

Regular Meeting

August 31, 2015
12:30 p.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, August 31, 2015, at 12:52 p.m. with Grady Pettigrew and Jr., Jeff Porter, and Delena Edwards in attendance.

PLEASE NOTE: These Minutes are summarized and are not actual statements made by each presenter in the meeting.

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RE: Review and approval of the Minutes from the July 27, 2015 Regular Meeting.

A motion to approve the minutes was made, seconded, and approved unanimously.

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RE: Pre-Hearing Conference Reviews.

a. Kimberly Podolski vs. Columbus City Schools; Bus Driver; Discharge. Trial Board Hearing scheduled for October 5, 2015; Appeal Number 15-BA-0005.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Kimberly Podolski, a Bus Driver, who was discharged from Columbus City Schools. Columbus City Schools will have two witnesses and the Appellant will have one witness, maybe one more. Both Columbus City Schools and the Appellant's counsel believe the hearing can be conducted in an afternoon.

b. Teresa Lorentz vs. Columbus City Schools; Bus Driver; Discharge. Trial Board Hearing scheduled for November 4, 2015; Appeal Number 15-BA-0007.

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the pre-hearing conference review of Teresa Lorentz, a Bus Driver, who was discharged from Columbus City Schools. Columbus City Schools will have three witnesses and the Appellant will have one witness. Both Columbus City Schools and the Appellant's counsel believe the hearing can be conducted in an afternoon.

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*RE: Request of the Civil Service Commission staff to revise Rule VII(E)(3)(d) to read **Present Service-Connected Disability Award**, to remove the requirement to submit active duty verification by the last test date, and to change the required submittal date of the DD214 or other comparable documentation from the last test date to **prior to the date the eligible list is established**.*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request to revise Rule VII(E)(3)(d) to read *Present Service-Connected Disability Award*, to remove the requirement to submit active duty verification by the last test date, and to change the required submittal date of the DD214 or other comparable documentation from the last test date to *prior to the date the eligible list is established*.

Rule VII(E)(2) defines a disabled veteran as a person who meets the definition of veteran and who has established the present existence of a service-connected disability rated ten percent or higher, as determined by the Department of Veterans' Affairs or by the applicable military service. Section (E)(3) requires that an applicant

have on file with or submit to the Commission no later than the final day of testing, or if still on active duty, then-prior to the date the eligible list is established, Form DD214 or other such document(s) deemed comparable that identifies Branch of Service, Service Dates, Character of Discharge, and Present Service-Connected Disability Percentage Rating (for disability preference points). Section (E)(3) further clarifies that any veteran on active duty during the filing period who anticipates discharge prior to the establishment of the eligible list must submit proof of active status by the final day of testing in addition to submitting a DD214 prior to establishment of the eligible list.

The U.S. Department of Veterans Affairs defines disability compensation as a monthly tax-free benefit paid to Veterans who are at least 10% disabled, and indicates that in order to be eligible to receive disability compensation, one must be at least 10% disabled by an injury or disease incurred during active duty. That is, no disability benefit is awarded for less than a 10% disability rating.

As indicated above, for disabled veterans' preference points, the Rule required documentation that identified *Present Service-Connected Disability **Percentage Rating***. Given that disabled veteran's status requires at least a 10% disability rating, it was requested that the Rule be revised to read *Present Service-Connected Disability **Award***. This will allow a disabled veteran to provide either documentation of the actual disability percentage rating or documentation that a disability benefit has been awarded, which by U.S. Department of Veterans Affairs standards, indicates at least a 10% disability rating.

Further, it was requested that the required date for submittal of the DD214 for all candidates seeking veterans' preference points be changed from the last test date to *prior to the date the eligible list is established*, and that the requirement for candidates to provide proof of current active military status by the last test date be deleted. These two revisions simplify the process and make it consistent for all candidates seeking veteran's preference consideration.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Review of the Findings and Recommendation of the Trial Board hearing held on May 11, 2015, Valerie Caldwell vs. Columbus City Schools, Appeal Number 15-BA-0003.

A motion to adopt the trial board's recommendation modifying the action of the Columbus City Schools discharging Ms. Caldwell from the position of Secretary II was made, seconded, and passed unanimously.

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Re: Columbus City School Classification Actions.

No Columbus City School classification actions were submitted this month.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Summer Worker with no revisions (Job Code 3680).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Summer Worker with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in October 2010. This classification is intended for use by all departments and was last used by Columbus Recreation and Parks. There are currently no employees serving in this classification.

After a review of the specification and receiving feedback from a department representative, it was determined that the current specification adequately describes the work as it is intended should the department have funding for and choose to make use of the classification in the future.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Custodial Supervisor with no revisions (Job Code 3529).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to approve the specification review for the classification Custodial Supervisor with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in August 2010. There are currently two employees serving in this classification within the Department of Finance and Management.

Each incumbent was sent a review questionnaire in order to participate in the review; however, none were returned. After a review of the specification and receiving feedback from a department representative, it was determined that the current specification adequately describes the work as it is currently performed.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Polygraphist with no revisions (Job Code 3016).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Cultural Arts and Events Manager with no revisions (Job Code 3198).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification City Forester with no revisions (Job Code 1530).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Polygraphist, Cultural Arts and Events Manager, and City Forester as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years.

Based on a review of the specifications, questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, there were no revisions at this time.

A motion to approve these requests was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Equal Business Opportunity Commission Executive Director (Secretary) (U) with no revisions (Job Code 0035).

RE: Request of the Civil Service Commission staff to approve the specification review for the classification Finance and Management Director (U) with no revisions (Job code 0066).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented these requests to approve the specification reviews for the classifications Equal Business Opportunity Commission Executive Director (Secretary) (U) and Finance and Management Director (U) with no revisions as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. These classifications are currently structured as divisions within the Mayor's Office and the incumbents are appointees of the Mayor.

However, with a mayoral election to occur in November of this year, Commission staff proposed that no changes be made to the specifications at this time fully expecting that a similar opportunity will be afforded to the new mayor to review and propose changes to the classifications consistent with the new administration and overall vision for the City.

A motion to approve these requests was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Aging Programs Care Coordinator (Job Code 0870).

PRESENT: Suzy Ulry, Personnel Analyst II

Suzy Ulry presented this request to revise the specification for the classification Aging Programs Care Coordinator as a result of a request from Columbus Recreation and Parks to revise this classification. Specifically, the request noted that the current minimum qualifications include experience requirements which are no longer a necessary qualification. There are currently 159 employees working in this classification within the Central Ohio Area Agency on Aging (COAAA), which is operated under Columbus Recreation and Parks.

There were no revisions to the definition section. One statement within the examples of work section was revised to replace a specific reference to making referrals to agencies serving older adults with a more generic statement. The statement now reads, "Assesses the health and social environment of consumers to determine needs; documents problem areas and desired consumer goals; develops consumer service and care plans and makes appropriate referrals to various agencies and service providers."

The minimum qualifications section now reads, "Possession of a valid State of Ohio license as a Registered Nurse OR possession of a valid State of Ohio license as a Social Worker. Some positions may require the possession of a valid motor vehicle operator's license." There were no revisions to the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Communications Technician, retitle it to read 911 Emergency Dispatcher, and amend Rule XI accordingly (Job Code 3004).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Police Communications Technician Supervisor, retitle it to read 911 Emergency Communications Specialist, and amend Rule XI accordingly (Job Code 3005).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Custodial Worker (Job Code 3525).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Custodial Worker as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in August 2010. There are currently 71 incumbents serving in this classification within the Columbus Recreation and Parks Department and in the Facilities Maintenance Division of the Department of Finance and Management.

After a review of the specification and feedback from a department representative, minor revisions were proposed. There were no revisions to the definition section. One example within the examples of work section was expanded to include recycling receptacles and a second example had "when assigned to police substations" removed and was expanded to indicate that incumbents drive to multiple types of facilities, such as Columbus Pride Centers and Public Utilities buildings, in addition to Police substations.

There were no revisions to the minimum qualifications section, the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to merge the specification for the classification Automotive Mechanic (Light) (Job Code 3458) into Automotive Mechanic (Heavy) (Job Code 3459), revise and retitle it to read Automotive Mechanic, and amend Rule XI accordingly (Job Code 3459).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Maintenance Painter (Job Code 3720).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Maintenance Painter as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in August 2010. There are currently six incumbents serving in this classification within the Water and Sewerage and Drainage Divisions of the Department of Public Utilities and in the Facilities Maintenance Division of the Department of Finance and Management.

After a review of the questionnaires completed by incumbents and feedback from department representatives, minor revisions were proposed. There were no revisions to the definition section. One example within the examples of work section was expanded to include rollers as equipment used and a second example was expanded to indicate that incumbents repair and patch walls as part of surface preparation.

There were no revisions to the minimum qualifications section, the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Exercise Physiologist (Job Code 1749).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Exercise Physiologist as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in September 2010. There are currently no incumbents serving in this classification which had been previously used within the Department of Public Safety.

After a review of the specification and feedback from a department representative, a minor revision was proposed. There were no revisions to the definition section. Within the examples of work section the word "submaximal" was removed and "VO2 determinations" was added to one example to reflect the actual testing that would be performed by an incumbent in this classification.

There were no revisions to the minimum qualifications section, the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Rental Services Coordinator (Job Code 3167).

PRESENT: Matt Wonderly, Personnel Analyst I

Matt Wonderly presented this request to revise the specification for the classification Rental Services Coordinator as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2010. There is currently one incumbent serving in this classification located in the Columbus Recreation and Parks Department.

After a review of the questionnaire completed by the incumbent and feedback from a department representative, a minor revision was proposed. There were no revisions to the definition section. Within the examples of work section one statement was expanded to demonstrate that incumbents make routine inspections of all rental facilities to ensure maintenance standards are met.

There were no revisions to the minimum qualifications section, the knowledge, skills, and abilities section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Collection Vehicle Operator (Automated) (Job Code 3922).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Collection Vehicle Operator (Automated) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in December 2010. There are currently 162 incumbents serving in this classification within the Refuse Collection Division of the Public Service Department.

After a review of the questionnaires completed by the incumbents, a review of the specification, and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section one statement was revised by taking the specific containers listed in the statement and making them examples within a parenthetical note (e.g. dumpsters, 90 or 300 gallon, etc.) Also, the goal of the "quantity of containers" was revised to the "assigned service locations." Three other statements were modified and read as follows, "Operates mechanical devices from the cab of the truck to lift and dump containers and returns containers to original locations; picks up refuse that spills out during container collection; Prepares Pre-Route Checklist/Daily Collection Route Information sheet and other reports as required; reports damaged containers observed during route;" and "Communicates with the public to notify them of improperly prepared refuse items, to facilitate service to exemption residents, and to respond to requests for information or refer them to proper personnel when necessary." One statement was added and reads, "Utilizes mapping information to understand or plan for an efficient route."

The minimum qualifications section was revised to read, "One year of experience driving a vehicle that requires a commercial motor vehicle operator's license (Class A or B). Possession of a valid, Class B, commercial motor vehicle operator's license with an air brakes endorsement." The knowledge, skills, and abilities section was revised to add the statements, "knowledge of traffic laws and regulations; ability to read maps; ability to maneuver and lift objects in a safe manner;" and "ability to safely enter and exit a refuse collection vehicle." One statement was removed in lieu of the statement, "ability to work outside in all kinds of weather." There were no revisions to the examination type or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Collector and Vehicle Operator (Manual) (Job Code 3923).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Collector and Vehicle Operator (Manual) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in December 2010. There are currently 11 incumbents serving in this classification within the Refuse Collection Division of the Public Service Department.

After a review of the specification and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. The minimum qualifications section was revised to read, "One year of experience driving a vehicle that requires a commercial motor vehicle operator's license (Class A or B). Possession of a valid, Class B, commercial motor vehicle operator's license with an air brakes endorsement." The knowledge, skills, and abilities section was revised to add the statements, "knowledge of traffic laws and regulations; ability to

read maps; ability to maneuver and lift objects in a safe manner;" and "ability to safely enter and exit a refuse collection vehicle." One statement was removed in lieu of the statement, "ability to work outside in all kinds of weather." There were no revisions to the examples of work section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Supervisor (Job Code 3928).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Supervisor as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2010. There are currently eight incumbents serving in this classification within the Refuse Collection Division of the Public Service Department.

After a review of the questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Two statements within the examples of work section were combined to make one main supervisory statement. Additions and edits to the existing statements reflect the refuse container supervisor's role by referring to "refuse collection or container maintenance" personnel and removing "collection" when more general terms could be used. In addition, the container inventory, maintenance, and customer service aspects were reflected. Two statements were added which read, "Monitors and maintains refuse container inventory at warehouse;" and "Remedies issues with deployed containers such as those improperly placed, damaged, or that need to be returned for recycling; directs repurposing of reusable container parts."

The minimum qualifications section was revised to reduce the years of experience required from four years to two years of experience in refuse collection or refuse container assembly and repair. The knowledge, skills, and abilities section was revised to include two new statements which read, "ability to plan, organize, and coordinate the work of others;" and "ability to read maps." One statement regarding the ability to use a computer was edited to remove specificity of "office related software packages" and simply state "related software." There were no revisions to the examination type or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Container Assembler and Repairer (Job Code 3929).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Container Assembler and Repairer as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2010. There are currently eight incumbents serving in this classification within the Refuse Collection Division of the Public Service Department.

After a review of the specification, a job observation at the warehouse, and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section the word "automated" was removed as "refuse containers" is sufficiently descriptive of the variety of containers that are assembled. In addition, three statements were revised and they

read as follows, "Drives a Mobile Repair Van or Truck to deliver and/or pick-up refuse containers as necessary; plans daily route based on assigned service request addresses; Completes daily trip sheet to include tracking status of requests and container serial numbers;" and "Deconstructs out of service or reclaimed containers for recycling or repurposing; operates a mobile steam cleaner to clean refuse containers as necessary."

The knowledge, skills, and abilities section was revised to include a new ability which reads, "ability to drive Mobile Repair Van or Truck through narrow spaces." An edit was proposed to change the verbiage of "lift and carry" to "maneuver" with regard to the 50 pound requirement. One statement was removed in lieu of the statement "ability to work outside in all kinds of weather." There were no revisions to the minimum qualifications section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Collector District Assistant Manager (Job Code 3931).

This item was deferred.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Collection District Manager (Job Code 3933).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Collection District Manager as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2010. There are currently three incumbents serving in this classification within the Refuse Collection Division of the Public Service Department.

After a review of the questionnaires completed by the incumbents, with supervisory review, and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section two statements were updated to replace the word "mechanized" with "refuse" when referring to the collection system and the containers. Several statements were revised to read, "Directs and plans the placement and collection of refuse containers by determining space availability, eliminating hazards, and determining proper placement; Determines resources needed and coordinates refuse services for special events; Supervises the maintenance of the transfer station, monitors resource availability (e.g. supplies, vehicles, personnel), and initiates requisitions and work orders for the district;" and "Directs and reviews the preparation and utilization of various records and reports such as trip sheets, overtime reports, daily route status reports, accident and property damage reports, and 311 service requests; signs and maintains files on all such records and reports."

The minimum qualifications section was revised to read, "Completion of the 12th school grade and three years of experience as a Refuse Collection District Assistant Manager or comparable. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the 12th school grade requirement. Possession of a valid motor vehicle operator's license."

Three knowledge statements were added to the knowledge, skills, and abilities section that read, "considerable knowledge of standard practices, methods, tools, materials, and mechanical equipment used in solid waste management operations; general knowledge of regulations and City codes related to refuse collection;" and "some knowledge of environmental regulations applicable to the refuse industry." In addition, the statement regarding computer use was updated to reference general

"related" software rather than specifying office related packages. There were no revisions to the guidelines for class use section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Collector (Job Code 3924).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Collector as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2010. There is one incumbent in this classification who is currently on extended leave. This classification is used by the Refuse Collection Division of the Public Service Department.

After a review of the specification and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section a statement was added that reads, "Utilizes mapping information to understand or plan for an efficient route."

The knowledge, skills, and abilities section was revised to add two abilities which read, "ability to read maps;" and the "ability to safely enter and exit a refuse collection vehicle." One ability statement was removed in lieu of the statement "ability to work outside in all kinds of weather." There were no revisions to the minimum qualifications section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Refuse Collection Operations Manager (Job Code 3935).

PRESENT: Carol Lagemann, Personnel Analyst II

Carol Lagemann presented this request to revise the specification for the classification Refuse Collection Operations Manager as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in November 2010. This is a single-position classification in the Refuse Collection Division of the Public Service Department.

After a review of the specification and feedback from department representatives, revisions were proposed. There were no revisions to the definition section. Within the examples of work section, reference to the "customer service group" is no longer necessary as that group moved to 311 Service, but it was proposed to update the wording to reference "administrative staff" that may work in the Refuse Collection Division. In addition, reference to the Refuse Collection Division Assistant Administrator classification was deleted since it was abolished in 2011.

Five new statements were added to the knowledge, skills, and abilities section which read, "thorough knowledge of regulations and City codes related to refuse collection; considerable knowledge of safe work practices; general knowledge of environmental regulations applicable to the refuse industry; ability to interpret rules, ordinances, and regulations;" and "ability to operate a computer and related software." There were no revisions to the guidelines for class use section, the minimum qualifications section, the examination type, or the probationary period.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Public Utilities Director (U) (Job Code 0088).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to revise the specification for the classification Public Utilities Director (U) as part of the Commission's efforts to ensure that all classifications are reviewed at least every five years. It was last reviewed in August 2010. The Public Utilities Department is a large department that houses three divisions: Sewerage and Drainage, Power, and Water. The only revision at this time was to simply reflect the current divisional structure of the department, which had become somewhat outdated since its last formal review.

Additionally, the director of this department is an appointee of the Mayor and serves as a member of the Mayor's cabinet. With the mayoral election to occur in November (and the current Mayor not running for re-election), staff proposed that a similar review opportunity be afforded to the new mayor upon his/her readiness. There were no revisions to the guidelines for class use section.

A motion to approve this request was made, seconded, and passed unanimously.

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RE: Personnel Actions.

No personnel actions were submitted this month.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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RE: Background Removals - Pre-Exam.

	Name of Applicant	Position Applied For
1.	Brandon Booker	Police Officer
2.	Gordon Brown	Police Officer
3.	Tyler Carl	Police Officer
4.	Wesley Carter	Police Officer
5.	Michael Coffey	Police Officer
6.	Daniel Glenn	Police Officer
7.	Abidkafi Hagi	Police Officer
8.	Jason Hutchins	Police Officer
9.	Trenton Hython	Police Officer
10.	Christopher Joyce	Police Officer
11.	Asadia Latouche	Police Officer
12.	Mark Dominic Luketic	Police Officer
13.	Marc Maitre	Police Officer
14.	Moshal Mohamed	Police Officer
15.	Jonathan Mowery	Police Officer
16.	Andrew Payne	Police Officer
17.	Christopher Phillips	Police Officer
18.	Bradford Shieve	Police Officer
19.	Tia Thompson	Police Officer
20.	Justin Whiteside	Police Officer

21.	Lance Wooley	Police Officer
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After reviewing the files of Brandon Booker, Gordon Brown, Tyler Carl, Wesley Carter, Michael Coffey, Daniel Glenn, Abidkafi Hagi, Trenton Hython, Asadia Latouche, Mashal Mohamed, Jonathan Mowery, Christopher Phillips, Bradford Shieve, Tia Thompson, Justin Whiteside, and Lance Wooley, the Commissioners decided their names would be reinstated to the Police Officer testing process.

After reviewing the files of Jason Hutchins, Christopher Joyce, Mark Dominic Luketic, Marc Maitre, and Andrew Payne, the Commissioners decided their names would not be reinstated to the Police Officer testing process.

RE: Background Removals - Post-Exam.

	Name of Applicant	Position Applied For	BAR #
1.	Patrick Swope	Police Officer	15-BR-017
2.	Louis Italiano III	Police Officer	15-BR-018
3.	Brenna Hosey	Police Officer	15-BR-019
4.	Phong Bui	Police Officer	15-BR-020
5.	Leonard Wicks	Police Officer	15-BR-021

After reviewing the files of Patrick Swope, Louis Italiano III, Brenna Hosey, and Leonard Wicks, the Commissioners decided their names would not be reinstated to the Police Officer eligible list.

After reviewing the file of Phong Bui, the Commissioners decided his name would be reinstated to the Police Officer eligible list with a condition set by the Commissioners.

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RE: Other Administrative/Jurisdictional Reviews.

There were no administrative/jurisdictional reviews submitted this month.

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The Commissioners adjourned their regular meeting at 1:15 p.m.

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Grady L. Pettigrew, Jr., President

Date