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

Motion carried.

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Motion was made by Parol, seconded by Torjusen, to elect Doug Mansfield as Civil Service Commission Chairman for a consecutive two (2) year term to expire, January 10, 2015; and the following vote was recorded:

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

Motion carried.

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There being no further business, the meeting was adjourned until February 14, 2013 at 6:00 p.m.

APPROVED:

Doug Mansfield
Chairman

Phil Torjusen
Commissioner

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MINUTES
Gautier Civil Service Commission
February 14, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on February 14, 2013. 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
February 14, 2013
6:00 p.m.

1. Approve Agenda Order
   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held December 13, 2012.
   Motion_____ Second_____ AYES: _____ NAYS: _____

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

3. Receive Personnel Order: Probationary Appointment/Lawrence M. Sovell III/Firefighter/effective February 5, 2013
4. Receive Personnel Order: Permanent Appointment/Donna K. Kissane/Dispatcher/effective January 30, 2013
5. Receive Personnel Order: Permanent Appointment/Hope F. Merrell/Dispatcher/effective January 3, 2013
6. Receive Personnel Order: Permanent Appointment/Dante Elbin/Police Chief/effective January 16, 2013
7. Receive Personnel Order: Termination of Employment/Matthew S. Hoggatt/Detective (Sergeant)/effective February 7, 2013
8. Receive Vacancy Announcement: Dispatcher/posted January 22 thru February 5, 2013
9. Receive Vacancy Announcement: Police Officer/posted January 22 thru February 21, 2013
10. Receive Vacancy Announcement: Utility Division Manager/posted January 25, 2013 thru January 31, 2013
11. Receive City of Gautier Schedule of Authorized Positions & Organization Chart approved February 5, 2013

ITEMS 3 THRU 11

Motion_____ Second_____ AYES: _____ NAYS: _____

12. Approve Eligibility List for Utility Division Manager/posted January 25 thru January 31, 2013.

Motion_____ Second_____ AYES: _____ NAYS: _____

13. Approve Eligibility List for Dispatcher/posted January 22 thru February 5, 2013.

Motion_____ Second_____ AYES: _____ NAYS: _____

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

| | |
|---|---|
| Dante Elbin | Police Chief |
| Donna K. Kissane | Dispatcher |
| Hope F. Merrell | Dispatcher |

15. Receive request to void the Eligibility List for Sergeant and reopen the promotion process.

16. Other Business.

17. Adjourn meeting until March 14, 2013 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, Phil Torjusen, Susan Parol
NAYS: None

Motion carried.

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Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held January 10, 2013; and the following vote was recorded:

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

Motion carried.

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Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 11; 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 Utilities Division Manager/posted January 25 thru January 31, 2013; 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 Dispatcher/posted January 22 thru February 5, 2013; 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 induct the following employee who has successfully completed probation into Civil Service:

| | |
|---|---|
| Dante L. Elbin | Police Chief |
| Donna K. Kissane | Dispatcher |
| Hope F. Merrell | Dispatcher |

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 request to void the Eligibility List for Sergeant/posted August 21 thru September 4, 2013 and reopen the promotion process; and the following vote was recorded:

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

Motion carried.

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In other business, Jason D. Pugh, HR Director requested authorization to proceed with changes to the Civil Service Commission Rules and Regulations for clarity by removing the title of City Clerk and replacing it with Human Resources Director in accordance with the Schedule of Authorized Positions. An update was also provided on revisions to the Employee Handbook with policies approved by City Council on February 5, 2013. A copy of said handbook and current policies will be provided on March 14, 2013.

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There being no further business, the meeting was adjourned until March 14, 2013 at 6:00 p.m.

APPROVED:

Chairman

Commissioner

**********

MINUTES
Gautier Civil Service Commission
March 14, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on March 14, 2013. Those present were Commissioners Doug Mansfield Susan Parol and Phil Torjusen; Jason D. Pugh, HR Director and Police Chief Dante Elbin.

The agenda was as follows:

AGENDA
Civil Service Commission
March 14, 2013
6:00 p.m.

1. Approve Agenda Order
   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held February 14, 2013.
   Motion_____ Second_____ AYES: _____ NAYS: _____

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

3. Receive Personnel Order: Temporary Appointment/Zachary A. Lebhart/Police Officer/effective March 18, 2013
4. Receive Personnel Order: Permanent Appointment/Eric A. Meyer/Director of Economic Development/Planning Department/effective March 5, 2013
5. Receive Personnel Order: Permanent Appointment/Jonathan G. Allmand/Police Officer/effective March 24, 2013
6. Receive Personnel Order: Termination of Employment/Guy L. Funk Jr. /Animal Control Officer/effective April 1, 2013

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

| | |
|---|---|
| Eric A. Meyer | Director of Economic Development/Planning Dept. |
| Jonathan G. Allmand | Police Officer |

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 request to hire certified police officer Zachary A. Lebhart; and the following vote was recorded:

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

Motion carried.

*Gautier Police Department*
*Chief of Police Dante Elbin*

**MEMO**

**TO:** Civil Service Commission
**FROM:** Dante Elbin, Police Chief
**DATE:** 3/12/2013
**SUBJECT:** Hiring of Certified Police Officer

I respectfully request the Civil Service Commission to consider allowing me to hire Zachary A. Lebhart. Mr. Lebhart is a State certified Police Officer and has only been separated from the Gautier Police Department for approximately one (1) year after one (1) year and five (5) months of service. He has taken a Civil Service Exam with the City of Gautier and passed with a score of 80% on November 2, 2010. Mr. Lebhart's experience and current qualifications as a certified police officer would be a valuable asset to the Gautier Police Department at a time where we face a shortage of available candidates.

Thank you in advance for your consideration.

*3329 Hwy 90*
*Gautier, MS 39553*
*(228) 497-2486 / Fax (228) 497-8013*

CRIME STOPPERS

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In other business, Jason Pugh, HR Director discussed the status of promotional exams for Police Captain and Lieutenant. Due to the retirement of Captain Kenneth A. McMellon; the HR Department will schedule written examination dates to continue with the promotional process originally put on hold due to lack of vacant position(s). Because there are no additional applicants eligible for these positions, Mr. Pugh requested that Human Resources be authorized to use the Eligibility List of Police Captain and Police Lieutenant both approved by the commission September 13, 2012 to proceed with the promotional process. Police Chief Dante Elbin agreed to this process and after discussion, the Civil Service Commission had no additional comments and allowed the use of these eligibility lists from September 13, 2012 to continue the promotional process.

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There being no further business, the meeting was adjourned until April 11, 2013 at 6:00 p.m.

APPROVED:

Chairman

Commissioner

7. Receive Personnel Order: Termination of Employment/Jonathan D. Jenkins/Police Officer/effective March 11, 2013
8. Receive Vacancy Announcement: Police Sergeant/posted February 19 thru February 26, 2013
9. Receive Vacancy Announcement: Animal Control Officer/posted March 11 thru April 2, 2013
10. Receive City of Gautier Employee Handbook & New Policies approved February 5, 2013

ITEMS 3 THRU 10

Motion_____ Second_____ AYES: _____ NAYS: _____

11. Approve Eligibility List for Police Officer/posted January 22 thru February 21, 2013.

Motion_____ Second_____ AYES: _____ NAYS: _____

12. Approve Eligibility List for Police Sergeant/posted February 19 thru February 26, 2013.

Motion_____ Second_____ AYES: _____ NAYS: _____

13. Approve Master Register for Dispatcher/Test date: March 6, 2013

Motion_____ Second_____ AYES: _____ NAYS: _____

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

| | |
|---|---|
| Eric A. Meyer | Director of Economic Development/Planning Department |
| Jonathan G. Allmand | Police Officer |

15. Receive request to hire certified police officer Zachary A. Lebhart.
16. Other Business.
17. Adjourn meeting until April 11, 2013 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 Mansfield, to approve the minutes of the Civil Service Meeting held February 14, 2013; 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 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 Eligibility List for Police Sergeant/posted February 19 thru February 26, 2013; 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: March 6, 2013; and the following vote was recorded:

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

Motion carried.

MINUTES
Gautier Civil Service Commission
April 11, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on April 11, 2013. Those present were Commissioners Doug Mansfield Susan Parol and Phil Torjusen; Jason D. Pugh, HR Director.

The agenda was as follows:

AGENDA
Civil Service Commission
April 11, 2013
6:00 p.m.

1. Approve Agenda Order

   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held March 14, 2013.

   Motion_____ Second_____ AYES: _____ NAYS: _____

*(Please consider one motion to receive items 3 thru 5)*

3. Receive Personnel Order: Probationary Appointment/Michael T. Steward/Dispatcher/effective April 12, 2013
4. Receive Personnel Order: Permanent Appointment/Cynthia L. Russell/City Clerk Department/effective April 4, 2013
5. Receive Personnel Order: Termination of Employment/Kenneth A. McMellon/Captain/effective March 29, 2013

ITEMS 3 THRU 5

Motion_____ Second_____ AYES: _____ NAYS: _____

6. Approve Eligibility List for Animal Control Officer/posted March 11, 2013 thru April 2, 2013.

   Motion_____ Second_____ AYES: _____ NAYS: _____

7. Approve Master Register for Police Officer/Test date: April 3, 2013.

   Motion_____ Second_____ AYES: _____ NAYS: _____

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

   Cynthia L. Russell City Clerk

   Motion_____ Second_____ AYES: _____ NAYS: _____

9. Other Business.

10. Adjourn meeting until May 9, 2013 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 March 14, 2013; 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 5; 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 Animal Control Officer/posted March 11, 2013 thru April 2, 2013; 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 Police Officer/Test Date: April 3, 2013; 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 induct the following employee who has successfully completed probation into Civil Service:

Cynthia L. Russell City Clerk

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 9, 2013 at 6:00 p.m.

APPROVED:

Doug Mansfield
Chairman

Phil Torjusen
Commissioner

**********

MINUTES
Gautier Civil Service Commission
May 9, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on May 9, 2013. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; Jason D. Pugh, HR Director.

The agenda was as follows:

AGENDA
Civil Service Commission
May 9, 2013
6:00 p.m.

1. Approve Agenda Order

Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held April 11, 2013.

Motion_____ Second_____ AYES: _____ NAYS: _____

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

3. Receive Personnel Order: Probationary Appointment/Brittany T. Carlin/Police Officer/effective May 4, 2013
4. Receive Personnel Order: Probationary Appointment/Anthony R. Malis/Animal Control/Code Enforcement Officer/effective May 8, 2013
5. Receive Personnel Order: Permanent Appointment/Lee N. Bond/Police Department/effective May 1, 2013
6. Receive Personnel Order: Permanent Appointment/Don M. Sawyer/Police Department/effective April 23, 2013
7. Receive Personnel Order: Permanent Appointment/Rachel S. Honea/Economic Development/Planning Department/effective April 1, 2013
8. Receive Personnel Order: Termination of Employment/Charles A. Thornburg/Deputy Fire Chief/Fire Marshall/effective May 10, 2013

ITEMS 3 THRU 8

Motion_____ Second_____ AYES: _____ NAYS: _____

9. Approve Promotional Register for Police Captain/Test Date: April 4, 2013.

Motion_____ Second_____ AYES: _____ NAYS: _____

10. Approve Promotional Register for Police Lieutenant/Test Date: April 8, 2013

Motion_____ Second_____ AYES: _____ NAYS: _____

11. Approve Promotional Register for Police Sergeant/Test Date: April 3, 2013

Motion_____ Second_____ AYES: _____ NAYS: _____

12. Receive request to waive six (6) month probationary period for Milton Ricks Jr.

Motion_____ Second_____ AYES: _____ NAYS: _____

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

| | |
|---|---|
| Lee N. Bond | Police Officer |
| Don M. Sawyer | Dispatcher |
| Rachel S. Honea | Administrative Bookkeeper |

Motion_____ Second_____ AYES: _____ NAYS: _____

14. Other Business.

15. Adjourn meeting until June 13, 2013 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 April 11, 2013; 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 8; 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 Promotional Register for Police Captain/Test Date: April 4, 2013; 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 Promotional Register for Police Lieutenant/Test Date: April 8, 2013; 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 Promotional Register for Police Sergeant/Test Date: April 3, 2013; 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 waive the six (6) month probationary period for Milton Ricks Jr.; and the following vote was recorded:

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

Motion carried.

**CITY OF GAUTIER**
**MEMORANDUM**

To: Civil Service Commission
From: Samantha D. Abell, City Manager
Date: April 16, 2013
Subject: Waiver of Probationary Period for Milton Ricks Jr.

REQUEST:
I hereby request that the six (6) month probationary period of Milton Ricks Jr. as Utilities Division Manager be waived.

BACKGROUND:
Mr. Ricks has worked out of rank as the Utilities Division Manager for six (6) months. It is during this time that I have supervised his performance and feel that the productivity of the Utility Division and his assigned projects under his supervision are more than satisfactory and an asset to the City of Gautier and Clearwater Solutions LLC.

DISCUSSION:
Rule 11 Section 11.5 of the Civil Service Rules states, "The promotion of an eligible employee to any position shall be considered probationary and not deemed complete until a period of six (6) months has elapsed. During this probationary period, the promoted employee must perform to the standards of the position. During this period of probation, the promoted employee may be reverted to his original position or equivalent, in his own, that the employee's performance does not meet required standards. The appointing authority shall advise the Commission of any said reversion.

RECOMMENDATION:
I recommend that Milton Ricks Jr.'s six (6) month probationary period be waived so that he may continue to work with Clearwater Solutions LLC on daily tasks and special projects that are in progress.

The Civil Service Commission may:
1. Approve the request; or
2. Disapprove the request.

ATTACHMENT(S):
None

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

| | |
|---|---|
| Lee N. Bond | Police Officer |
| Don M. Sawyer | Dispatcher |
| Rachel S. Honea | Administrative Bookkeeper |

and the following vote was recorded:

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

Motion carried.

In other business, Jason Pugh, HR Director discussed the Civil Service Rules and suggested that the City Clerk be removed throughout the rules and changed to HR Director. Rule 4 was also discussed and the question was raised regarding whether or not the Civil Service Commission, City Council or City Manager should approve all job descriptions. Commissioner Susan Parol suggested that the HR Director, Jason Pugh defer to City Attorney, Robert G. Ramsay for advisement. All commissioners requested that a clean copy of the Civil Service Rules be provided at the meeting on June 12, 2013 @ 6:00 p.m.

There being no further business, the meeting was adjourned until June 13, 2013 at 6:00 p.m.

APPROVED:

Chairman

Phil Tojuron

Commissioner

22. Adjourn meeting until July 11, 2013 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 May 9, 2013; 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 Parol, seconded by Torjusen, to approve Eligibility List for Dispatcher/TAC Officer/posted May 31 thru June 3, 2013; 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 induct the following employees who have successfully completed their probation into Civil Service:

| | |
|---|---|
| Al R. Stanton | Recreation Coordinator |
| William K. Young | Cultural Services Manager |

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 amend the Civil Service Rules by removing the wording "for approval" and adding a period (.) after the term commission; 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 11, 2013 at 6:00 p.m.

APPROVED:

Chairman

Phil Torjusen
Commissioner