

- 10. Approve Eligibility List for Police Lieutenant/posted August 21 thru September 4, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
- 11. Approve Eligibility List for Police Sergeant/posted August 21 thru September 4, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
- 12. Receive memo concerning amendment of Firefighter Eligibility List approved August 9, 2012.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 13. Approve Master Register for Firefighter/ Test Date: September 5, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____
- 14. Approve request to waive 1 year probationary period for Jerry R. Killingsworth as stated in Rule 13 Section 13.2 to allow applicant to test for Police Sergeant.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 15. Approve request to waive 2 year Sergeants' experience for Police Lieutenant as stated in Rule 11 Section 11.2 to allow all applicants to test for Police Lieutenant.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 16. Other Business.
- 17. Adjourn meeting until October 11, 2012 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, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held September 13, 2012; and the following vote was recorded:

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

Motion carried.

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

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

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to approve Eligibility List for Human Resources Director/posted August 21 thru September 4, 2012; and the following vote was recorded:

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

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve Eligibility List for Police Captain/posted August 21 thru September 4, 2012; and the following vote was recorded:

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

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Eligibility List for Police Lieutenant/posted August 21 thru September 4, 2012; and the following vote was recorded:

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

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to approve Eligibility List for Police Sergeant/ posted August 21 thru September 4, 2012; and the following vote was recorded:

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

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve amendment to Eligibility List for Firefighter approved August 9, 2012; and the following vote was recorded:

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

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve Master Register for Firefighter/Test Date: September 5, 2012; and the following vote was recorded:

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

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve request to waive one (1) year probationary period for Jerry R. Killingsworth as stated in Rule 13 Section 13.2 to allow applicant to test for Police Sergeant; and the following vote was recorded:

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

Motion carried.

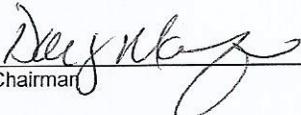
Motion was made by Torjusen, seconded by Parol, to approve request to waive two (2) year Sergeants' experience for Police Lieutenant as stated in Rule 11 Section 11.2 to allow all applicants to test for Police Lieutenant; and the following vote was recorded:

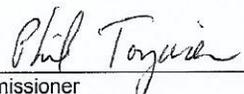
AYES: Doug Mansfield, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until October 11, 2012, at 6:00 p.m.

APPROVED:


Chairmar


Commissioner

MINUTES
Gautier Civil Service Commission
October 11, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on September 13, 2012. Those present were Commissioners Doug Mansfield, Phil Torjusen, and Susan Parol; Samantha D. Abell, City Manager; Jason D. Pugh, HR Director; Teresa L. Montgomery, Interim City Clerk and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
October 11, 2012
6:00 p.m.

- 1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
- 2. Approve Minutes for CSC Meeting held September 13, 2012
Motion _____ Second _____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 14)

- 3. Receive Personnel Order: Termination of Employment/Patrolman
- 4. Receive Personnel Order: Termination of Employment/Neighborhood Improvement Coordinator
- 5. Receive Personnel Order: Termination of Employment/Sr. Equipment Operator
- 6. Receive Personnel Order: Termination of Employment/Maintenance Worker II
- 7. Receive Personnel Order: Probationary Appointment/Pugh, Jason D. /Human Resources Director/
effective September 14, 2012
- 8. Receive Personnel Order: Probationary Appointment/Allmand, Johnathan G./Patrolman/effective September 24, 2012
- 9. Receive Personnel Order: Probationary Appointment/Cagle, Justin A./Patrolman/effective September 24, 2012
- 10. Receive Personnel Order: Probationary Appointment/Richardson, Matthew T./Patrolman/effective October 8, 2012
- 11. Receive Personnel Order: Reclassification/Bang, Addie L. /Administrative Clerk/effective October 1, 2012
- 12. Receive Personnel Order: Temporary Appointment/Honea, Rachel/Administrative Bookkeeper/effective October 1, 2012
- 13. Receive Schedule of Authorized Positions approved September 24, 2012
- 14. Receive City of Gautier Organization Chart approved September 24, 2012

ITEMS 3 THRU 14

Motion _____ Second _____ AYES: _____ NAYS: _____

- 15. Receive complaint and request for an investigation into the hiring procedures for Human Resources Director.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 16. Receive request for an investigation and public hearing into the termination of Jerry P. Lowe.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 17. Receive request for an investigation and public hearing into the termination of Anissia L. White.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 18. Receive waiver request for Jason D. Pugh as Human Resources Director.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 19. Other Business.
- 20. Adjourn meeting until November 8, 2012 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, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held September 13, 2012; and the following vote was recorded:

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

Motion carried.

Motion was made by Parol, seconded by Torjusen, to receive items 3 thru 14; and the following vote was recorded:

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

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive the complaint and request for an investigation into the hiring procedures of Human Resources Director; and the following vote was recorded:

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

Motion carried.

The Commission conducted a public hearing into the hiring procedures of the Human Resources Director position. Prior to the commencement of said hearing, Commissioner Mansfield addressed the open assembly stating that CSC would conduct the hearing in accordance with Civil Service regulations and would be confined to the determination of whether the hiring procedures for the Human Resources Director were or were not made in good faith or cause. The following individuals were present for testimony:

Samantha D. Abell, City Manager, City of Gautier
Teresa L. Montgomery, Interim City Clerk, City of Gautier
Veneice Barnett, HR Generalist, City of Gautier
Joseph E. Belles Jr., Code Enforcement Officer, Complainant

Motion was made by Torjusen, seconded by Parol, and the findings were recorded; the Commission finds that all CSC hiring procedures of the Human Resources Director position were followed and the complaint received for item #15 was fully investigated in accordance with CSC Rule 16, Section 16.1.

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

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive requests for investigations and public hearings from Jerry P. Lowe and Anissia L. White and to conduct a combined Public Hearing into their terminations to be held October 18, 2012, and the following vote was recorded:

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

Motion carried.

Motion was made by Torjusen, seconded by Mansfield, to receive the waiver request for Jason D. Pugh as Human Resources Director; and the following vote was recorded:

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

Motion carried.

There being no further business, the meeting was recessed until October 18, 2012, at 6:00 p.m.

APPROVED:

Doug Mansfield
Chairman

Phil Torjusen
Commissioner

MINUTES
Gautier Civil Service Commission
October 18, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Police Department/Municipal Courtroom at 6:00 p.m. on September 13, 2012. Those present were Commissioners Doug Mansfield, Phil Torjusen, and Susan Parol; Samantha D. Abell, City Manager; Robert G. Ramsay, City Attorney; Jason D. Pugh, Interim HR Director; Chief Dante Elbin and other concerned employees.

The agenda was as follows:

October 16, 2012

CALL FOR SPECIAL MEETING

WHEREAS, there exists certain matters which the Chairman of the Civil Service Commission desires to handle prior to the next regular meeting; and

NOW, THEREFORE, the Chairman of the Civil Service Commission of the City of Gautier hereby calls for a Special Meeting of the Civil Service Commission of the City of Gautier. Said meeting to be held in the Gautier Police Department/Municipal Courtroom – 3329 Hwy 90, Gautier, Mississippi, on October 18, 2012 at 6:00 p.m.

The Agenda of said Special Meeting shall be as follows:

AGENDA
Civil Service Commission
October 18, 2012
6:00 p.m.

1. Public Hearing for requests received by Jerry P. Lowe Jr. and Anissia L. White.
2. Adjourn until November 8, 2012 at 6:00 p.m.

The Commission conducted a public hearing into the termination actions of Jerry P. Lowe and Anissia L. White in accordance with CSC Rule 16, Section 16.2.1. The City of Gautier was represented by Robert G. Ramsay, City Attorney.

Mr. Ramsay subpoenaed the following witnesses for testimony:

- Samantha D. Abell, City Manager, City of Gautier
- Jason D. Pugh, HR Director, City of Gautier
- Catherine Huyett, Meter Reader, City of Gautier
- Ruby Mitchell, Meter Reader, City of Gautier

Mr. Lowe and Ms. White failed to appear before the Commission for the public hearing.

Motion was made by Mansfield, seconded by Parol, to affirm the City of Gautier's termination actions of Jerry P. Lowe and Anissia L. White in accordance with CSC Rule 16, Section 16.2.2; and the following vote was recorded:

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

Motion carried.

There being no further business, the meeting was adjourned until November 8, 2012, at 6:00 p.m.

APPROVED:

Doug Mansfield
Chairman

Phil Torjusen
Commissioner

MINUTES
Gautier Civil Service Commission
November 8, 2012

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on November 8, 2012. Those present were Commissioners Doug Mansfield and Phil Torjusen; Jason D. Pugh, HR Director and other concerned employees.

The agenda was as follows:

AGENDA
Civil Service Commission
November 8, 2012
6:00 p.m.

- 1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
- 2. Approve Minutes for CSC Meetings held October 11, 2012 and October 18, 2012.
Motion _____ Second _____ AYES: _____ NAYS: _____

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

- 3. Receive Personnel Order: Temporary Appointment/Cynthia L. Russell/City Clerk/effective October 22, 2012
- 4. Receive Personnel Order: Permanent Appointment/LeKeisha S. Hill/Administrative Clerk/effective August 15, 2012
- 5. Receive Personnel Order: Permanent Appointment/Paul B. Fox/Multi-Craft Maintenance Worker/effective April 11, 2012
- 6. Receive Personnel Order: Permanent Appointment/Jerry R. Killingsworth/Patrolman/effective October 10, 2012
- 7. Receive Personnel Order: Permanent Appointment/Jere Shuster/Field Supervisor/effective October 24, 2012
- 8. Receive Personnel Order: Termination of Employment/Dennis W. Reeves/Public Works Director/effective October 26, 2012
- 9. Receive Personnel Order: Termination of Employment/Rodney K. Havard/Detective-FBI Task Force/effective October 28, 2012
- 10. Receive Vacancy Announcement: City Clerk/posted October 29, 2012 thru November 12, 2012

ITEMS 3 THRU 10

Motion _____ Second _____ AYES: _____ NAYS: _____

- 13. Receive Lateral Transfer Request for Michael L. Hines for Gautier Police Department.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 14. Other Business.
- 15. Adjourn meeting until December 13, 2012 at 6:00 p.m.

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