

**CIVIL SERVICE BOARD MINUTES**  
**NOTE: THE MINUTES OF THE CIVIL SERVICE BOARD ARE NOT VERBATIM.**

The Civil Service Board of the Seminole County Sheriff's Office met on October 1, 2019 at the Seminole County Sheriff's Office. Members present were: Mr. Ben Newman, Retired Major David Diggs, Sgt. Amy Lawshe, DD Taurus Burke, and Ms. Robin Butler. HR Director Bob Hunter, Lt. Pete Brenenstuhl, and Senior HR Analyst Shelley West were also present.

The meeting started with a call to order at approximately 4:04 pm.

The minutes for the meeting held on September 10<sup>th</sup>, 2019 were reviewed. Ms. Butler made a motion for approval of the minutes. Major Diggs seconded the motion. The minutes were unanimously approved.

Director Hunter presented the Board with examples of the updated pre-screen questionnaire and employment application reflecting the changes that were approved in September's meeting. Ms. Butler motioned to approve the updated forms and Major Diggs seconded the motion. The Board unanimously approved the revised pre-screen questionnaire and employment application.

After discussion, a motion was made by Ms. Butler and seconded by Major Diggs to change pre-screen question #10 to now state "Have you ever been the subject of a formal investigation, an open or ongoing internal investigation, or an employer discipline proceeding?" This change was unanimously approved.

Ms. Butler agreed to return to serve on the Civil Service Board after her end of term on 12/31/19. Sgt. Lawshe will be running as the incumbent on the upcoming election. The election will be held in November 2019.

The Eligibility List was reviewed. Ms. Butler made a motion for approval of the eligibility list. Major Diggs seconded the motion. The Eligibility List was unanimously approved.

Lt. Brenenstuhl presented to the Board the current activity of the agency's recruitment efforts including visits to the Panhandle and Tallahassee academies. We are also routinely present at the University of Central Florida for job fairs and criminal justice presentations.

There was a discussion on the agency's current vacancies.

The next meeting is scheduled for Tuesday November 5<sup>th</sup>, 2019 at 4pm.

The meeting adjourned at approximately 4:41 pm.

Minutes prepared by Shelley West and approved by the Board Secretary, Sgt. Lawshe.