



<b>CIVIL SERVICE COMMISSION MEETING</b>		
<b>MINUTES</b>		
<b>1:00 PM</b>	<b>OCTOBER 6, 2020</b>	<b>Tele-Conference</b>
	Jim Weeks	Chair
	Pam Turner	Vice-Chair
	A.J. McDonald	Commissioner
	Barbara Shannon-Banister, Ph.D	Commissioner
<b>STAFF PRESENT</b>	Matt Cain	Administrator
	Emily Shuman	Senior Analyst
	Michelle Haines	Civil Service Analyst
	Heather Dearman	Civil Service Analyst
<b>OTHERS PRESENT</b>	Julie Heckman, Isabelle Evans, Nancy Rodgers	City Attorney's Office
	Jason Batchelor	City Manager's Office
	Chief Wilson, Dpty. Chief Parker, Lt. McClelland, Danelle Carrel, Officer Syidi, Officer Wicklund	Aurora Police Department
	Ofc. Iovine	FOP
	Sgt. Sears	APA
	Chief Gray, Dpty. Chief Andersen, Cmdr. Robnett	Aurora Fire Department
	Tech. Pulliam	Local 1290
	Dr. Brower	Brower Psychological
<b>1) Chair Weeks called the Civil Service Commission meeting to order at 1:00 p.m.</b>		
<b>A.</b> All who were present introduced themselves.		
<b>B.</b> On a motion by Vice-Chair Turner, seconded by Commissioner McDonald, the agenda was adopted as written.		
<b>C.</b> On a motion by Vice-Chair Turner, seconded by Commissioner McDonald the minutes for the Commission meeting on September 9, 2020 were approved.		
<b>2) AGENDA ITEMS (Requires a vote)</b>		
<b>A. Certification of 2021-1 Police Entry-Level Prospective Employment List</b>	<b>Dearman</b>	
<b>DISCUSSION</b>	Dearman stated that 1396 applications for a projected February 2020 Academy that was postponed to March and April were accepted from February 10, 2020 through a June 27, 2020 deadline that was extended to July 26, 2020. She added that 1163 applicants passed MQ screening and were invited to schedule for the fitness exam, Frontline exam and "So you want to be a Cop?" mandatory seminar. She noted that the deadline was extended a few times due to the pandemic. She concluded that 352 applicants completed the Frontline Exam and 272 remain on the 2021-1 Police Entry-Level PEL (Prospective Employment List).	

<b>PROPOSALS/ CONCLUSIONS</b>	The Police entry-level 2021-1 prospective employment list was signed and certified.
<b>3) ITEMS FOR DISCUSSION (No vote required)</b>	
<b>A. Police Recruiter Presentation</b>	<b>Officers Syidi and Wicklund</b>
<b>DISCUSSION</b>	Officers Wicklund and Abdul shared a power point presentation summarizing their recruitment efforts. They outlined their duties and responsibilities including community engagement, communication with applicants, training auxiliary recruiters, budget management, advertising, mandatory seminar administration and the officer referral program. They closed with an overview of the demographics for the 2021-1 prospective employment list and statistics on how applicants hear about the position of entry-level police officer.
<b>B. Job Suitability Description and Results</b>	<b>Dr. Brower</b>
<b>DISCUSSION</b>	Dr. Brower introduced herself and provided her credentials. She gave a summary of the bifurcated Job Suitability Assessment process that she completes for the Aurora Civil Service Commission. She stated that ¾ of the agencies she works with use the bifurcated process. She went on to explain that her agency receives an applicant's basic information and personal history questionnaires and they come in for the first stage job suitability assessment. It is considered a non-medical evaluation and they do not ask anything that would relate to medical questions. She summarized the interview process and the validity and types of personality assessments that her agency uses as well as how they are administered. She explained that once the applicant is given a conditional offer by Aurora, the applicant comes back to her agency for a post offer psychological review. She stated that it allows them to not only look at the executive summary of the background investigation, but they can now also ask medical questions, and give other assessments such as the MTI. She went on to explain the validity of the tests given post offer as well as some updates from developers. There was a discussion about what other agencies do regarding the Job Suitability Assessment phase and how the tests that are used in the process were or were not having an adverse impact. Dr. Brower explained that they continue to change and develop because it is important to account for adverse impact.
<b>4) REPORTS</b>	
<b>A. COMMISSIONER REPORTS</b> <ul style="list-style-type: none"> <li>❖ Commissioner McDonald stated that the Fire Lieutenant Written went really well with the social distancing in council chambers</li> <li>❖ Chair Weeks stated the Commission finalized the decision order in the Levi Huffine case and it has been distributed to all the appropriate parties. He stated is very important to note that the appellant has a 30-day period In which to appeal the decision they made, which was to sustain, the decision of the chief. He added that the Commissioners are under a strict order of silence and they are not to comment on any aspect of the case in order to protect the integrity of the process.</li> </ul>	
<b>B. STAFF REPORTS</b> Future Calendar Items: Chair weeks stated that the Commission was updated on the calendar before the meeting.	

<p><b>C. LEGAL COUNSEL REPORTS-</b> <b>A.</b> Commissioner McDonald made a motion to Vote on Motion for Remote Johnson, Spera, Steadman Appeal Hearing Vice-Chair Turner seconded the motion. The motion passed unanimously.</p>
<p><b>5) COMMENTS</b></p>
<p><b>A. FIRE DEPARTMENT</b></p>
<p>1.Chief or Designee – No comment</p>
<p>2.Union Designee – No comment</p>
<p><b>B. POLICE DEPARTMENT</b></p>
<p>3.Chief or Designee – Chief Wilson thanked the Commission for the work that they do.</p>
<p>4.Association Designee</p> <ul style="list-style-type: none"><li>➢ APA – No comment</li><li>➢ FOP – No Comment</li></ul>
<p><b>C. CITY MANAGER DEPARTMENT</b> – Deputy City Manager Batchelor echoed Chief Wilson and thanked the Commission for their work. He acknowledged that last week was, it was a full agenda and in addition to the upcoming disciplinary hearing. He expressed appreciation for the staff and all they continue to do to process work on the Academy. He added that he had a good discussion with Matt regarding oral boards and looksto forward those discussions continuing.</p>
<p><b>D. PUBLIC COMMENT-</b> None</p>
<p><b>7) ADJOURNMENT</b> – Vice-Chair Turner made a motion to adjourn the meeting, seconded by Commissioner McDonald. the meeting adjourned at 2:10 pm.</p>

ATTEST:   
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Jim Weeks, Chair

  
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Heather Dearman, Civil Service Analyst