

MINUTES
Gautier Civil Service Commission
June 13, 2013

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on June 13, 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
June 13, 2013
6:00 p.m.

- 1. Approve Agenda Order
Motion _____ Second _____ AYES: _____ NAYS: _____
- 2. Approve Minutes for CSC Meetings held May 9, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____

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

- 3. Receive Personnel Order: Temporary Appointment/Chandra C. Nicholson/Director of Economic Development-Planning/effective July 8, 2013
- 4. Receive Personnel Order: Probationary Appointment/Jerry T. Cooksey/Police Captain/effective May 11, 2013
- 5. Receive Personnel Order: Probationary Appointment/Larry L. Gowins/Police Sergeant-Patrol/effective May 11, 2013
- 6. Receive Personnel Order: Probationary Appointment/Daniel D. Patrick/Police Sergeant – CID/effective May 11, 2013
- 7. Receive Personnel Order: Probationary Appointment/Derrick J. Welton/Police Lieutenant – Patrol/effective May 11, 2013
- 8. Receive Personnel Order: Transfer/Leonard S. Wilson/Police Lieutenant – CID/effective May 11, 2013
- 9. Receive Personnel Order: Permanent Appointment/AI R. Stanton/Recreation Coordinator/Economic Development-Planning Department/effective May 19, 2013
- 10. Receive Personnel Order: Permanent Appointment/William K. Young/Cultural Services Manager/Economic Development-Planning Department/effective May 19, 2013
- 11. Receive Personnel Order: Termination of Employment/Ray A. Frair/Fire Chief/effective June 28, 2013
- 12. Receive Personnel Order: Termination of Employment/Melissa A. Ezell/Dispatcher-TAC Officer/effective May 30, 2013
- 13. Receive Personnel Order: Termination of Employment/Eric A. Meyer/Director of Economic Development-Planning Department/effective June 18, 2013
- 14. Receive Vacancy Announcement: Dispatcher-TAC Officer/posted May 31 thru June 3, 2013
- 15. Receive Vacancy Announcement: Director of Economic Development-Planning/posted June 6 thru June 20, 2013
- 16. Receive Vacancy Announcement: Fire Chief/posted June 6 thru July 8, 2013
- 17. Receive Vacancy Announcement: Deputy Fire Chief-Fire Marshall/posted June 6 thru July 8, 2013

ITEMS 3 THRU 17

Motion _____ Second _____ AYES: _____ NAYS: _____

- 18. Approve Eligibility List for Dispatcher-TAC Officer/posted May 31 thru June 3, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 19. Induct the following employees who have successfully completed probation into Civil Service:
AI R. Stanton Recreation Coordinator
William K. Young Cultural Services Manager

Motion _____ Second _____ AYES: _____ NAYS: _____

- 20. Discuss revisions to Rule 4 of Civil Service Rules.
Motion _____ Second _____ AYES: _____ NAYS: _____

21. Other Business.

MINUTES
Gautier Civil Service Commission
July 11, 2013

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

The agenda was as follows:

AGENDA-REVISED
Civil Service Commission
July 11, 2013
6:00 p.m.

- 1. Approve Agenda Order.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 2. Approve Minutes for CSC Meetings held June 13, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____

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

- 3. Receive Personnel Order: Termination of Employment/Carey L. Faulkner/Dispatcher/effective June 23, 2013
- 4. Receive Personnel Order: Termination of Employment/Jackson E. Culpepper Jr. /Police Officer/effective July 15, 2013
- 5. Receive Vacancy Announcement: Deputy Court Clerk/posted June 25 thru June 29, 2013

ITEMS 3 THRU 5

Motion _____ Second _____ AYES: _____ NAYS: _____

- 6. Approve Eligibility List for Director of Economic Development-Planning/posted June 6 thru June 20, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 7. Approve Eligibility List for Deputy Court Clerk/posted June 25 thru June 29, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 8. Approve Eligibility List for Deputy Fire Chief-Fire Marshall/posted June 6 thru July 8, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 9. Approve Eligibility List for Fire Chief/posted June 6 thru July 8, 2013.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 10. Receive request to begin hiring/testing process for Dispatchers.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 11. Receive comments on revisions to Civil Service Rules.
- 12. Request approval of revisions to Civil Service Rules.
Motion _____ Second _____ AYES: _____ NAYS: _____
- 13. Other Business.
- 14. Adjourn meeting until August 8, 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 June 13, 2013; and the following vote was recorded:

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

Motion was made by Torjusen, seconded by Parol, 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 Director of Economic Development-Planning/posted June 6 thru June 20, 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 Eligibility List for Deputy Court Clerk/posted June 25 thru June 29, 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 Eligibility List for Deputy Fire Chief/posted June 6 thru July 8, 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 Eligibility List for Fire Chief/posted June 6 thru July 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 request to begin the hiring/testing process for Dispatcher and abolish the previous Master Register/Tested: March 6, 2013; and the following vote was recorded:

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

Motion carried.

City Attorney, Robert G. Ramsay advised the Commission that the proposed revisions to the Civil Service Rules and Regulations would have no direct impact on covered employees and with no further comments the Commission may proceed with the approval or further instruction on the Civil Service Rules and Regulations revisions.

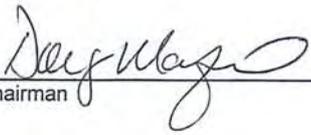
Motion was made by Torjusen, seconded by Parol, to approve the revisions to the Civil Service Rules and Regulations; and the following vote was recorded:

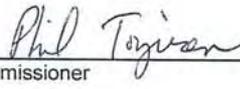
AYES: Doug Mansfield, Susan Parol, Phil Torjusen
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until August 8, 2013 at 6:00 p.m.

APPROVED:


Chairman


Commissioner

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 220-2013

IT IS HEREBY ORDERED by the Mayor and Council of the City of Gautier, Mississippi, that the attached revised Employee Evaluation Form is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilwoman Martin, seconded by Councilman Jones and the following vote was recorded:

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: NONE

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 3, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 08/26/2013
Subject: Approval of Revised Employee Evaluation Form

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the attached Revised Employee Evaluation Form

BACKGROUND:

Employee performance evaluations are an integral part developing a highly trained and motivated workforce. The City of Gautier has traditionally conducted employee performance evaluations annually.

DISCUSSION:

With the creation of the Human Resources Department in 2012, all employee personnel matters are overseen and managed through the Human Resources Department under the direction of the Human Resources Director. In order to ensure the Human Resources Director has oversight in the employee evaluation process, the standard evaluation form has been revised to include a line for the Human Resources Director to sign off and approve the evaluation upon reviewing it and before forwarding the evaluation to the City Manager for final approval.

No other changes have been made to the standard evaluation form.

RECOMMENDATION:

The Human Resources Director recommends the approval of the attached Employee Evaluation form.

ATTACHMENT(S):

Revised Employee Evaluation Form

CITY OF GAUTIER
EMPLOYEE EVALUATION

EMPLOYEE _____

DATE OF EVALUATION _____

DEPARTMENT _____

JOB TITLE _____

OVERALL PERFORMANCE RATING _____

PERFORMANCE RATING STANDARDS

NR = Not Rated

- 1 UNACCEPTABLE** Performance does not meet minimum requirements. Important requirements and objectives are not met.

- 2 NEEDS IMPROVEMENT** Performance does not meet expectations in one or more critical areas. Some requirements are not met and not all objectives accomplished within established standards.

- 3 MEETS EXPECTATIONS** Consistently meets established standards. All requirements and objectives are accomplished within established standards.

- 4 EXCEEDS EXPECTATIONS** Performance often exceeds established standards in most areas of responsibility. Most requirements and objectives are achieved above established standards.

- 5 EXCEPTIONAL** Performance is exceptional in all areas of responsibility. All objectives are achieved well above established standards.

JOB KNOWLEDGE: Detailed understanding of job requirements and responsibilities plus familiarity with both Departmental and City procedures and policies.

Rating 1 2 3 4 5 NR

ACCURACY: Completes work thoroughly and completely. Pays attention to detail.

Rating 1 2 3 4 5 NR

DEPENDABILITY: Ability to follow instructions, perform work and maintain high productivity in a consistent manner. Demonstrates commitment, dedication, and cooperation.

Rating 1 2 3 4 5 NR

ADAPTABILITY: Effectively and willingly adjusts to changes in routines, processes, assignments and deadlines. (Flexible)

Rating 1 2 3 4 5 NR

INITIATIVE: Actively seeks additional assignments. Steps in and does what is needed. Willing to learn.

Rating 1 2 3 4 5 NR

COMMUNICATIONS: Communicates clearly and effectively, orally, and in writing. Exchanges information in a timely manner and uses confidential information with discretion.

Rating 1 2 3 4 5 NR

SELF-SUFFICIENCY: Works independently with little need for direct supervision, maintains composure during emergencies. Makes practical routine decisions.

Rating 1 2 3 4 5 NR

WORK/TIME MANAGEMENT: Effectively plans and organizes work. Productive during work time, completes work projects, duties and tasks in a timely manner.

Rating 1 2 3 4 5 NR

CONDUCT: Follows Rules & Policies. Respectful of Co-Workers; promotes teamwork. Responds and acts appropriately to confrontational situations.

Rating 1 2 3 4 5 NR

ATTENDANCE: Works as scheduled. Does not disrupt operations or shirk job duties by being habitually or unnecessarily absent. Adheres to lunch schedules.

Rating 1 2 3 4 5 NR

I have reviewed this performance evaluation with the employee, made suggestions/Recommendations for improvement or suggestions/recommendations for sustained superior performance.

Supervisor Comments:

Supervisor Signature

Date

Employee Comments:

Employee Signature

Date

Division Manager Signature

Date

Department Director Signature

Date

Human Resources Director

Date

City Manager's Signature

Date

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 221-2013

IT IS HEREBY ORDERED by the Mayor and Council of the City of Gautier, Mississippi, that Veneice Barnett, Human Resources Generalist is hereby designated as ADA (Americans with Disabilities Act) Coordinator for the City of Gautier.

IT IS FURTHER ORDERED that the ADA Coordinator must conduct a self-evaluation of the City of Gautier public buildings.

IT IS FURTHER ORDERED that the ADA Coordinator must prepare a transition plan with timelines for completion by December 2013.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents.

Motion was made by Councilwoman Martin, seconded by Councilman Jones2 and the following vote was recorded:

AYES:	Gordon Gollott Mary Martin Johnny Jones Hurley Ray Guillotte Casey Vaughan Rusty Anderson Adam Colledge
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NAYS:	NONE
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MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 3, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason D. Pugh, HR Director
Date: August 28, 2012
Subject: Designation of ADA Coordinator

REQUEST:

The Human Resources Department requests City Council to designate Venice Barnett, HR Generalist as the ADA Coordinator.

BACKGROUND:

Venice Barnett has been designated as the ADA Coordinator since May 17, 2011 and attends training courses related to the Americans with Disabilities Act of 1990 (ADA) and completes and submits all documentation related to the ADA and Title VI Assessments as required by Federal and State agencies.

DISCUSSION:

MDOT is required by Federal regulations to perform annual reviews of the programs and activities of its sub-recipients to ensure nondiscrimination in the expenditure of awarded federal funds. The City of Gautier must designate an ADA Coordinator to develop a policy statement and draft a complaint procedure. Once these items are complete the ADA Coordinator must conduct a self-evaluation of City of Gautier public buildings followed by a transition plan with timelines for completion or planned implementation by December each year. Failure to comply with these requirements would result in no additional federal funding.

RECOMMENDATION:

The Human Resources Department recommends that City Council approve the designation of Venice Barnet, HR Generalist as the ADA Coordinator.

The City Council may:

1. Approve the designation;
2. Approve the designation with changes; or
3. Disapprove the designation

ATTACHMENT(S):

Notice Under Americans with Disabilities Act
Grievance Procedure under Americans with Disabilities Act of 1990



CITY OF GAUTIER

Grievance Procedure under Americans with Disabilities Act of 1990

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of a disability in the provision of services, activities, programs, or benefits by the City of Gautier. The City of Gautier’s Personnel Handbook governs employment-related complaints of disability discrimination.

All complaints should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 180 calendar days after the alleged violation to:

Veneice A. Barnett
ADA/Section 504 Coordinator / HR Generalist
P.O. Box 670
Gautier, MS 39553-0670

Within 15 calendar days after receipt of the complaint, the ADA/Section 504 Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA/Section 504 Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, interpreter, or audio tape. The response will explain the position of the City of Gautier and offer options for substantive resolution of the complaint.

If the response by the ADA/Section 504 Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to Samantha D. Abell, City Manager.

Within 15 calendar days after receipt of the appeal, the City Manager will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA/Section 504 Coordinator, appeals to the City Manager, and responses from these two offices will be retained by the City of Gautier for at least three (3) years.

Individuals also have the right to file a complaint alleging discrimination with any federal agency providing financial assistance to the City of Gautier. An informational handout is available upon request for individuals wishing to pursue this avenue of complaint.