

Civil Service Commission Minutes

On December 15, 2021, the Civil Service Commission of the City of Amarillo met at 8:30 am at City Hall, 601 S Buchanan, Amarillo, TX, 79101, in the City Council Chambers for a Regular Meeting.

	Present	No. Meetings Held Since Appointment	No. of Meetings Attended
Sally Jennings,	Yes	31	30
Lawrence Walker, Chairman	Yes	54	53

Also, in attendance were the following:

Erin Palacio, HR Manager

Bryan McWilliams, City Attorney

Viola Frausto, Sr HR Generalist

Call to order. Lawrence Walker established a quorum and called the regularly scheduled meeting of the Civil Service commission to order at 8:34am.

ITEM 1: Lawrence Walker opened with the public address- no comments from the public on agenda items.

ITEM 2: Motion was made to approve minutes from October 13, 2021. There were no comments or questions asked regarding the minutes. Lawrence Walker presented. Sally Jennings motioned to approve and seconded by Lawrence Walker. Motion passes.

ITEM 3: Review and consider the approval the list of new employees, step increases, transfers, promotions, demotions, bypasses, temporary assignments, and disciplinary actions. Lawrence Walker presented. Sally Jennings motioned to approve and seconded by Lawrence Walker. Motion passes.

ITEM 4: Review and consider proposed revisions to the Personnel Rules. Lawrence Walker presented and had a couple of questions regarding the revisions.

First question, on page 7. The word "officers" being changed to "employees". Erin P stated that the meaning the word "officers" has a different meaning under the law. Lawrence stated that in Section 34, the word "officers" needs to be changed to "employees". Bryan McWilliams stated that it would be corrected.

Second question, on page 10- Lawrence asked who the Secretary of the Commission is. He had never seen that meaning. The title used to be referred to as Director of Civil Service.

Bryan McWilliams stated that the Secretary of the Commission is Mitchell Normand, by rule. Rules are interchangeable between classified system and civil service.

Lawrence Walker asked the audience if anyone had any comments regarding the revisions. Dana Havlik, Fire District Chief approached the podium, stated his name and rank. He asked for additional clarification on revision on page 23 regarding the meaning of the sentence, "The probationary period shall be twelve calendar months of full-time continuous service for regular employees except **for certain Police Officers, and Fire Fighters.**" Asked what "certain Firefighters" is referred to, all or some.

Lawrence was not sure what he was asking maybe related to extenuating circumstances like extending probation for attendance. Lawrence stated we will wait on legal counsel for explanation. Erin Palacio stated that it was talked about adding the title "fire cadets" to the rule, but no decision was made. Bryan McWilliams stated that fire cadets are a subset of firefighters, per Charter. Dana Havlik felt that the meaning was ambiguous and asked if that rule applied to all or certain firefighters. Bryan stated that civil service controls the meaning. This allows state law to control. Dana Havlik stated probationary firefighters are as stated in Chapter 143. Bryan McWilliams said that was correct which allows state law to control it.

Lawrence Walker asked if there were any other questions or comments. There were none. Sally Jennings motioned to approve and seconded by Lawrence Walker. Motion passes

ITEM 6: No other items or discussions. Lawrence Walker moved to adjourn and was seconded at 8:40am.

Mitchell Normand, Civil Service Director

Lawrence Walker, Chairman