1) **Chair McNeal called the Civil Service Commission meeting to order at 1:00 PM**

1. On a motion by Vice-Chair Cleland, seconded by Commissioner Snider, the agenda was adopted as written.
2. On a motion by Commissioner Shannon-Banister, seconded by Vice-Chair Cleland, the minutes for the February 13, 2024, meeting were unanimously approved.

2) **AGENDA ITEMS (Requires a vote)**

<table>
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<tr>
<th><strong>A. Requirements for Promotional Appointment Rule Revisions (continued from 2/13/24 meeting)</strong></th>
<th><strong>Cain</strong></th>
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<td>Cain summarized the revisions suggested for the promotional appointment section of the CSC rules and regulations that were discussed in February’s meeting. The changes included specifying the number of subject matter experts, lateral officer eligibility, updating assessment center descriptions, and establishing an appeal process for candidates bypassed by the Police chief. Chief Morris started a discussion about a current promotional list and whether a bypass could be considered since the rule was being voted on today. Heckman suggested that the charter language was changed previously and is in effect as of January 30th. She added that if the bypass is going to happen on a current list, it would still meet the requirements other than the 10 days, and the fact that the Chief expressed what the time frame is, the Commission could set a time frame of 10 days from today to follow the intent of the rule and stay in line with the Charter.</td>
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Vice-Chair Cleland made a motion to approve the promotional rules revisions with a clarification of the bypass rule being effective as of January 30th, 2024. Chair McNeal seconded the motion. The motion passed unanimously.

3) ITEMS FOR DISCUSSION or POSSIBLE VOTE

A. AFR Proposed Changes to Hiring Process Flow Chart
   Deputy Chief Robnett

   DISCUSSION
   Chief Robnett proposed changes regarding the conditional offer step of the hiring process. He suggested changing the language from "conditional job offer" to "finalists offer" to avoid giving offers for positions that haven't been approved.
   There was a discussion about the timing of background checks and conditional offers in the hiring process. Asst. Chief Hackbarth recommended background checks be conducted after naming finalists, followed by conditional job offers to those who pass the screenings.
   There was a discussion about the complexities of the hiring process, timing of notices and best practices.

   PROPOSALS/CONCLUSIONS
   Chair McNeal tabled this topic for a future meeting.

B. APD Proposed Removal of PSSA from Testing Process
   Commander Rathbun

   DISCUSSION
   Commander Rathbun raised concerns about the PSSA portion of the National Testing Network's Frontline exam which is pass/fail. He noted that it was repetitive as the Job Suitability Assessment (JSA) already screens for similar indicators. He added that the JSA is more comprehensive, and includes follow up interviews as well as allowing the background investigator to follow up. He raised concerns about the PSSA being an online test only which could have potential biases, especially for candidates with English as a second language or disabilities, which is not consistent with the whole person approach.

   PROPOSALS/CONCLUSIONS
   Chair McNeal tabled the topic for further discussion.

4) REPORTS

A. COMMISSIONER REPORTS
   Chair McNeal stated that he and Commissioner Snider attended the police graduation ceremony last week, where they saw 39 new officers receive their shields, which was exciting. He noted that it had been a long time since there were so many graduates in one class, indicating that the new recruitment process is effective.

B. LEGAL COUNSEL REPORTS
   No comment

5) COMMENTS

A. FIRE DEPARTMENT

1. Chief or Designee– No Comment

2. Union Designee -None Present

B. POLICE DEPARTMENT

1. Chief or Designee – No Comment

UPDATED 5/7/2024 HD
2. Association Designee
   ➢ APA – None Present
   ➢ FOP – Sgt. Sears expressed gratitude for consideration of the members’ input regarding the Chief’s bypass rules.

C. CITY MANAGER DEPARTMENT – Not present

6) PUBLIC COMMENT- None Present

7) ADJOURNMENT – The meeting was adjourned at 2:36 PM.

ATTEST:

[Signature]
Desmond McNeal, Chair

[Signature]
Heather Dearman, Civil Service Analyst