

MINUTES		
1:00 PM	OCTOBER 12, 2021	Tele-Conference
	Jim Weeks	Chair
	Brooke Gabrielli	Commissioner
	Harold Johnson	Commissioner
	Barbara Shannon-Banister, Ph.D	Commissioner
STAFF PRESENT	Matt Cain	Administrator
	Michelle Haines	Civil Service Analyst
	Heather Dearman	Civil Service Analyst
	Emily Shuman	Senior Analyst
	Tonja Hayes	Lead Background Investigator
OTHERS PRESENT	Julie Heckman, Peter Schulte, Megan Platt	City Attorney's Office
	Jason Batchelor	City Manager's Office
	Chief Wilson, Div. Chief Brown, Div. Chief Parker, Div. Chief Juul, Lt. Rathbun, Ofc. Abdul, Ofc. Fernandez, John Schneebeck,	Aurora Police Department
	Chief Gray, Dpty. Chief Hills, Cmdr. Robnett, Cmdr. Hays,	Aurora Fire Department
	Tech. Pulliam	Local 1290
	Josie Herman, Alyce Thistle	National Testing Network
1) Chair Weeks called the Civil Service Commission meeting to order at 1:00 PM		
A. All who were present introduced themselves.		
B. Commissioner Shannon-Banister made a motion to adopt the agenda as written. Commissioner Gabrielli seconded the motion. Commissioner Johnson made a motion to add the election of vice-chair to the agenda. There was a discussion about electing a vice-chair while there is a vacancy on the board. There was a discussion on commission rules regarding elections, Robert's Rules of order and Garfield Jones rules of order. The motion ended in a 2-2 tie vote. The motion failed and the agenda was adopted as written.		
C. On a motion by Commissioner Shannon-Banister, seconded by Commissioner Gabrielli, the minutes for September 14 th , 2021 were unanimously approved.		
2) AGENDA ITEMS (Requires a vote)		
A. Entry-Level Police and Fire Interviews		Cain
DISCUSSION	Cain gave an overview about potential benefits and outcomes of adding a panel interview component to the entry-level process. He provided information about the timelines and numbers of current applicants and how that would fit in with adding interviews. Cain provided detail on the following 4 options of conducting interviews for the entry-level hiring process: 1-Proposal from Ergometrics to conduct virtual interviews 2-Interview after NTN test, before Poly/JSA	

	<p>3-Final review interview after background, before medicals 4-Status quo, interviews at JSA and background There was a lengthy discussion about each of the options, who would be included on the interview panel, and who would have a vote. Cain noted that this could all change depending on the pandemic as well as reports soon to be released from the AG.</p>		
<p>PROPOSALS/ CONCLUSIONS</p>	<p>Commissioner Gabrielli made a motion to adopt option 3 to implement entry-level interviews with the panel being made up of the full commission, a peer from each department, a supervisor from each department, and a citizen assessor with a vote. Commissioner Johnson seconded the motion. The motion passed unanimously.</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;">B. Adding Integrity Test and Adjusting FireTEAM and Frontline Weights</td> <td style="width: 40%; padding: 5px; text-align: right;">Josie Herman and Alyce Thistle</td> </tr> </table>		B. Adding Integrity Test and Adjusting FireTEAM and Frontline Weights	Josie Herman and Alyce Thistle
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<p>DISCUSSION</p>	<p>Herman gave an overview of the new component available for the National Testing Network’s entry-level fire and police exams, the 2-part PSSA (Public Safety Self-Assessment). She explained what it's measuring, how it was developed and why they strongly recommend that Aurora adapts it into the process.</p> <p>Herman stated that the PSSA is a way to measure work attitudes and behaviors and things like integrity use of force use of authority group, bias, and commitment to equality.</p> <p>Herman added that NTN works with a lot of large cities and different agencies, who've implemented it and are seeing benefits. She said that tens of thousands of candidates have completed the PSSA, and the data shows that across every group, that it increases diversity. She explained that they have looked at Aurora’s candidate pool, and they show similar results.</p> <p>Herman ended with letting the Commission know that it is just a matter of deciding if they want to formally include it in letting candidates know that it's a requirement.</p> <p>There was a discussion about how the component increases diversity.</p> <p>There was a discussion about the recommendation to change cut scores if the PSSA was added.</p> <p>There was a discussion about the details of part 1 and part 2 of the PSSA.</p> <p>There was a discussion about how staff would reach out to applicants to implement the requirement of the PSSA as it pertains to entry-level police or fire.</p> <p>Chief Gray noted that they would prefer to look at the entire entry-level process as opposed to just continuing looking at little bits and pieces of it. Cmdr. Robnett referenced the meeting his department had with NTN and Civil Service discussing the vendor’s recommended weighting when using</p>		

	the PSSA component and stated it would be a positive step to implement the component.
PROPOSALS/ CONCLUSIONS	Commissioner Gabrielli motioned to add the PSSA and the vendor's recommended weights to the Police and Fire entry-level testing. Commissioner Johnson seconded the motion. The motion passed unanimously.
3) ITEMS FOR DISCUSSION (No vote required)	
A. Fire Recruiting Unit Presentation	Sheri Jo Stowell
DISCUSSION	Cain stated that the recruiting unit agreed to come back at a later meeting to have time to present in the interest of time.
B. Police and Fire Academy Staffing Updates	Dearman/Haines
DISCUSSION	<p>Dearman stated that an entry-level police application was opened on July 23rd, and it will close on October 15th. There are currently 423, and 256 people who passed the minimum qualification screening. 56 of those have valid frontline scores. She stated that there will be an email reminder sent to include the newly voted on requirement to complete the PSSA.</p> <p>Dearman state that the current entry-level fire process has 775 applicants. 717 passed and were invited to take the FireTeam the deadline. 475 people met the deadline. She stated that due to the new vote on weighting and the PSSA, they would be calculating the new scores and making sure everyone</p> <p>Haines gave a brief update for the October 25th police academy. She stated that all the background investigations have been completed and. 8 recruits that have been hired so far. 4 recruits are working on their conditional offer testing, such as the medical exam. There will be a max of 12 recruits in the upcoming Academy.</p>
4) REPORTS	
A. COMMISSIONER REPORTS-	
<ul style="list-style-type: none"> • Fire Captain Written- Chair Weeks stated that he proctored the examination with 2 candidates. 1 passed and 1 failed. 	
B. STAFF REPORTS- None	
C. LEGAL COUNSEL REPORTS- None	
5) COMMENTS	
A. FIRE DEPARTMENT	
1.Chief or Designee – Cmdr. Robnett stated that City Council has funded another truck in the city, which brings their official estimate to 242 hires for this coming year.	
2.Union Designee – No Comment	
B. POLICE DEPARTMENT	
3.Chief or Designee – No comment	

4. Association Designee


- > APA – None Present
- > FOP – None Present

C. CITY MANAGER DEPARTMENT – No Comment


D. PUBLIC COMMENT- None Present

7) ADJOURNMENT – The meeting was adjourned 3:47 PM.

ATTEST:



Jim Weeks, Chair



Heather Dearman, Civil Service Analyst