register for Police Lieutenant and Sergeant/Test Date March 03, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 11. Approve Eligibility List for Multi-Craft Maintenance Worker  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 12. Other Business.
- 13. Adjourn until May 12, 2011 at 6:00 p.m.

Motion was made by Parol, seconded by Torjusen, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held March 10, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 9; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

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Motion was made by Parol, seconded by Torjusen, to approve Promotional Register for Lieutenant and Sergeant/Test Date March 03, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

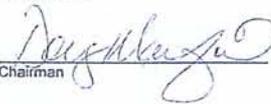
Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Multi-Craft Maintenance Worker; and the following vote was recorded:

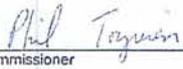
AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until May 12, 2011, at 6:00 p.m.

APPROVED:

  
Chairman

  
Commissioner

MINUTES  
Gautier Civil Service Commission  
May 12, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on May 12, 2011. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; and other concerned employees.

The agenda was as follows:

AGENDA  
Civil Service Commission  
May 12, 2011  
6:00 p.m.

- 1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 2. Approve Minutes for CSC Meeting held April 14, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

(Please consider one motion to receive items 3 thru 15)

- 3. Receive Personnel Order: Termination of Employment/Mechanic I
- 4. Receive Personnel Order: Termination of Employment/Building Maintenance
- 5. Receive Personnel Order: Civil Service Appointment/Treherm, Steve O./effective May 24, 2011
- 6. Receive Status Change: Promotion/Baxter, W. Casey/Patrol Lieutenant/effective May 07, 2011
- 7. Receive Status Change: Promotion/Konrad, Waller S./Patrol Sergeant/effective May 07, 2011
- 8. Receive Status Change: Promotion/Welton, Derrick J./Patrol Sergeant/effective May 07, 2011
- 9. Receive Status Change: Promotion/Gilbert Jr., Theodore P./Patrol Sergeant/effective May 07, 2011
- 10. Receive Status Change: Promotion/Freeman, Shawn C./Patrol Sergeant/effective May 07, 2011
- 11. Receive Status Change: Promotion/Cazzell, James A./Traffic Sergeant/effective May 07, 2011
- 12. Receive Status Change: Promotion/Hoggatt, Matthew S./Detective Sergeant/effective May 07, 2011
- 13. Receive Vacancy Announcement/Mechanic I/Posted April 25 thru April 27, 2011
- 14. Receive Vacancy Announcement/Equipment Operator/Posted May 2 thru May 9, 2011
- 15. Receive Vacancy Announcement/Building Maintenance/Posted May 2 thru May 9, 2011

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ITEMS 3 THRU 15

- Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
16. Approve Eligibility List for Mechanic II/Posted April 25 thru April 27, 2011  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
17. Approve Eligibility List for Equipment Operator/Posted May 2 thru May 9, 2011  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
18. Approve Eligibility List for Building Maintenance/Posted May 2 thru May 9, 2011  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
19. Induct the following employee who has successfully completed probation into Civil Service:  
       Steve O. Trehern                      Utility Inspector  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
20. Other Business.
21. Adjourn until June 9, 2011 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order, and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held April 14, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 15; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Mechanic II/Posted April 25 thru April 27, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Eligibility List for Equipment Operator/Posted May 2 thru May 9, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Building Maintenance/Posted May 2 thru May 9, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to induct the following employees who have successfully completed probation into Civil Service:

Steve O. Trehern Utility Inspector

And the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until June 9, 2011, at 6:00 p.m.

APPROVED:

[Signature]
Chairman

[Signature]
Commissioner

MINUTES
Gautier Civil Service Commission
June 09, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on June 09, 2011. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
June 9, 2011
6:00 p.m.

- 1. Approve Agenda Order
Motion Second AYES: NAYS:
2. Approve Minutes for CSC Meeting held May 12, 2011
Motion Second AYES: NAYS:

(Please consider one motion to receive items 3 thru 4)

- 3. Receive Personnel Order: Termination of Employment/Accounting Generalist
4. Receive Personnel Order: Probationary Appointment/Allmand, Johnathan G./Mechanic II effective April 23, 2011

ITEMS 3 THRU 4

- Motion Second AYES: NAYS:
5. Receive grievance submitted by Joseph Belles concerning lack of Step Increases and associated issues
Motion Second AYES: NAYS:
6. Other Business.
7. Adjourn until July 14, 2011 at 6:00 p.m.

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Motion was made by Torjusen, seconded by Parol, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held May 12, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 4; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive grievance submitted by Joseph Belles concerning lack of Step Increases and associated issues; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

There was a discussion on the issues brought forth by Mr. Belles. Mr. Belles was informed that the Commission has no jurisdiction on issues related to compensation nor do they approve the forms used by City management for performance appraisals. The Commission and Mr. Belles were informed that the City has never used a merit based pay system where step increases are based on performance appraisals. The Commission determined the lack of an employee handbook is detrimental to the morale of City Employees and it is critical that this situation be addressed as soon as possible.

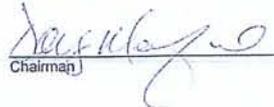
Motion was made by Parol, seconded by Torjusen, to notify the City that the Commission would like management to place emphasis on the completion of the employee handbook and to request a status report from the City Manager on the current status of the handbook; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol, Phil Torjusen  
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until July 14, 2011, at 6:00 p.m.

APPROVED:

  
Chairman

  
Commissioner

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MINUTES  
Gautier Civil Service Commission  
July 14, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on July 14, 2011. Those present were Commissioners Doug Mansfield and Susan Parol; and other concerned employees. ABSENT: Phil Torjusen

The agenda was as follows:

AGENDA  
Civil Service Commission  
July 14, 2011  
6:00 p.m.

1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
2. Approve Minutes for CSC Meeting held June 9, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

(Please consider one motion to receive items 3 thru 8)

3. Receive Personnel Order: Termination of Employment/Fire Fighter
4. Receive Personnel Order: Probationary Appointment/Pierce, Dale A./Equipment Operator/ effective June 6, 2011
5. Receive Personnel Order: Probationary Appointment/Strickler, John R./Building Maintenance/ effective June 6, 2011
6. Receive Personnel Order: Civil Service Appointment/Estes, Edward E./effective June 22, 2011
7. Receive Vacancy Announcement/Accounting Generalist/effective June 6 thru 10, 2011
8. Receive Vacancy Announcement/Fire Fighter/effective July 7 thru 21, 2011

ITEMS 3 THRU 8

- Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
9. Approve Eligibility List for Accounting Generalist/Posted June 6 thru 10, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
  10. Induct the following employee who has successfully completed probation into Civil Service:  
  
Edward E. Estes                      Equipment Operator  
  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
  11. Report on current status of City of Gautier Employee Handbook.
  12. Other Business.
  13. Adjourn until August 11, 2011 at 6:00 p.m.

Motion was made by Parol, seconded by Mansfield, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the minutes of the Civil Service Meeting held June 09, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

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Motion was made by Parol, seconded by Mansfield, to receive items 3 thru 8; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

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Motion was made by Parol, seconded by Mansfield, to approve Eligibility List for Accounting Generalist/Posted June 6 thru June 10, 2011; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

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Motion was made by Mansfield, seconded by Parol, to induct the following employee who has successfully completed probation into Civil Service:

Edward E. Estes                      Equipment Operator

And the following vote was recorded:

AYES: Doug Mansfield, Susan Parol  
NAYS: None  
ABSENT: Phil Torjusen

Motion carried.

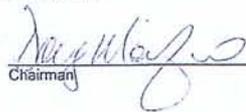
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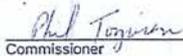
During Agenda Item #11, Chairman Mansfield noted for the record that the Commission was issued an inter-office memo from City Manager Sidney Runnels briefly detailing the current status of the Employee Handbook. The Commission will receive another update at the August 11, 2011, meeting.

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There being no further business, the meeting was adjourned until August 11, 2011, at 8:00 p.m.

APPROVED:

  
Chairman

  
Commissioner