

| CIVIL SERVICE COMMISSION MEETING | | |
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| MINUTES | | |
| 1:00 PM | APRIL 11, 2023 | ASPEN ROOM and TEAMS |
| COMMISSIONERS PRESENT | Barb Cleland | Vice-Chair |
| | Barbara Shannon-Banister, Ph. D | Commissioner |
| | Matt Snider | Commissioner |
| STAFF PRESENT | Matt Cain | Administrator |
| | Emily Shuman | Senior Analyst |
| | Michelle Haines | Civil Service Analyst |
| | Heather Dearman | Civil Service Analyst |
| | Scott Krob | Commission Appeals Counsel |
| OTHERS PRESENT | Jason Batchelor | Interim City Manager |
| | Julie Heckman, Megan Platt, Pete Schulte, Kimberly Skaggs | City Attorney's Office |
| | Ryan Lantz, Ron Hess | Internal Services |
| | Gary Rogers, Casey Williams, Tonja Hayes | HR Background Investigators |
| | Interim Chief Acevedo, Interim Dpty. Chief Morris, Div. Chef Lanigan, Hummel, Ofc. Syidi, Danelle Carrel | Aurora Police Department |
| | Ofc. Cancino | Aurora Police Association |
| | Sgt. Sears | FOP |
| | Chief Oughton, Dpty. Chief Robnett, Cmdr. Hays, FF Barnes, Sherri Jo Stowell | Aurora Fire Department |
| | Tech. Pulliam, Charlie Richardson | IAFF Local 1290 |
| | Jeff Schlanger, Erin Pinyak, Cassi Chandler | IntegrAssure |
| 1) Chair McNeal called the Civil Service Commission meeting to order at 1:00 PM | | |
| A. On a motion by Vice-Chair Cleland, seconded by Commissioner Snider, the agenda was adopted as written. | | |
| B. On a motion by Commissioner Shannon-Banister, seconded by Commissioner Snider, the minutes for the special meeting on March 6, the regular meeting on March 14, and the special meeting March 16, 2023, were unanimously approved. | | |
| 2) AGENDA ITEMS (Requires a vote) | | |
| A. NONE | | |
| 3) ITEMS FOR DISCUSSION or POSSIBLE VOTE | | |
| A. Consent Decree Monitor De Novo findings Proposals | | IntegrAssure |

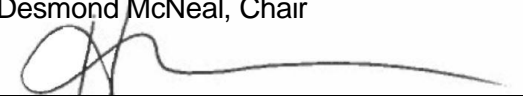
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| <p>DISCUSSION</p> | <p>Jeff Schlanger provided a report that was intended to review the De Novo review process. The review was a mandate in section 7C3A of the consent decree. The report concluded that the De Novo review process should remain in place, based on the examination of the City Charter and the disciplinary process for both departments. The De Novo review process affords full due process rights to members of the departments and is outlined in the Charter and the rules of the Commission. He noted that the Civil Service Commission has increased the transparency of the day Novo review process by posting decisions online, and further recommendations were made to increase transparency. Krob asked for clarification from Schlanger on whether the form provided on rulings met the criteria or not. Schlanger confirmed that it did.</p> <p>Jeff Schlanger recommended that the rules should provide for a presumption of an open hearing, which could be overcome by factors presented by the member, and that if there were a question amongst the Commissioners as to whether or not the hearing should be open or closed, that decision should ultimately be made by majority vote of the Commission. He suggested that the factors presented by the member to have a closed or open hearing should be sensitive in nature to someone other than the member, such as family members, and not coming out of the charges themselves. There was a discussion about whether the right to close the hearing is an absolute right held by the officer or a discretionary matter to be decided by the Commission. There was an agreement that this is something that the Commission needs to talk about, and that criteria should be developed if it is a discretionary matter.</p> |
| <p>B. Entry-Level Rule Changes Commission</p> | |
| <p>DISCUSSION</p> | <p>Noting that the Commission approved the City’s hiring flowchart, Cain presented a revised version of the Commission’s Rules and Regulations. He noted that Heckman has also provided a red-lined version of the current rules with her recommendations. There was a discussion about revising, modifying, or deleting existing rules based on the charts and documents that were taken from previous meetings. It was noted that some rules may be deleted because departments will be taking on some of those tasks or duties, while others may be modified.</p> <p>Cain noted that he and Dearman worked on simplifying the language in the rulebook and making it easier for potential applicants to understand. He stated that feedback was sought from the consent decree monitor and Batchelor who recommended that the Commission rules should only relate to items the Commission is responsible for and that other departments would handle their own rules.</p> <p>There were more discussions about the oral interviews and written exam. Cain suggested that those conversations are going into a deeper dive, and this discussion is about changing the rules to match the flowchart.</p> |

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| | Cleland suggested that the the commission may need a special meeting to review the rules and regulations, which were prepared within the last few weeks. There was a discussion about the need for a framework to be in place in order to maintain the flow of applications for the February Academy. There was frustration expressed with the fact that this process should have been in place earlier. |
| PROPOSALS/ CONCLUSIONS | The Commission agreed to have a special meeting to go over the rule book changes on April 25. |
| 4) REPORTS | |
| A. COMMISSIONER REPORTS- | |
| <ul style="list-style-type: none"> • None | |
| B. LEGAL COUNSEL REPORTS-No comment | |
| 5) COMMENTS | |
| A. FIRE DEPARTMENT – No comment | |
| 1.Chief or Designee – No comment | |
| 2.Union Designee – No Comment | |
| B. POLICE DEPARTMENT | |
| 1.Chief or Designee – No Comment | |
| 2.Association Designee | |
| <ul style="list-style-type: none"> > APA – No Comment > FOP – No Comment | |
| C. CITY MANAGER DEPARTMENT –No comment | |
| D. PUBLIC COMMENT- None Present | |
| 7) _ADJOURNMENT – The meeting was adjourned at 1:55 PM. | |

ATTEST:



 Desmond McNeal, Chair



 Heather Dearman, Civil Service Analyst