



Civil Service Commission Meeting

01/20/2023 - Minutes

Chair Roger Krueger called the meeting to order at 10:03 AM.

Roll Call

Civil Service Commission members Roger Krueger, Jason Sutheimer and Nicole Ralph were present. Jannelle Combs, City Attorney, and Leanne Schmidt, HR Director were attendance.

Minutes for 1/4/2023 meeting for appeal for Darin Schadler Adverse Employment Decision were approved.

Chairman Krueger opened the floor for nominations for election of Commission Chair for 2023. Commissioner Ralph nominated Chairman Krueger for chair and made a motion. Commissioner Sutheimer seconded the motion. Roll call was taken with Commissioners Sutheimer, Ralph, and Krueger all voting aye. Motion passed.

Discussion was opened to commissioners regarding scheduling and administering of future meetings, which consensus was found to add the following items:

- Consider starting meeting with commission asking questions based on review of documentation provided. Ask employee if there any other information to consider.
- Chair Krueger asked if a cheat sheet be provided. City Attorney will provide guidance document for the agenda and procedures.
- Open meeting provides public opportunity to be present and observe. Discussions and speaking are related to employees only. Chair can direct comments are not allowed.
- Ordinance needs to be updated regarding the at-will probationary appeal language - remove the 48-hour notice and further appeal to commission to be clear those do not apply to probationary employees, which is a consistent process in the State of North Dakota employees as well.

There being no further business to discuss the civil service commission meeting adjourned at 10:41 am.