

MINUTES  
Gautier Civil Service Commission  
August 11, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on August 11, 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  
August 11, 2011  
6:00 p.m.

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

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

- 3. Receive Personnel Order: Termination of Employment/Deputy Court Clerk
- 4. Receive Personnel Order: Permanent Appointment/Thornburg, Charles/Fire Marshall
- 5. Receive Personnel Order: Probationary Appointment/Schmid, Diane/Crime Prevention Officer/ effective July 30, 2011
- 6. Receive Personnel Order: Probationary Appointment/Reddix, Queita/Accounting Generalist/ effective July 30, 2011
- 7. Receive Employee Disciplinary Report dated July 25, 2011
- 8. Receive Employee Disciplinary Report dated July 29, 2011
- 9. Receive Schedule of Authorized Positions amended August 2, 2011

ITEMS 3 THRU 9

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

- 10. Approve Eligibility List for Fire Fighter/Posted July 7 thru 21, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 11. Report on current status of City of Gautier Employee Handbook.
- 12. Other Business.
- 13. Adjourn until September 8, 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, Torjusen  
NAYS: None

Motion carried.

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

AYES: Doug Mansfield, Susan Parol, 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.

Motion was made by Torjusen, seconded by Mansfield, to approve Eligibility List for Fire Fighter/Posted July 7 thru 21, 2011; and the following vote was recorded:

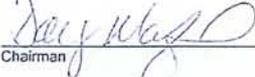
AYES: Doug Mansfield, Susan Parol, Torjusen  
NAYS: None

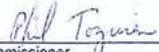
Motion carried.

During Agenda Item# 11, Commission Mansfield stated that the Commission received a timeline stating the target date for the Employee Handbook to be in effect is October 1, 2011.

There being no further business, the meeting was adjourned until September 08, 2011, at 6:00 p.m.

APPROVED:

  
Chairman

  
Commissioner

MINUTES  
Gautier Civil Service Commission  
September 08, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on September 08, 2011. Those present were Commissioners Doug Mansfield, Susan Parol, and Phil Torjusen; City Attorney Robert Ramsay; Councilman Scott MacFarland; and other concerned employees.

The agenda was as follows:

AGENDA  
Civil Service Commission  
September 08, 2011  
6:00 p.m.

- 1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 2. Approve Minutes for CSC Meeting held August 11, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

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

- 3. Receive Personnel Order: Termination of Employment/Neighborhood Improvement Coordinator
- 4. Receive Personnel Order: Termination of Employment/Police Officer
- 5. Receive Personnel Order: Probationary Appointment/Hill, LeKeisha S./Admin Clerk/effective August 15, 2011
- 6. Receive Personnel Order: Probationary Appointment/Gore, Billy W./Patrolman/effective August 22, 2011
- 7. Receive Vacancy Announcement/Neighborhood Improvement Coordinator/Posted August 17 - 30, 2011
- 8. Receive Vacancy Announcement/Deputy Court Clerk/Posted August 22 - 25, 2011

ITEMS 3 THRU 8

- Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 9. Receive request for an investigation and hearing into the termination of Traci L. Webb.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

- 10. Approve Master Register for Fire Fighter/Test date: August 24, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 11. Approve request to allow probationary employee to apply for open position.
- 12. Approve Eligibility List for Neighborhood Improvement Coordinator/Posted August 17 - 30, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 13. Approve request to waive testing for position of Deputy Court Clerk.
- 14. Approve Eligibility List for Deputy Court Clerk/Posted August 22 - 25, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 15. Report on current status of City of Gautier Employee Handbook.
- 16. Other Business.
- 17. Adjourn until October 13, 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.

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Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held August 11, 2011; 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 8; and the following vote was recorded:

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

Motion carried.

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During Agenda Item 9, Commissioner Mansfield informed those present that the Commission had been informed that Ms. Webb had waived her right to an investigation.

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Motion was made by Torjusen, seconded by Parol, to approve Master Register for Fire Fighter/Test Date: August 24, 2011; 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 request to allow probationary employee to apply for open position due to fact that she is more than qualified; 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 approve Eligibility List for Neighborhood Improvement Coordinator/Posted August 17 - 30, 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 request to waive testing for position of Deputy Court Clerk; 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 Deputy Court Clerk/Posted August 22 - 25, 2011; and the following vote was recorded:

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

Motion carried.

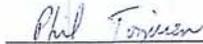
During Agenda Item 15, Commission requested that someone to attend the October meeting to give a status update on the handbook in person.

During Agenda Item 16, there was a brief discussion on who approved the Civil Service Rules, how the rules were updated, and the duties of Commission.

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

APPROVED:

  
Chairman

  
Commissioner

MINUTES  
Gautier Civil Service Commission  
October 13, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on October 13, 2011. Those present were Commissioners Doug Mansfield, Susan Parol, and Phil Torjusen; Interim City Manager Robert Ramsay; and other concerned employees.

The agenda was as follows:

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

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

- 2. Approve Minutes for CSC Meeting held September 8, 2011  
 Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

(Please consider one motion to receive items 3 thru 17)

- 3. Receive Personnel Order: Termination of Employment/Building Maintenance
- 4. Receive Personnel Order: Termination of Employment/Narcotics Officer
- 5. Receive Personnel Order: Permanent Appointment/Abell, Samantha D./Director of Economic Development-Planning/effective June 1, 2011
- 6. Receive Personnel Order: Permanent Appointment/Reeves, Dennis W./Director of Public Works/effective June 11, 2011
- 7. Receive Personnel Order: Permanent Appointment/Huyett, Catherine/Meter Reader/effective August 9, 2011
- 8. Receive Personnel Order: Permanent Appointment/Lee, John I./Fire Fighter/effective September 11, 2011
- 9. Receive Personnel Order: Permanent Appointment/Bang, LaShanda A./Customer Service Representative/effective October 1, 2011
- 10. Receive Personnel Order: Permanent Appointment/Duke, Zachary E./Building & Zoning Administrator/effective October 1, 2011
- 11. Receive Personnel Order: Permanent Appointment/Honea, Rachel S./Plans Examiner/effective October 1, 2011
- 12. Receive Personnel Order: Permanent Appointment/Logan, Barbara D./Planning Technician/effective October 01, 2011
- 13. Receive Personnel Order: Probationary Appointment/Werner, Timothy M./Deputy Court Clerk/effective September 24, 2011
- 14. Receive Vacancy Announcement/Dispatcher/Posted September 22 – October 07, 2011
- 15. Receive Vacancy Announcement/Grants & Project Manager/Posted September 22 – October 07, 2011
- 16. Receive Vacancy Announcement/Police Officer/Posted October 3 - 20, 2011
- 17. Receive Authorized Positions List Approved September 15, 2011

ITEMS 3 THRU 17

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

- 18. Void current Master Register for Dispatcher/Test Date December 1, 2010, at request of Police Chief as  
 Master Register has been reduced to three (3) names.

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

- 19. Approve Eligibility List for Dispatcher/Posted September 22 – October 07, 2011

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

- 20. Approve Eligibility List for Grants & Project Manager/Posted September 22 – October 07, 2011

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

- 21. Induct the following employees who have successfully completed probation into Civil Service:

Samantha D. Abell	Director of Economic Development/City Planner
Dennis W. Reeves	Director of Public Works
Catherine Huyett	Meter Reader
John I. Lee	Fire Fighter
LaShanda A. Bang	Customer Service Representative
Zachary E. Duke	Building & Zoning Administrator
Rachel S. Honea	Plans Examiner
Barbara D. Logan	Planning Technician

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

- 22. Report on current status of City of Gautier Employee Handbook.

- 23. Other Business.

- 24. Adjourn until November 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 Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held September 8, 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 17; 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 void current Master Register for Dispatcher/ Test Date December 1, 2010, at request of Police Chief as Master Register has been reduced to three (3) names; 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 Dispatcher/Posted September 22 – October 07, 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 Grants & Project Manager/Posted September 22 – October 07, 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:

Samantha D. Abell	Director of Economic Development/City Planner
Dennis W. Reeves	Director of Public Works
Caltherine Huyett	Meter Reader
John I. Lee	Fire Fighter
LaShanda A. Bang	Customer Service Representative
Zachary E. Duke	Building & Zoning Administrator
Rachel S. Honea	Plans Examiner
Barbara D. Logan	Planning Technician

And the following vote was recorded:

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

Motion carried.

During Agenda Item 22, Interim City Manager Robert Ramsay informed the Commission that Draft 4 of the Handbook with all Department Head comments had been forwarded to the City Council for review. He further stated that he hoped the Council would discuss the handbook at their meeting to be held October 25, 2011.

During Agenda Item 23, there was a brief discussion on the Grants & Project Manager position and the proper procedure to repost the position and merge the eligibility lists if necessary.

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

APPROVED:

Doug Mansfield  
Chairman

Phil Torjusen  
Commissioner

MINUTES  
Gautier Civil Service Commission  
November 10, 2011

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

The agenda was as follows:

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

- 1. Approve Agenda Order  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 2. Approve Minutes for CSC Meeting held October 13, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

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

- 3. Receive Personnel Order: Termination of Employment/Patrolman
- 4. Receive Personnel Order: Permanent Appointment/Sheppard, Kim A./Finance Support/effective October 06, 2011
- 5. Receive Personnel Order: Probationary Appointment/Killingsworth, Jerry R./Patrolman/effective October 10, 2011
- 6. Receive Personnel Order: Probationary Appointment/Walden, Ja'Leasa N./Neighborhood Improvement Coordinator/effective October 10, 2011
- 7. Receive Personnel Order: Probationary Appointment/Steward, Michael/Patrolman/Effective November 5, 2011
- 8. Receive Personnel Order: Termination of Employment/Neighborhood Improvement Coordinator
- 9. Receive Status Change: Narcotics Officer/Effective October 22, 2011
- 10. Receive Vacancy Announcement/Grants & Projects Manager/Posted October 26 - November 02, 2011

ITEMS 3 THRU 10

- Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 11. Approve Master Register for Dispatcher/Test Date: November 02, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 12. Issue Selection Register for Dispatcher/Test Date: November 02, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 13. Approve Eligibility List for Police Officer/Posted October 3 - 20, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_

14. Induct the following employee who has successfully completed probation into Civil Service:

Kim Sheppard                      Finance Support

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

15. Report on current status of City of Gautier Employee Handbook.

16. Other Business.

17. Adjourn until December 08, 2011 at 6:00 p.m.

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

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

Motion carried.

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Motion was made by Torjusen, seconded by Mansfield, to approve the minutes of the Civil Service Meeting held October 13, 2011; and the following vote was recorded:

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

Motion carried.

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

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

Motion carried.

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Motion was made by Torjusen, seconded by Mansfield, to approve Master Register for Dispatcher/Test Date: November 02, 2011; and the following vote was recorded:

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

Motion carried.

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Motion was made by Torjusen, seconded by Mansfield, to issue Selection Register for Dispatcher/Test Date: November 02, 2011; and the following vote was recorded:

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

Motion carried.

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Motion was made by Torjusen, seconded by Mansfield, to approve Eligibility List for Police Officer/Posted October 3 - 20, 2011; and the following vote was recorded:

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

Motion carried.

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

Kim Sheppard Finance Support

And the following vote was recorded:

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

Motion carried.

During Agenda Item 15, Commissioner Mansfield stated for the record that the Commission had received a memo from Interim City Manager Robert Ramsay informing them of the current status of the handbook.

There being no further business, the meeting was adjourned until December 08, 2011, at 6:00 p.m.

APPROVED:

[Signature]
Chairman

[Signature]
Commissioner

MINUTES
Gautier Civil Service Commission
December 08, 2011

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on December 08, 2011. Those present were Commissioners Doug Mansfield and Phil Torjusen; and other concerned employees. Absent: Susan Parol.

The agenda was as follows:

AGENDA
Civil Service Commission
December 08, 2011
6:00 p.m.

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

(Please consider one motion to receive items 3 thru 6)

- 3. Receive Personnel Order: Termination of Employment/Grants and Project Manager
4. Receive Personnel Order: Probationary Appointment/Caston Jr., Donald R./Fire Fighter/effective October 22, 2011
5. Receive Personnel Order: Probationary Appointment/Tucker, Margaret D./Neighborhood Improvement Coordinator/effective November 07, 2011
6. Receive Personnel Order: Temporary Appointment/Huffman, Patty R./Grant & Project Manager/Effective November 7, 2011

ITEMS 3 THRU 6

Motion Second AYES: NAYS:

- 7. Approve Eligibility List for Grant and Project Manager/Posted October 26 – November 2, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 8. Approve Master Register for Police Officer/Test Date: November 30, 2011  
Motion \_\_\_\_\_ Second \_\_\_\_\_ AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_
- 9. Report on current status of City of Gautier Employee Handbook.
- 10. Other Business.
- 11. Adjourn until January 12, 2012, at 6:00 p.m.

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

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

Motion carried.

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

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

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to receive items 3 thru 6; and the following vote was recorded:

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

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to approve Eligibility List for Grant and Project Manager/Posted October 26 – November 2, 2011; and the following vote was recorded:

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

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to approve Master Register for Police Officer/Test Date: November 30, 2011; and the following vote was recorded:

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

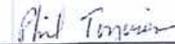
Motion carried.

During Agenda Item 9, Interim City Manager Ramsay informed the Commission that the proposed handbook would be presented to the City Council at the December 20, 2011, meeting for adoption.

There being no further business, the meeting was adjourned until January 12, 2012, at 6:00 p.m.

APPROVED:

  
 \_\_\_\_\_  
 Chairman

  
 \_\_\_\_\_  
 Commissioner

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and unanimously carried to recess until July 16, 2012 at 6:00 PM.

APPROVED BY:

\_\_\_\_\_  
MAYOR

ATTEST;

\_\_\_\_\_  
CITY CLERK

Submitted for approval of the Mayor and Members of the Council of the City of Gautier, Mississippi at the meeting of July 17, 2012.