CITY OF ARLINGTON
CIVIL SERVICE COMMISSION
MEETING MINUTES

Wednesday, March 11, 2020
Butner Board Room
110 E. 3rd St.

Commissioners Present: Kay Duskin, and Thad Hovis (via Skype Phone Call).

Staff present: Police Chief Ventura, Chief Examiner/Secretary James Trefry.

Commissioner Duskin called the meeting to order at 4:02 P.M.

Approval of the Agenda
Commissioner Hovis moved to approve the agenda. Commissioner Duskin seconded the motion, which was carried.

Visitors
Don Vanney, Holly Sloan-Buchanan, Mark Tingley

Consent Agenda
Commissioner Hovis moved to approve the Consent Agenda consisting of the minutes of the January 15, 2020 regular meeting. Commissioner Duskin seconded the motion, which was carried.

NEW BUSINESS

Fire Department Report

Chief Examiner/Secretary Trefry discussed cooperative efforts with North County Fire.

Police Department Report

Chief Ventura and Chief Examiner/Secretary Trefry reviewed the Entry Level Police Officer Oral Board results from February 28, 2020.

Commissioner Hovis moved to approve the Entry Level Police Officer Oral Board results from February 28, 2020. Commissioner Duskin seconded the motion, which was carried.

Chief Ventura and Chief Examiner/Secretary Trefry reviewed the Entry Level Police Officer Oral Board results from March 2, 2020.

Commissioner Hovis moved to approve the Entry Level Police Officer Oral Board results from March 2, 2020. Commissioner Duskin seconded the motion, which was carried

Chief Examiner/Secretary Trefry requested the certification of the Entry Level Police Officer Eligibility List.

Commissioner Hovis moved to certify the Entry Level Police Officer Eligibility List. Commissioner Duskin seconded the motion, which was carried.

Chief Ventura and Chief Examiner/Secretary Trefry reviewed the Lateral Police Officer Oral Board results from February 28, 2020.

Commissioner Hovis moved to approve the Lateral Police Officer Oral Board results from February 28, 2020. Commissioner Duskin seconded the motion, which was carried.

Chief Ventura and Chief Examiner/Secretary Trefry reviewed the Lateral Police Officer Oral Board results from March 2, 2020.

Commissioner Hovis moved to approve the Lateral Police Officer Oral Board results from March 2, 2020. Commissioner Duskin seconded the motion, which was carried

Commissioner Hovis moved to certify the Lateral Police Officer Eligibility List. Commissioner Duskin seconded the motion, which was carried.

Chief Ventura and Chief Examiner/Secretary Trefry reviewed the Police Sergeant Promotional Testing results from 3rd Quarter 2019.

Commissioner Hovis moved to approve the the Police Sergeant Promotional Testing results from 3rd Quarter 2019. Commissioner Duskin seconded the motion, which was carried.

Commissioner Hovis moved to certify the Police Sergeant Promotional Eligibility List. Commissioner Duskin seconded the motion, which was carried.

Revised Regular Meeting Schedule Adopted for 2020

The remaining 2020 Regular Meeting Schedule was adopted by consensus consisting of:

a. Wednesday, April 15, 2020 at 9:00 AM (3rd Wednesday)
b. Wednesday, May 20, 2020 at 9:00 AM (3rd Wednesday)
c. Wednesday, June 3, 2020 at 9:00 AM (1st Wednesday)
d. Wednesday, July 15, 2020 at 9:00 AM (3rd Wednesday)
e. Wednesday, August 5, 2020 at 9:00 AM (1st Wednesday)
f. Wednesday, September 2, 2020 at 9:00 AM (1st Wednesday)
g. Wednesday, October 7, 2020 at 9:00 AM (1st Wednesday)
h. Wednesday, November 4, 2020 at 9:00 AM (1st Wednesday)
i. Wednesday, December 2, 2020 at 9:00 AM (1st Wednesday)

Commissioner Hovis moved to allow Chief Examiner/Secretary Trefry to approve oral board testing results and certify hiring lists through December 31, 2020, pending any appeal, if needed because of the inability for the Commission to meet because of the COVID-19 pandemic. Commissioner Duskin seconded the motion, which was carried.

Interviews for New Commission Member

The Selection Committee consisting of Chair Kay Duskin, Commissioner Thad Hovis and Chief Examiner/Secretary Trefry interviewed Holly Sloan-Buchanan and Mark Tingley for the open Civil Service Commission Position.

After deliberating, the Selection Committee recommended Holly Sloan-Buchanan for the open position.

Continued Business
None.

Adjourn
There being no other business to be conducted, the meeting was adjourned at 4:49 P.M.

Next meeting is Wednesday, April 15, 2020.

Kay Duskin
Civil Service Commission Chair

James Trefry
Chief Examiner/Secretary